

De Vesci Lawn Tennis Club

Membership Management Handbook



Developed by and for use of
De Vesci LTC Committee

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1. Purpose of this document and document history

The purpose of this document is to outline the process for new membership subscriptions in De Vesci Lawn Tennis Club and for membership renewal.

Draft communication emails are contained within for the purpose of distribution. These can be updated and amended as required.

2. Process Flow Chart for New Members and Annual Renewal Process

De Vesci LTC – New Joiner Application Process

Potential new joiner emails De Vesci and gets added to the waiting list (Roy Fitzell)	Before April of any year
Committee review and agreement on who is to be invited for the year ahead	April of first year
Email issued to welcome potential joiner to De Vesci LTC and invite them to pay membership (2-week deadline)	April of first year
New Joiner pays first annual membership fee	May of first year
Upon receipt of payment. De Vesci issues email welcoming them to the club	Issued by Membership secretary
Email issued to New Joiner on Court Booking system	Issued by Membership secretary

De Vesci LTC - Annual Membership Renewal Process

Email to be sent out to all members in mid-April reminding them of upcoming renewal. Membership renewal form to be attached	Mid-April of any year
Email of reminder to pay membership	1 st week of June
Final notice to pay membership	3 rd week of June
Termination of membership	June/July

3. New Joiner Application (Draft email)

Email title: DeVesci LTC -New Joiner Application

Hi there,

Thank you for your email and interest in joining De Vesci Lawn Tennis club. We would like to welcome you to join the club. I have included an application form which you can email back to me once complete.

Please include details of all family members (Name, Age and Gender), if offered a family membership.

Please **pay your annual subscription** (May to April) through the bank transfer details provided in the form. Please include **your name or family name in reference** while making online transfers.

When your membership fee is paid and filled form received, I will provide you more details regarding access, online court booking etc.

If we do not hear from you in 2 weeks' time, we will offer the space to the next waiting in line.

For your information, men's tennis is on Monday evenings from 7:00pm onwards, and is open to all levels. Ladies' tennis is on Tuesday evenings from 7:00pm, again for all levels.

Please also note, this club is mostly run by volunteers, your patience and cooperation will be highly appreciated.

Feel free to reach out in case you have any questions.

Many thanks,

Ronan
De Vesci Committee

4. Email to Welcome New Joiners to De Vesci LTC

Email title: Welcome new member of De Vesci LTC

Hi (New member name),

We welcome you to the De Vesci club. Thank you for paying your membership fees.

I'll send you some details in a separate email regarding how to sign up to the court booking system. Please register every member (if applicable). Once you register, we will approve your registration. Court booking is not required by you for coaching.

We have men's tennis on Monday evenings from 7:00pm onwards open to all levels. Ladies' tennis is on Tuesday evenings from 7:00pm again for all levels. No booking required for these nights.

We have a fob system for access and Roy Fitzell has all the fobs. You can contact him directly to arrange a collection, he is also cc'd on this email.

Roy Fitzell - 086 2517833 or refitzell@gmail.com

To open the outside gate (both in and out), place your fob in front of the keypad.

For access to the clubhouse

To open - place your fob in front of the keypad and then press 1234

To close - place the fob in front of the keypad and then press 4321

We have a coach Tadhg Johnston who organises individual sessions, kids coaching and Tennis camps.

You can contact him directly for more information and availability.

tadhgjohnston@gmail.com - 087 6301313

It is enormously beneficial if you are in the WhatsApp groups as there is plenty of information shared through that medium.

To join simply send a **WhatsApp** to a captain and they will add you in.

- Ladies Captain – **TBC**
- Men's Captain - Harry 086 328 2836

Just to note also that De Vesci Gardens is a private park for the residents only. Tennis club members, unless residents, only have access to and from the courts and are not permitted to walk in or around the park.

I'll also include you on the club mailing list.

Please also note that this club is run mostly by volunteers. Your patience and cooperation will be highly appreciated.

Many thanks,

Ronan

De Vesci Committee

5. De Vesci Court Booking System Details

Email title: Details on how to sign up and log in to the court booking system

Details on how to sign up and log in to the court booking system

Click on the link below for the De Vesci website

<https://www.devesci.net/>

Then click on 'Book a Court'

It will then ask you to select a Sports club - select De Vesci LTC

You will be brought to a Log In page - select 'Sign up'

For Username use your own email address

You then choose your own password, you'll need to enter it twice, and some other details

Press Save.

You might then have to Log In with your Username and password

Your registration will have to be validated by an administrator from De Vesci before you can make court bookings. If there is a delay, please email devesciltc@gmail.com to let them know you are waiting to be validated.

Once registered, and up and running, courts can also be booked using the AceBook App, available from wherever you purchase your apps.

If there are any issues with the Court Booking system please contact

Roy Fitzell - 086 2517833 or refitzell@gmail.com

Many thanks,

Ronan

De Vesci Committee

6. Guest Players to the Club

Members are allowed to bring guests to play at the club at the following times

- Monday to Friday: All day until 4pm
- Saturday: After 4pm
- Sunday: After 1pm (except on days when there are league matches)

The cost of bringing guest members is €5/person, which is paid by an honor system of putting money in the collection box in the clubhouse.

The visitor fee can also be paid via the AceBook system, under player name “Visitor”.

7. De Vesci - Subscription Renewal: To be sent circa mid-April of each renewal year

Email title: De Vesci LTC annual membership renewal

Dear Member,

Thank you for being part of the De Vesci Lawn Tennis Club, and we hope you are enjoying your tennis.

It is now time to renew your membership.

Membership runs from May to April. Please make the membership renewal payment for the new season – **May 2026 to April 2027.**

Annual membership payment can be made via the **AceBook court booking system** for all family and single memberships (senior, student, junior, under 7). You will be receiving an automated renewal notification from the AceBook system any day now.

This is like any online payment process, using your debit/credit card. There will be a small payment fees (Stripe - the payment gateway) added into the payment into the booking system.

Our preference is that memberships are renewed using the AceBook system.

If you cannot use the AceBook system, your memberships can be renewed using the payment by bank transfer (details on the attachment below).

Please include your name or family name for which you are making the payment in the payment reference section.

For families, please fill in the form with all the family member names (and date of birth for Juniors).

For our club membership records we still require everyone complete and return the form attached to this email.

If you wish to make any change to your current membership category (e.g. removing or adding any family members), please inform us before renewing the membership.

Every member of the family needs to be registered into the AceBook booking system, so a court can be booked in their name.

If you are making a payment for **Student**, please provide the **student ID** along with the form (also required if paying via the AceBook online booking system).

If you are making a payment for a **Junior membership or child below 7**, please include **Date of Birth** on the form (also required if paying via the AceBook online booking system).

Last day for paying the renewal fees is 31 May.

After that, access to the club and court booking system will be disabled, if renewal membership is not paid.

If you are not renewing your membership, we would really appreciate it if you could let us know by replying to this email.

This would assist us in starting to welcome new members, as we have a long waiting list. We can then also remove your name from our membership mailing list.

Feel free to reach us in case there is any issue with making a payment, or any other query.

Thank you for your kind cooperation.

De Vesci Club and Committee

8. Reminder Notice to Pay Membership (issued mid-May 2026)

Email title: De Vesci LTC annual membership renewal reminder

Dear Member,

We are sending you this email as a reminder to pay your subscription for the year ahead. The current membership year expires on 31 May 2026.

If you have already paid your membership for 2026/2027, please ignore this email.

If you are not intending on renewing your subscription, we would greatly appreciate it if you could let us know

If the subscription is not paid by 31 May, your access will be disabled.

If you still want to renew your subscription after 31 May, you will need to pay **a late fee of Euro 25** on top of the annual subscription. This is only available for the first week of June.

All membership types can now be renewed via the Acebook system, accessible via the website “Book a Court” in www.devesci.net.

If you log onto Acebook you will see the link to renew your membership there.

The renewal form is also attached with DeVesci bank details if you prefer renewing via bank transfer.

Please bear in mind that the club is run by volunteers, and we would like to close the renewal process as soon as possible, to allow new members to join the club. All this involves a lot of background work.

Feel free to reach out to us in case you have any questions or concerns.

Thanks,
De Vesci Committee

9. Additional Reminder to Pay Membership (Issue end May)

NB: Only to be sent to those who have not yet paid. Amend mailing list accordingly.

Email title: Final notice - De Vesci LTC annual membership renewal

Dear Member,

We are sending you this email as a reminder to pay your subscription for the year ahead. The current membership year expired on 31 May 2026.

We note that you have not renewed your membership in the club this year. You are a valued member of the club, and we would love for you to continue. Men's nights is on Mondays and ladies' night is on every Tuesday. There are also many social events on throughout the year.

If you are not intending to renew your subscription, we would greatly appreciate it if you could let us know

If you still want to renew your subscription, you will need to pay a **late fee of Euro 25** on top of the annual subscription.

All membership types can now be renewed via the Acebook system, accessible via the website "Book a Court" via www.devesci.net

The renewal form is also attached with DeVesci bank details if you prefer renewing via bank transfer.

Please bear in mind that the club is run by volunteers, and we would like to close the renewal process as soon as possible, to allow new members to join the club. As you can appreciate this involves a lot of background work.

Feel free to reach out to us in case you have any questions or concerns.

Thanks,
De Vesci Committee

10. Final email to encourage continued membership of De Vesci LTC (After 1 June)

NB: Only to be sent to those who have not yet paid. Amend mailing list accordingly.

Email title: De Vesci LTC annual membership renewal 2026/2027 - Final email

Dear Member,

We note that you have not renewed your membership in the club this year. You are a valued member of the club, and we would love for you to continue.

If you are not intending to renew your subscription, we would greatly appreciate it if you could let us know

If you still want to renew your subscription, you will need to pay **a late fee of Euro 25** on top of the annual subscription.

All membership types can now be renewed via the Acebook system, accessible via the website “Book a Court” via www.devesci.net

The renewal form is also attached with DeVesci bank details if you prefer renewing via bank transfer.

The final day for payment is 10 June 2026.

If you would like to continue your membership in the club, please let us know.

Kind Regards
De Vesci Committee

11. Termination of De Vesci LTC Membership (Near end of June)

Email title: Termination of De Vesci LTC membership

Dear Sir/Madam,

We are sending you this email, because it seems, from our records, that you have not yet paid your subscription. You received a membership renewal notification email in April, a reminder in May and a final notice email. As you have not yet paid your membership fee for this year you are now removed from the club membership.

Note this email may pertain to a family member under your name.

If you would like to rejoin the club, please let us know and you will be added to the waiting list.

Kind Regards
De Vesci Committee