

RULES, REGULATIONS & GENERAL INFORMATION

(Revised 2013)

The following rules and general information are intended to promote a fair and smooth operation of our club. Rules may be changed by the Board of Directors or by Manager of Our Court after appropriate notification to the membership.

OFFICE **802-295-9876**
Online Reservations **www.ourcourtbookings.com**
E-MAIL **ourcourt@sover.net**
WEBSITE **www.ourcourttennis.com**

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RULES AND REGULATIONS

PERIODS OF PLAY

Our Court is open for play seven days per week, 24 hours per day, except for regular periods of cleaning and maintenance. The club week begins on Monday and ends on Sunday. Periods of play begin at 7:00 a.m. and continue in 90-minute segments for 24 hours. The one and one-half time periods begin at the following times:

7:00 a.m.	*8:30 a.m.	*10:00 a.m.
11:30 a.m.	1:00 p.m.	2:30 p.m.
*4:00 p.m.	*5:30 p.m.	7:00 p.m.

***Weekday prime time periods**

RESERVATIONS

All Members will receive a user ID and Password for our on-line reservation system. This system for reserving courts, for members in good standing, **begins at 6:30 a.m. each day**. No member may reserve more than one play period per day, and the reserving member must be one of the players.

Members who are able to use the courts during non-prime times are encouraged to do so to free prime time periods for others with less flexible schedules. Lessons, clinics and use of the Ball Machine are encouraged to be scheduled during the non-prime time periods.

Equity & Associate Members may reserve up to five days in advance e.g., on Monday at 6:30 a.m., one may reserve through Saturday).

Members may have four reservations per week.

WALK-ON RESERVATIONS

All members are permitted unlimited walk-on reservations/play if courts are available. Please check the computer reservation site if there are any conflicts. Walk-on reservations/play does not count toward the weekly limit.

If an error has been made and two groups arrive to play at the same time, the name that appears on the computer reservation booking site has priority.

BACK-TO-BACK PLAY

Except for unplanned fill-ins, walk-ons, lesson or clinics, members are discouraged in playing in successive time periods. Back-to-back play includes potluck socials, tournaments or other club functions. Exceptions may be made during periods of low usage.

BEFORE PLAYING

It is the responsibility of the reserving member to sign in all players by name, including guests, or to log in the use of the ball machine or other practice session. This should be done before play begins. Payment or charges for guests and/or tennis

balls must be filled out and paid before play begins, in the envelopes provided and placed in lockbox.
Club Members who have outstanding balances on guest or ball fees will be invoiced each month by the Manager.

BALL MACHINE USE

Two or more people may use the ball machine at any time, but no one member should reserve a prime time court to use the ball machine or practice alone, unless using a walk-on reservation.

Use of the ball machine is permitted for members who have been instructed in its use. Ball hoppers are available to ease the collection process, which must include balls that have strayed behind the curtains.

Please use the carpet sweeper provided to collect ball fuzz under the ball machine.

Leave Remote Control attached to machine.

CANCELLATIONS & NO-SHOWS

Members who must cancel reservations should do so at the earliest possible time. If a **cancellation** is made less than 24 hours before the court time reserved and the court is unused, the reserving member may be fined, unless there was a bone fide emergency. The same applies to no-shows. This is managed and monitored by the Club Manager.

LESSONS AND CLINICS

Lessons are primarily available to members. However, some lessons & clinics may be open to non-members on a limited basis. Non-members are guests and subject to guest policies below.

Members may request a lesson or clinic from an Instructor, during any court period, providing they reserve the court through the normal procedure. This instructional period does count as one member's reservation. Members are encouraged to reserve lessons and clinics during non-prime time periods during the week. The Club may also sponsor Open Clinic or a Series of Clinics in which each player signs up on-line.

A member who cancels a lesson less than 24 hours in advance, or who does not attend a scheduled lesson or clinic, may be responsible for the appropriate lesson fee due to the Pro, unless a replacement is found. Fees due will be billed by the Pro.

GENERAL INFORMATION

GUESTS

Any non-member using the club is considered a guest, and that privilege is extended twice a month for each guest. The twice a month limit does not apply to a guest taking a lesson, clinic or attending a social or tournament at the Club.

The entry lock combination should not be given to non-members, so members should arrive early to greet their guests.

Members should always leave after their guests- not before. **Guests may only play when accompanied by a member.**

Members are responsible for their guests and will be charged for any unpaid guest fees.

Guest Fee Rates:

Adult- \$15.00 Children ages 12-21- **\$10.00 &** under 12 **-free.**

CHILDREN

Our Court is a family club and children are welcome, but they remain the full responsibility of their parents.

Unsupervised children must be capable of self-management and must remain in the upstairs area of the club, while the parent is playing tennis. Parents are responsible for seeing that the upstairs area is left in good condition.

For the safety of the children, and in consideration of other members, disruptive children--regardless of age--may be required to have direct supervision.

Dependent children of individual equity members and associate members may enjoy playing privileges when accompanied by the parent or adult member of the Club.

Option #1 - pay the junior guest fee for each visit , twice a month limit.

Option #2 – pay **\$100/yr** (1st child) **\$75/yr** (each additional child). This entitles them to unlimited playing privileges when supervised by an adult.

MAINTENANCE

Please remove all empty ball cans and lids, used balls, empty drink cups and clothing before leaving the court. Please **recycle tennis cans/plastic in the recycle container.**

Lost and found baskets are located under the front hall table.

SHOES

Street shoes, sneakers and boots should be removed before entering locker rooms.

Only non-marking tennis shoes are allowed on the courts.

Please wait until you have arrived at the club to put on your court shoes.

COURTESY

At the end of each play period, players should leave the court immediately unless no member is waiting to play. Play should be suspended a few minutes before the cut-off time to allow for shaking hands and for collecting tennis balls and tennis gear.

Players waiting for their reserved time should wait in the hall. Ideally, groups exiting and entering Court 2 should do so simultaneously at the changeover time. Interrupting the players on Court 1 before the period is over is inconsiderate. If it is necessary, crossing should be done as quickly as possible and at a convenient break in time.

Noisy disagreements and poor conduct will not be tolerated. Exuberance should not disturb the players on the other court.

Please refer to the USTA's booklet, "The Code", for guidance in tennis etiquette.

COMPLAINTS

Complaints or infractions of the rules should be reported in writing to the club manager or to the Board of Directors.

FINES

Infractions of rules may be subject to a minimum fine of \$10. Repeat offenders may be fined more heavily or referred to the Board of Directors

HEATING

The courts have their own heaters and the temperature is preset. Members should notify the club manager of any problems. During the winter months, the glass door to the courts should be closed except for passage.

LIGHTING

The court lights take 2-3 minutes to reach full illumination. After being turned off (including by power outage), the lights must cool down for approximately 4-5 minutes before they re-light. Failure to allow the lights to cool down will delay full illumination.

When just one court will be used, light only Court 1 to save electricity. Lighting only Court 2 is not possible; the lights on Court 1 must be on to light Court 2.

VENTILATION

The court ceiling fans are left on at all times. When needed, and when the winter closures have been removed, the exhaust fan may be used for ventilation during the warmer months.

FIRST, make sure the glass door to the court area and the outside glass entry door are secured (either open or closed) to prevent them from slamming and breaking from the air pressure that will be created.

SECOND, turn on switch #1 and wait for the air intake louver on the opposite wall to open completely (about 15 seconds). If air intake is from any open door, the louver may remain closed.

THIRD, turn on switch #2 to start the exhaust fan.

DANGEROUS CONDITIONS

The courts should not be used when any unsafe condition exists. Due to rapidly changing weather conditions or other factors, there may not be a warning notice posted immediately. The manager should be notified when any condition that needs attention exists.

Occasionally, a slippery and unsafe condition occurs when a combination of high outside humidity and a cool court surface leads to condensation on the court surface. The procedure below will help retard the condensation and is set out for members who arrive to play and find condensation beginning to form but judge the courts still safe to play. Remember, the last person to leave must secure the building.

- Raise the overhead door on Court 2 only about a foot to allow cooler air to blow forcefully over the court surface. (A tennis ball can is useful to prop it open).
 - Shut the louver to prevent humid air entering from above.
- Open and secure the glass door to the court area and the outside glass entry door
 - Turn the exhaust fan on.
 - Keep the emergency exit doors behind the green curtains closed.
 - **Remember: the last person to leave must secure the building.**

SECURITY

The security of members and the care and protection of club facilities are the responsibility of every member. The last member to leave the club at any time should be sure all doors and windows are closed and locked. During the summer months, the upstairs door and fans must also be checked. The louver and exhaust fan on the courts must be turned off, and all the lights must be out. **The court ceiling fans are left on at all times.**

Maintaining security also means not giving the entry lock combination to non-members

MISCELLANEOUS

- Only clean and dry, tennis-soled shoes are allowed on the court
- Shirts must be worn at all times
- Secure water bottles or paper cups are the only beverage containers allowed on the courts
- No food may be taken into the court area
- Spectators or other non-playing persons are not allowed on the courts at any time during play, except in an official capacity
- Members will be liable for the cost of repairing any damages caused by themselves, their children, or their guests.
- No member may use the club facility for any commercial purpose, except by permission of the Board of Directors.
- Pets are not allowed on the courts
 - Smoking is not allowed in the club
 - The upstairs social/viewing area is available to all members. However, **members should clean up after use**, (i.e. wash dishes, wipe down tables, carpet sweep if necessary) and turn off any appliances used.