

## **AVOCET CLUB TENNIS FACILITY GUIDELINES AND PROCEDURES**

### DEFINITIONS OF TERMS USED IN THESE GUIDELINES:

1. Member: An individual of a household who is CURRENT with Avocet Homeowners Association Dues.

2. Club: Avocet Club, or the Avocet Homeowners Association Tennis Facility.

3. Board: The Avocet Board of Directors.

4. Committee: The Avocet Recreation Committee The following guidelines and procedures are organized into three sections:

#### A. GENERAL AVOCET TENNIS RULES

Provides rules and procedures which apply to all tennis play.

#### B. SOCIAL TENNIS PLAY

Provides rules and procedures for social tennis play.

#### C. ORGANIZED AVOCET TEAM PLAY

Provides rules and procedures for teams to receive Board authorization and use of court time pertaining to team play and practice. It is the intention of the Board to provide an equal opportunity for all members to join an organized Avocet team if they so desire. If you are interested in joining (or starting) a team, please contact the Recreation Committee Chairperson.

Please keep these pages in your Avocet Directory under Recreation.

#### A. GENERAL AVOCET TENNIS RULES

Court use is open for play by all Members from 8:00 A.M. to 10:00 P.M. daily. The courts are for the private use of Members and their guests.

Non Members, unless they are guests of a Member, and non authorized teams or groups may not use Avocet tennis courts.

Members may not use the courts for financial gain unless they are coaching residents.

Each Member is responsible for ensuring proper usage and etiquette by their family members and guests. Children using the courts without adult supervision must be capable of proper tennis play.

Tennis court lights are available for use from twilight to 10:00 P.M. The last players of the evening must turn off the lights when leaving the courts.

All litter must be placed in the trash cans on the net posts or the cans outside the courts **and removed from the courts when leaving.**

Members are responsible for keeping the courts clean and free of trash and litter.

Only those members and their guests who are playing on a court are allowed in the fenced in court area.

Smooth-soled tennis shoes **and appropriate tennis attire** are to be worn on the courts at all times. NO BIKES,

SKATEBOARDS, ROLLER BLADES, CARRIAGES OR OTHER TOYS OR VEHICLES ARE ALLOWED WITHIN THE FENCED TENNIS COURT AREA.

Pets are not permitted in or around the court area.

No glass containers of any type are permitted within the fenced tennis court area.

#### B. SOCIAL TENNIS PLAY

Avocet uses the website [www.Reservemycourt.com](http://www.Reservemycourt.com) for reserving courts. The Recreation Committee is responsible for the upkeep and administration of the website.

The maximum reserved playing time is two hours and the maximum number of courts any Member can reserve is one. Court reservations may be made no more than **two days** in advance of desired playing time.

**A court reservation for more than 4 players (i.e. a group lesson) made during "high demand" hours require prior approval of the Recreation Committee. "High Demand" hours are defined as Monday through Thursday from 6:00 PM to 10:00 PM. The goal of the committee during "high demand" hours is to keep as many courts available for play as possible and to ensure that play on one court is not disrupted by play on the second court.**

In the event that a Member has reserved a court following the scheduled time for a sanctioned league match and finds the court still in use by the league team, the league team is permitted to finish their match.

Players failing to arrive within 15 minutes after their reserved playing time may forfeit their

reservation. After the 15 minute grace period, the reserved court and time become available to other members.

Members may use an open court on a walk-on basis, but it is best to reserve courts through the website. Failure to use the website will require the Member to vacate the court if another Member does use the website.

The website is administered in such a way as to ensure fairness and equal treatment to all Members.

#### C. ORGANIZED AVOCET TEAM PLAY

An organized team is any group of Members (and outside players if necessary) listed on the same roster of a sanctioned ALTA or USTA team.

Each team must be authorized by the Recreation Committee prior to the start of each playing season. It is the responsibility of each team's captain to request approval for the use of the Club. A copy of the intended Player List must be submitted to the Recreation Committee at least four (4) weeks prior to the start of the appropriate season. The approval process includes verification of Members being current with their Homeowner dues. This approval process must be followed for any roster additions that may occur after the initial sign-up period.

The Recreation Committee has the capacity to authorize organized teams based on the number of courts available and the history of court usage. An Avocet team is expected to be composed of Members. When the minimum number of required players cannot be met, as defined by ALTA and USTA Rules, players from outside Avocet may be added to the roster.

NO MORE THAN **HALF** of a team's roster may be from outside the community. **Newly formed teams shall be allowed to operate with a minimum of 5 Avocet residents for the first 2 seasons.** Each outside player shall pay a fee of **\$20 for each team on which they are a member.** Checks should be made payable to the Avocet Homeowners Association, collected by the Team Captain, and submitted to the Recreation Committee before the first match is played. Use of the funds collected from outside players shall be used to defer the cost of maintenance and utilities. Captains will be held responsible for out of neighborhood fees.

All outside players are restricted to Club use only during designated team practices, team coaching, and official ALTA/USTA scheduled matches unless otherwise accompanied by a Member. It is the Team Captain's responsibility to give a copy of the Avocet Tennis Facility Rules and Guidelines to each outside player.

Team Captains and Co-captains must be Members. They are responsible for cleaning up after all home tennis matches. This includes emptying net post trash cans into the larger receptacles outside the courts.

Authorized teams may schedule one team practice each week for a two (2) hour period. **Team practices held during "high demand" hours can only reserve courts from either 6:00-8:00 or 8:00-10:00. "High Demand" hours are defined as Monday through Thursday from 6:00 PM to 10:00 PM.**

Only one authorized team may practice at a time and may occupy two courts only. The remaining two (2) courts must remain open to Members not associated with the practicing team. Pre-assigned practice times will be assigned annually by the Recreation Committee based upon day/hour requests whenever possible (if conflicts occur, times will be randomly drawn). Approved practice and home match schedules will be reserved by the Team Captain on the reservation web site prior to the start of each season. Approved practice and home-court playing schedules for authorized teams are exempt from the 48-hour court reservation rule. However, it is the Team Captain's responsibility to schedule home make-up matches as soon as they are arranged. Make-up matches must be noted as such on the Reservation web site. Team captains may also reserve a third court for official matches. The fourth court must be left open to other non-team member residents during official matches. Organized teams are expected to be self-governing units operating on their own once the initial requirements have been satisfied. Violations may result in denial or revocation of team authorization and forfeiture of any fees.

#### **PROBLEMS/CONCERNS:**

Any misunderstanding or disputes regarding these rules of the Avocet Tennis Facility shall be resolved by the Recreation Committee. Please report any misuse of our facility or these rules to the Recreation Committee.

## **CHANGES:**

The Recreation Committee reserves the right to amend these rules as needed and submit any changes in writing to the Board of Directors for approval.

## **MAINTENANCE:**

The Recreation Committee will inspect the courts, nets, windscreens, fence, scoreboards, trash receptacles, and the deck area for normal wear and tear and/or new damage every month. A written report of their findings will be delivered to the Board of Directors each month with appropriate recommendations.

Each year an estimate of repair/replacement costs for items necessary to keep the facility in good working order will be submitted to the Board of Directors.

## **SUGGESTED GUIDELINES FOR AVOCET TENNIS CAPTAINS**

1. Submit your team roster to the Recreation Committee at least four (4) weeks prior to the season along with any checks collected from outside players.
2. Call roster into the ALTA office or deliver it to the USTA office prior to the league required deadlines.
3. Confirm assigned (or request desired) practice night and time with the Recreation Committee. Official team practice can begin two (2) week prior to the first scheduled match of the season.
4. Conduct a team meeting as soon as possible to discuss team goals for the season, such as “playing to win” by playing the best available players each week, or to “play socially” by playing everyone on a rotating basis. Provide each team member with a list of all players and their current telephone numbers. Encourage them to schedule practice matches amongst themselves during the week.
5. Attend the scheduled league captain’s meeting (usually the weekend prior to the first match) to pick up your team’s packet with the schedules and score cards. Make sure the Recreation Committee and each team member is given a copy of the schedule with the directions to away matches.
6. Be a good Host/Hostess for all home matches:
  - a) Call the visiting captain early in the week to ensure they understand the directions to our facility
  - b) Bring your scorecard to the match and exchange lineups prior to the start of the first game.
  - c) Check the clubhouse bathroom facilities prior to the match to ensure they are open, clean and supplied.
  - d) Record all scores, sign and mail the score card to the Level Coordinator. Phone your scores to the listed scorekeeper on the same day as your match. Keep track of the other scores in order to chart your team’s progress.
  - e) Provide ample refreshments for Home matches.
  - f) Ensure the tennis area is left clean – pick up all trash and left over refreshments.
7. When you pass on your Captain’s responsibility for the next season, HAVE THE NEW CAPTAIN call the RECREATION COMMITTEE CHAIR as soon as possible