



TWLTC Ball Machine Instructions

1. The Ball Machine lives in the bespoke cupboard under the stairs, accessed via the location of the old vending machine.
2. Please ask a staff member for the padlock code.
3. Bookings can be made via our court booking system, Clubsys. The Ball Machine is in the court booking system reference "Ball Machine". The Ball Machine **must** be booked out through Clubsys **before use**.
4. Bookings are £5 for an hour or £2.50 per half hour. Please enter your details in the Ball Machine book outside the office and make payment as per our visitor's fee system by posting cash in an envelope through the office door or by requesting on the envelope that the booking is added to your account if you have set up a direct debit with us. Again, you must pay **before use**.
5. Some balls are provided in a bag. These are not being replenished by TWLTC but you can bring your own balls.
6. You must return the Ball Machine with the supplied balls at the end of your session, take them out of the Ball Machine at the end, put them in the bag and hang it up in the cupboard on the hook provided.
7. Please plug the Ball Machine in to recharge after use unless otherwise instructed.
8. Please ensure that the padlock is replaced on the lock and the code scrambled.
9. Please ensure that you do not exceed your booking time.
10. If it is the first time that you have used the Ball Machine, please ensure that you are familiar with the operating instructions. There are also quick start instructions attached to the Ball Machine.
11. Please book a corner court (1,4,11,13 hard or 5,7 clay) and play your shots into a corner.
12. Please be considerate to other court users especially during peak times.
13. Do not use the Ball Machine near match play.
14. **Do not use the Ball Machine in wet conditions.**
15. Please do have a go with the Ball Machine and let us have your feedback!