



INTERNATIONAL TENNIS CLUB & SCHOOL™

# **RULES AND REGULATIONS OF TENNIS CLUB**

*revised, February 2016 English*



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***The Rules and Regulations of TENNIS CLUB are for the benefit of all playing members.***

## **General - SECTION "A"**

Regulations applicable all year round.

A1. *TENNIS ETIQUETTE, GOOD SPORTSMANSHIP AND FAIR PLAY* - Must be properly maintained by all members and guests. Abusive language or actions on or off the court directed towards other members and /or staff or property of TENNIS CLUB will not be tolerated.

A2. *DRESS CODE*. - Proper tennis attire, in good repair is mandatory and must be worn by all players at all times whilst on the courts.

Shoes. Only NON-MARKING tennis shoes allowed.

A3. *SITUATIONS INVOLVING JUNIORS* - Members should not attempt to handle junior infractions except to refer to the applicable rules and then refer such matters to any executive member or the club manager.

A4. *GUESTS* - Must play with their hosts and the host is responsible for payment of all guest fees.

(a) Guest fees, as shown on the schedule outside the office, must be paid before playing.

(b) If the office is closed, an envelope from beside the office window is to be filled out, fee enclosed and put in the slot on the office desk.

(c) An adult member may bring a junior aged child as a guest but a full guest fee must be paid and the child must play with the sponsoring adult.

A5. *UNDER 18 YEARS OF AGE* - Not permitted on club premises at times restricted to adult play. (subject to J5)

A6. *YOUNG CHILDREN AND PETS* - Members are not to leave young children unattended by an adult on the club premises at any time. Members may not bring children on to the courtside while they are playing. Pets are prohibited on the premises at all times.

A7. *LIQUOR* - Is not to be brought onto the club premises, unless approved by the executive.

A8. *SCHEDULED EVENTS* - Affecting availability of courts for play - refer to the calendar in the clubhouse or check the website at [www.itcas.org](http://www.itcas.org)

A9. *SOCIAL PLAY* - No prearranged games. Times are posted on the calendar. No person under 18 years is allowed. (Subject to J5) Guests pay the regular guest fees. Note Appendix 1 – Social Guidelines 3



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A10. *ALL MEMBERS* - Any abuse of regulations or booking privileges may make a member subject to a playing suspension at the discretion of the Board of Directors.

Any member observing a breach of the club rules should, in writing, advise either the office staff who will direct the complaint to the Board, or directly advise a board member.

- (a) The office staff are not expected to make interpretations of the rules. Any rule queries should be left in the mail slot addressed to the Director of Rules and Regulations or to the Club President or the Club Manager.
- (b) For specific outdoor or indoor rules refer to SECTION "S" or "W" as applicable.
- (c) Membership tags must be prominently displayed on member's shoes or tennis bags.
- (d) All members are responsible for maintaining the tidiness of the courts and clubhouse.
- (e) The last member to leave at any time is to ensure club gate is locked. **LEAVE CLUBHOUSE LIGHTS ON FOR SECURITY.** 4



## Summer or Outdoor Season - SECTION “S”

S1. *COURTS* - May only be claimed if at least two members are on the club premises at the time the court becomes available.

(a) Names of all players and the time they claim the court must be entered on the applicable court space on the whiteboard. Cross out but do not erase the names and time of those playing the previous session if any. Members leaving the court after finishing play should erase their own names and time from the white board.

(b) Playing time is 45 minutes.

(c) Court time may not be renewed until the full 45 minutes has elapsed even if there is no one on the waiting list. If players then wish to renew their time, a line is to be drawn through the old time and the new time indicated below.

(d) A single member can sign on the waiting list. However, he/she cannot claim a court unless the playing partner is on the premises at the time the court becomes available or someone else on the waiting list is willing to play. A single member cannot claim the court with other members who have just finished playing. If he/she decides to do so, they must sign up at the bottom of the waiting list.

(e) Players vacating a court must put their names at the bottom of the list. However, they (max 2) can join two other members on the waiting list (not a single member on the waiting list) to play doubles if invited.

S2. *COURT SPACE* - If the courts are full and people are waiting, doubles shall have preference over singles except on court 3. However, if two players who are on the waiting list become eligible for a court, other than court 3, and they have exhausted all efforts in finding another two players to play doubles with, then they will be allowed to play singles on the next available court. With the exception of Court 5, players must sign up on an open court (if one is available) rather than bump other players using a court. Players who wish to bump others off Court 5 when another court is open must have a legitimate reason to do so such as use of the ball machine.

S3. *GUESTS* - Members may bring 12 guests per season. Juniors may NOT bring guests. Any guest is restricted to playing no more than 12 times per season.

S4. *GUEST FEES* - Summer season - €7 .00 per guest per day and must be paid before going on the court. (See A7).

S5. *COACHING* - May only be done by club-approved coaches on court 5 only, at times allotted for coaching. Times are available from the office.

(a) Arrangements are made with the coach who must reserve the court ahead of time.

(b) **MEMBERS NOTE:** Check the court board to prevent possible bumping if you sign on court 5 near any reserved coaching time. 5



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S6. *BALL MACHINE* - May be used on court only when no one is waiting for a court.

(a) The curtain must be drawn to contain the balls and all balls must be picked up and returned to the basket before you leave the court, (allow time within your 45 minutes to accomplish this).

(b) Once signed on under the rule for ball machine, the court is yours for the full 45 minute time allotment.



## Winter or Indoor Season - SECTION "W"

W1. *INDOOR COURTS* - May be used by members with "Indoor Playing Privileges" (IPP) and their guests.

(a) People who do not have Indoor Playing Privileges may rent courts at certain restricted times. Phone the office for reservations.

W2. *GUESTS* - Members with Indoor Playing Privileges may bring 12 guests per season. Any guest is restricted to playing no more than 12 times per season.

(a) Any booking made with a guest counts as one of the 12 guest bookings regardless of whether or not the guest plays. If the guest is not able to play either the court must be cancelled or a replacement player (member or guest) will be required to pay the guest fee.

(b) Anyone who does not have IPP may play as a guest of a member, in the bubble, 12 times per season.

W3. *GUEST FEES* - Are EUR10.00 per guest.

W4. *LEAGUE PRACTICE OR TRYOUTS* - Club members who do not have Indoor Playing Privileges and who wish to try out or practice for league in February or March, must use their 12 per season guest privileges for this purpose. Members with IPP will not be required to host non-members trying out for league if:

(a) the booking is declared for league and is so indicated on the booking,

(b) any booking in prime time is made with the names of two members with IPP,

(c) bookings for singles must have at least one member's name.

W5. *RESERVATION SYSTEM* - Is in effect at all times except for scheduled social nights or special events.

W6. *RESERVED PLAYING PERIOD* – On Courts 3 and 4 all bookings between 8:00am and 7:15pm for 75 mins, the last 2 bookings (8:30pm and 9:30pm) are 60 minutes. On Court 5 all bookings from 8:00am to 11:45am are 75 min and starting at 1:00pm all bookings are 60 min. The 9.00 pm booking on court 5 is for 90 min. 7



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W7. *RESERVATIONS* – Reservations commence daily at 9:15am. Reservations may be made online at [office@itcas](mailto:office@itcas) or by phone at +421 0917 161 259.

(a) May be made through the office staff at times that the office is scheduled open for reservations or online at any time.

(b) Can only be made when two or more players are named (including guests). The player making the booking must be one of the players named. For a two hour bookings (combing any 2 60 min court times) four names are required and no members may hold another booking.

(c) Only one reservation can be made by a player and until that reservation is used or cancelled, another reservation cannot be made and the member may not play except on a free court. **EXCEPTION:** the 4<sup>th</sup> person in a doubles booking may have an advance booking, however they cannot add their name at check-in and then also book a court.

(d) All players, including guests, must have their names on the booking sheet before commencing play.

W8. *CANCELLATION* - Reservation cancellations should be made as soon as possible. Cancellations and changes to bookings made less than 6 hours prior to playing time must be made through the office otherwise they can be made online.

(a) One player may be cancelled and replaced by another eligible player.

(b) Any player who cancels from a court may not later play on that court as a booking, as a free court, or in making doubles.

W9. *FREE COURT* - A court not booked at the start of any reservation period or if the reserved players do not turn up within 15 minutes of the starting time is deemed to be a "Free Court".

(a) Play on a "Free Court" is not considered as a period of reservation and is therefore exempt from Rule W7 (c).

(b) People wishing to play on a "Free Court" must call the office 60 mins prior to the reservation period. First come, first serve basis.

W10. *COACHING* - May only be done by club-approved coaches, on court 5, for IPP members and in non-prime time, (9:45am and 11:00am weekdays are considered prime time for this rule).

(a) Reservation is to be recorded as coaching on the booking system and will count as a booking for the student only if it is not between 1.00 pm and 5.00pm weekdays, or 6:00pm on Fridays.

(b) Members may use their booking for a coaching session outside of the above times. This may only be done on court 3 or 5.

(c) No coaching on Public holidays.





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W11. *BALL MACHINE* - Court only, may be booked at 2.00pm or 3:00pm on Monday to Saturday.

(a) May be booked ahead and counts as a booking for the player.

(b) Curtain must be drawn to contain the balls and all balls must be picked up and returned to the basket before you leave the court, (allow time within your 75 mins to accomplish this).

W12. *JUNIOR AND INTERMEDIATE CLUB MEMBERS* - May apply for IPP but must pay the full indoor initiation and fees and will then have complete playing privileges.

W13. *SPECTATORS INCLUDING CHILDREN IN THE BUBBLE* - To avoid injury and to minimize distractions to other players, spectators who are not playing are not allowed in the bubble.

## **ETIQUETTE FOR THE BUBBLE**

- In an effort to keep our courts clean please ensure that you and everyone in your group is wearing proper tennis shoes with non marking soles. **Street shoes of any kind are not acceptable**
- No food and pop in the bubble
- No gum (please dispose of gum in garbage cans)
- Please turn off your cell phone in the bubble
- No spitting
- Please ensure that the door is closed on your way out.



## Intermediate - SECTION “I”

### Regulations applicable to members over 18 but under 27 years of age.

11. *INTERMEDIATE MEMBERS (OUTDOOR SEASON)* - Have the same playing privileges as adult members.

12. *FULL INDOOR PLAYING PRIVILEGES FOR INTERMEDIATE CLUB MEMBERS* – intermediates may apply for IPP but must pay the full indoor initiation and fees and will then have complete playing privileges. The initiation is waived if the Intermediate has 3 consecutive years of membership.

13. *INDOOR BOOKING PRIVILEGES FOR INTERMEDIATES* During the Indoor season Intermediate members may book a free court 1 hour in advance with another intermediate or Junior member for a fee of EUR1.00 per player.

(a) Intermediates may not book on Public Holidays.

(b) Intermediates must play one booking before they make another.

(c) Intermediates may book an unbooked court with another Junior, an Intermediate or an Adult member no earlier than one hour before the court becomes a free court. This privilege will be permitted once a week. Intermediates may take a free court at any time if a member does not want the court. Queries about court availability should be made by telephone to the office.

All General and Summer rules apply to Intermediate members. 10



## **Juniors - SECTION "J"**

**Regulations apply to members between 8 and 18 years of age.**

J1. *TENNIS ETIQUETTE, GOOD SPORTSMANSHIP AND FAIR PLAY* - All members must always be polite and show good sportsmanship. They should not shout or make other loud noises that disturb other players. Abusive language on or off the court towards other members and /or staff of TENNIS CLUB will not be tolerated.

J2. *SHOE TAGS* must be worn while at the club to identify you as a member.

J3. *JUNIOR MEMBER (8 to 18 years) PLAYING PRIVILEGES*

a) From October 1 to March 31, juniors may play on the outdoor courts at any time.

b) From April 1 and until June 30, juniors may play during the following times: Saturdays, Sundays and Public holidays from 3pm onwards

c) From July 1<sup>st</sup> to September 30, juniors may play during the following times: Monday/Wednesday/Friday from 4pm to 6pm; Tuesday/Thursday from 11am to 6pm; Saturdays, Sundays and Public Holidays from 3pm onwards.

No juniors, except those with Adult Playing Privileges, are allowed on the premises outside junior playing times. The premises include all the area inside the fence

J4. *RESERVING AN OUTDOOR COURT*

a) To claim an outdoor court, write your name on the proper square on the blackboard on the porch, write the time that you are going on to play and claim your court. You have 45 minutes before someone else can take your court.

b) You may claim a court that someone else is on after they have played for 45 minutes. All times are by the clock by the bubble shed..

c) If all courts are full, put your name on the waiting list on the board.



*J5. ADULT PLAYING PRIVILEGES (OUTDOOR SEASON)* - May be granted to a number of juniors at the discretion of the Junior Director. The purpose of this is to aid the advanced juniors in developing their tennis. Juniors may apply in writing for Adult Playing Privileges each year before May 15. Application for these privileges should be made to the Junior Director and a decision will be made by the Board of Directors.

Guidelines for Adult Playing Privileges are as follows:

- 1) Minimum age requirement before Juniors can apply for APP - **(Juniors must be turning 15 years of age during the current year of application)**.
- 2) The intent of APP is solely to allow Juniors to join adults for a game.
- 3) Juniors granted APP have the same privileges as adult members and in return are expected to help the club from time to time during special events.
- 4) Just as for other Club memberships, APP is good for one season only and must be applied for every year as well as , the club reserves the right to terminate APP at any time.

## *J6. RESERVING AN INDOOR COURT*

Juniors also have some bubble booking privileges. The court fee is EUR1.00 per Junior per booking. Booking times are:

Friday - 3:00pm, 4:00pm, 5:00pm – court 3

Saturday – 6:00pm, 7:15pm, 8:30pm – court 3 and 4

Saturday – 6:00pm, 7:00pm, 8:00pm – court 4

Sunday – 6:00pm, 7:00pm, 8:00pm – court 4

\*Saturday times are only when there is no supervised play.

- (a) Juniors may not book on Public Holidays.
- (b) Juniors must play one booking before they make another.
- (c) Juniors may book an unbooked court with another Junior, an Intermediate or an Adult member no earlier than one hour before the court becomes a free court. This privilege will be permitted once a week.
- (d) Juniors may take a free court at any time if a member does not want the court. Queries about court availability should be made by telephone to the office.



*J7 FULL INDOOR PLAYING PRIVILEGES FOR JUNIOR CLUB MEMBERS* – Juniors may apply for IPP but must pay the full initiation and fees to have complete playing privileges.

*J8. GUESTS.*

Juniors **cannot** bring guests to the club.

J9. All members are responsible for the condition of the clubhouse and courts. Put garbage in the cans and pop tins in the pop tin container.

J10. Throwing of tennis racquets or other objects is forbidden. Damage to the courts or injury to others could result.

J11. Whenever junior activities are scheduled on the courts, the remaining courts are adult preference. Juniors may play on these courts if they are empty but must vacate as soon as adults arrive. 12



## Public - SECTION “P”

The Board of Directors and the Membership of the TENNIS CLUB would like to ask all public users of our courts to abide by the following standards:

### P1. *ENTERING THE BUBBLE*

- (a) Do not go into the bubble until the actual time of your booking. The opening and closing of the doors is very distracting to players on the court.
- (b) When entering the bubble, make sure each door is securely closed before you open the next one. Make sure you securely close the last door after you. The bubble is held up by air pressure and if the door blows open when the next person tries to enter or leave, the pressure is lowered and the alarms go off.
- (c) Wait by the inner door until there is a break in play on the centre court before proceeding to your court.

P2. *DRESS CODE* - Our club has a dress code that all players must follow. T-shirts may be worn but all logos must be tennis related. Tennis shoes must be non-marking.

### P3. *ATTITUDE IN CLUB*

- (a) Positively no banging or hitting of racquets or balls against the bubble.
- (b) Water or sports drinks may be taken on the courts but it must be in a closed container.
- (c) Please put lids, used cans, wrappers, gum etc. in the garbage bins.
- (d) Spectators are not allowed in the bubble. It has been found that they tend to come and go and as a result, other players are distracted.
- (e) No Spitting.

### P4. *ETIQUETTE DURING PLAY*

- (a) Take note of the number on your tennis balls so that each court will be able to keep track of their own balls.
- (b) If your ball goes onto an adjacent court, wait until there is a break in play before asking for its return.
- (c) If a ball comes onto your court from another court, wait until there is a break in play before returning the ball to a player or gently roll it to the back of the court where no one will step on it.



*P5. PLAYING TIME*

The court bookings during the day are 75 mins and in general the evening bookings are 60 mins. When your time is up, please leave the court. If you wish to play on and no one else has booked the court, you may rent it for another time period by going to the office and paying the rental fee.

***THANK YOU FOR YOUR CO-OPERATION***



## SOCIAL TENNIS GUIDELINES

- Court times for social tennis are 30 minutes each except for on occasion for the last session when court times are staggered.
- Please do not leave the court early to sign up for the next time slot
- You may sign up only for yourself and not other players on your court
- Please mix around among players – it is not “social” to play with the same 4 players each time.
- If you have already played on a booked court prior to social priority is to players who have come for social tennis.**
- If you have a booking after social priority is to players who have come for social tennis**
- You may not switch between booked and social courts
- PLEASE BE COURTEOUS AND HAVE FUN**





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