

## 2018 Tennis Policies Handbook

The Country Club of Roswell Tennis Program has always been known for its exceptional facilities and full slate of programs and special events. The Club has 13 tennis courts – 9 clay and 4 hard courts and three full-time professionals on staff to assist you.

There is a program available for every age and level of player (competitive, non-competitive, ALTA, USTA, flex leagues, Academy and junior programs starting at age 3).

### Priority of Court Bookings

1. League play (USTA and ALTA team play) and club events get top priority. The tennis staff will book the courts for team practices and match play. \*Make-up matches for these leagues will take priority over recreational play and Flex League-make ups.
2. Lessons, drills and clinics
3. Flex League play \*Can book courts 7 days in advance but have same court priority as recreational play
4. Recreational play \*Can be booked up to 72 hours (3days) in advance  
Courts will be booked at a maximum 2hr time frame.

Court bookings may change at any time due to a variety of reasons. Booking a specific court does not guarantee that court. Tennis staff have the right to move these court bookings at any time. Please check into the Pro shop to check the specific court number assigned.

### League Play Court Bookings Policies

- If 1-3 teams are scheduled for a home match, each team will be given 3 soft courts.
  - If 4 or more teams are scheduled for a home match, each team will be given two clay courts. \*Maybe subject to change if a club event or other special circumstance exists that day. Extra courts beyond the above schedule can be requested by teams and within 48 hours of the match if court space is available if courts are available at time of scheduled play. They may be released by CCR Staff.
  - If a team match is scheduled for a time other than the set match time of that league, that team can have 2 soft courts with additional hard courts if available.
- Additional special circumstances will be reviewed by the tennis staff and taken to the tennis committee if an issue arises.

### Pro Shop

- Members receive 10% discount (excludes rackets, string, balls and sale items)
- Demo policy- No racquets should be taken off the premises. Members face being charged the cost of the racquet if a racquet is taken off premises.
- Racket stringing.* Stringing can usually be done within 24hrs upon request. Regripping is free. Grip build ups are \$5 and re-grommeting is \$5.

*Pro Shop hours:*

*Tue-Thur 8am-9pm*

*Fri 8am-7pm*

*Sat 8am-4pm*

*Sun 8am-5pm*

\*May be adjusted due to low court reservation, inclement weather or holiday hours.

## **Facility Rules**

Please refer to club rules for basic club rules. Some notable rules for our tennis facility are listed below.

- No dogs on premises
- Members are not to use maintenance tools unless approved by CCR staff
- There is to be no play when courts are deemed unplayable or lightning warning has sounded.
- There can be no play on Monday. Monday is used for private events or employee play- unless stated by Tennis Director. There shall be no member tennis played on Monday EXCEPT when a dual match has a default deadline date on a Monday. Players may use the hard courts for these make-up matches. Captains must notify Tennis Director by noon on Friday to book these courts. This is only for ALTA or USTA dual matches. All other tennis, including Flex matches are not allowed to play on Mondays.
- No Cars should be parked in the designated Golf cart parking area.
- Member may not use teaching carts, balls or teaching aids unless specifically approved by Tennis Pros.

## **Etiquette**

- Be courteous to others on courts. (not to be loud/distracting around other players)
- Understand that a match may go beyond the scheduled court time and try to make allowances in these instances.
- Be hospitable towards guest of the facility.
- Attire shall be appropriate based on General rules of the club.
- No smoking under the Pavilion.
- Be sure to cancel your court reservation if not needed.
- If play is finished early please notify the pro shop so they can schedule other members at that time.
- Proper tennis attire is required on the courts at all times – including shirts and tennis shoes. When wearing bike pants, leggings or tights they must be covered up by a pair of shorts and/or tennis skirt. Jogging bras allowed with cover-up. Shoes must be non-marking court shoes. No running shoes are allowed.

## **Ball machine**

- The ball machine club is based on a per family basis (family members may share the ball machine) A ball machine cannot be shared by a non-paying member of the ball machine club.
- Only if booked by half-hour or hourly, can a member share the cost of the ball machine with another individual/member.
- Staff will assist bringing out ball machine when reserved.
- Please pick up balls after you are done and return the remote (\$150 fee for unreturned remote) limited courts are used for the ball machine and may not be available if those courts are already booked.

## **Professionals and Private lessons**

- Please book through tennis front desk staff.
- Privates, semi privates, team clinics, special events are all organized by the tennis staff and should be booked through the tennis front desk.

- Only CCR Tennis professionals can teach private lessons at the facility.

## **Guests**

### □ **Social Members**

Limited to once per month and must pay a guest fee of \$8 per person. Social members may not bring a guest to play. Social members may only use the tennis facility for recreation use (no leagues) or private/group lessons.

No Social members or guests can play with members on a flex league based out of CCR.

### □ **Family Members**

Local family members (residing within 100 miles of the Club) are limited to 12 days of play in a calendar year.

Family members and guests (residing outside 100 miles of the Club) have unlimited privileges at the prevailing Guest fee rate.

Guest fees are \$8 per person.

## **Events**

Events are communicated through club Newsletters and publications. To receive these emails, please be sure to adjust your club communications settings in your CCR profile.

Event fees will be charged for all participants on the event entry deadline date. If a member does not cancel by entry deadline date, the member will be charged half of the entry fee.

**\*Pro-Am** -Each year a charity is chosen to be the beneficiary of the Tennis Pro-Am held on the first weekend in August. A Pro-Am committee helps plan this event and we highly encourage members be a part of great event in some capacity.

## **League guidelines**

The purpose of these guidelines is to ensure that each team is competitively formed and that players are treated fairly. They cover all leagues played for both men and women.

Teams are created by Tennis Professionals.

Qualification of Members:

1. All league team members must be current dues paying CCR tennis members.
2. Members added after initial roster submission will be placed on a team at the Pro's discretion.

League Representative:

1. The League Representative shall be elected following the fall ALTA season for a term of one year and is eligible for consecutive terms. The League representative is responsible for communicating decisions of the tennis committee.

Team Formation:

1. Current players are players who participated in the league during the previous season. Current players will automatically be placed on their previous **ALTA** team unless they notify the Adult Tennis Director of a request for change in status or movement to a different team.

*\*USTA teams are formed by captains. The Pro Shop can and will assist members in identifying teams available.*

2. Players must give their team captain five (5) possibilities of playing during the season. Once availability is provided, captains will give each player at least three (3) opportunities to play. If schedule includes a BYE week each player will have at least two opportunities to play.

3. New players must sign up with the Adult Tennis Director by the deadline date. The Tennis Pros will make every attempt to place a player in a league and team of their desire. However, it is the Pro's decision that ultimately decides where the player will be placed. The following members are considered new players and shall be evaluated by the tennis professionals to determine ability level:

a. New members of the league.

b. Business ladies moving to Thursday ALTA, or vice-versa.

4. Under normal circumstances, regular team membership should consist of at least twelve (12) ALTA and ten (10) USTA team members. The total number of players signed up to play will be a determining factor regarding whether individual movement is possible. If a team falls below these numbers, additional team members will be added by the following methods in order:

a. Win/loss record for the past season

b. Position played

c. Pro evaluation

5. Movement: Players will be considered for upward movement based on all the following:

a. Current dynamic rating (ALTA).

b. Position played and win/loss record.

c. Availability on the higher team.

d. Pro recommendation.

A Player should be considered for movement to a lower team if she/he has a losing record in fourth and/or fifth position for two consecutive seasons, based on the following.

a. Position played and win/loss record.

b. Pro recommendation.

Under exceptional circumstances, a player may be moved up or down more than one team.

6. Teams will be posted online when they are finalized.

7. Under normal circumstances, the Tennis Staff will not be involved in any conflicts arising between individuals and ALTA/USTA officials.

Team Captain Responsibilities:

1. Follow CCR guidelines.

2. Come to Captains meeting and be in regular contact with CCR Pros.

3. Notify team players of all events.

4. Move players up or down in lineup based on win/loss record during each season to insure accurate statistical records.

5. Give Tennis Pros accurate indications of their team players planning on returning or not playing the next season.

6. Obey the Captain/Co-captain Term limit rule (cannot be in that role longer than two consecutive seasons in that league)

7. Not to deliberately recruit players from other teams to join theirs.

Clinic/Practice:

1. Clinic/practice days will rotate from season to season (i.e. Tuesday in the spring, Wednesday in the fall).

2. The rotation for clinic/practice will cease and a new drawing done when teams are added or removed from the previous season.

3. Teams are at risk of being charged if their team does not show for their scheduled clinic time.

Tennis Committee

Each year a tennis committee is selected and meets once a month to discuss Tennis Department matters. Tennis committee members are there to represent you as a member. Be sure to familiarize yourself with these representatives to bring ideas/issue to them to better serve your needs.

Sunshine Fund Every female tennis member on a spring roster will be assessed a \$10 fee. This goes towards employee birthdays and Christmas. Participants in this fund also are acknowledged during personal sickness or death within their immediate family. Members do have an option to opt-out of this fund by contacting the tennis shop no later than March 1st.

Men's Tennis Association (MTA) \$35 will be charged to each male player on an ALTA roster. This charge covers two ALTA Kickoff events (Spring and Fall seasons) The remaining funds go into an account for funds deemed appropriate for the men's program/events/equipment. The Men's tennis committee representative oversees the MTA.

League Reps Tennis committee members represent their respective League and help coordinate issues captains or players may have and bring to the Tennis committees attention. Food and beverage coordination are also an important aspect of this position.

### **Food and Beverage**

- League Reps select food for matches from a priced menu supplied by CCR Food and Beverage.
- Each player on a roster will be billed a \$15 commitment fee (\$25 if alcohol served) pre-season fee which goes towards the end of season food expense. There are no refunds on this fee if a player does not play during the season.
- Everyone gets billed equally for the total cost of the food and beverage.
- Food/drink is for teams playing at home only and is not available to teams playing away.
- The cost is regardless of the number of matches played at home or away, unless a team has two or less home matches due to byes or rainouts.
- The cost to the member also includes their opponent as an expense.
- Captains will have the discretion to notify the Pro Shop if he/she feels a player should not be charged in full, for instance, lack of play, injury. However, if a nonplaying member of a team enjoys the food/drink the charge should stand.

If a player is added to a roster after the start of the season and does not play a minimum of two times, at the Captain's discretion that player can be charged for each match played whether home or away (\$15pp/\$25pp). If that player plays more than twice he/she will be charged the same as the other players.

In a regular season, the food is billed as equally as possible between everyone on a roster in a League (see above) regardless of how many times your team plays home or away and regardless of the times any person plays at home or away.

A player who is required to be added to the roster after the start of the season when more players are needed to fill out a line-up. If that person plays more than twice he/she should be regarded as a 'regular' player.

Rewrite LA