

## **Acton Indoor Tennis Association Rules 2017-2018 Indoor Season**

The Acton Indoor Tennis Club is one of a small number of non-profit tennis clubs in Massachusetts and the United States. As primarily a volunteer-based organization it is dedicated to the promotion of affordable life-long tennis. All revenues received are invested back into the club. The club relies on its membership to contribute to the club and requires a basic commitment of time and talents by ALL members to maintain and improve the club. As a non-profit the club also depends on its current members to recommend new members in order to maintain a healthy level of membership.

The Indoor Season Starts October 1<sup>st</sup> and runs through April 30<sup>th</sup>

During the Indoor Season the club is open for play 7 AM to midnight every day.

Court Reservations can be made up to seven days in advance by club members at [www.aitabookings.com](http://www.aitabookings.com)

### **Reservation Rules:**

During the Indoor Season the court reservation system operates on a seven-day rolling schedule.

- 1) Members can make a maximum of three court reservations per seven-day period.
  - a. A single reservation can be a maximum of two hours long
  - b. One of these reservations can be during prime time
- 2) Court reservations may be cancelled more than 24 hours in advance on the booking site without cost implications.
- 3) The member remains financially responsible for courts that are cancelled within 24 hours of the booking if the court goes unused (is not booked by another member).

**Note:** Prime Time is Monday-Thursday between 6 PM and 9 PM. Court time slots during prime time are 1.5 hours long (6:00-7:30 and 7:30-9:00)

**Note:** If a member's reservations are maxed out for a given week they can book an additional court as soon as one of their reservations is used up (rolling schedule)

**Note:** A member can book a "fourth court" if they see a court available six or fewer hours in advance of the potential reservation.

### **Guest Policy:**

Members (with the exception of League members) are allowed to invite guests to play with them at the club. It is important to recognize that our guests are intended to be occasional visitors to the club.

Frequent guests should be encouraged to become members. Guest policies are as follows:

- 1) A member may invite up to two guests each calendar month
- 2) There can never be more guests on the court than members

- 3) The guest fee is \$6.00 plus the normal court charges. Guests must be listed online when the court is reserved and listed on the in-house sign-in sheets with clear indication of the member that should be billed for the guest.
- 4) An individual can only be a guest of the club once per calendar month (in other words different members can not invite the same guest to play during the same calendar month).

**Seasonal Reservations:** Acton Indoor Tennis allows groups to make seasonal reservations. This reserves a court, and time slot, for the entire indoor season and also commits the group financially for the season. If you are interested in a seasonal reservation contact Sandy Eisenbies at [disk4fun@me.com](mailto:disk4fun@me.com) prior to October 1<sup>st</sup>.

**Billing for Seasonal Courts:**

1. The members who sign in on the in-house sign-in sheets for a seasonal time slot are charged for that time.
2. If no one signs in for a seasonally reserved time, members of that seasonal group will be automatically billed. This covers the case where the court is cancelled and no one else uses the court, and the case where the seasonal group simply forgets to sign in. There are three exception days: Thanksgiving, Christmas and New Year's Day. On those days, no charge is made when no one signs in for a seasonal reservation.

**Seasonal cancellation Policy:**

1. You can cancel your seasonal reservation for the remainder of the season upon two weeks' notice by contacting Sandy Eisenbies at [disk4fun@me.com](mailto:disk4fun@me.com) .
2. If you know you cannot use your time for a given week, as a courtesy, please cancel so that others may use your court. Cancellations are made by contacting Sandy Eisenbies at [disk4fun@me.com](mailto:disk4fun@me.com) .

**Renewal Policy:**

Seasonal reservations do **NOT** automatically renew from one season to the next. To renew, you must send a request to Sandy Eisenbies at [disk4fun@me.com](mailto:disk4fun@me.com) , specifying the court, the day, and time, as well as the names and membership numbers of group members.

**Court Fees:** The court time at the Acton Indoor Tennis Association is billed out as follows:

Full Member: \$12/Hr

Associate Member: \$18/Hr

RDM: \$18/Hr

League Member: \$18/Hr

Summer Indoor Courts (all members) \$12/Hr

The simplest way to look at this billing is that you are responsible for that portion of the court that your membership number occupies. Therefore:

- 1) 2 Full Members playing singles for one hour are billed \$6 each
- 2) 2 Associate Members playing singles for one hour are billed \$9 each

- 3) 1 Full Member and 1 Associate Member playing singles for one hour, Full Member is billed \$6, Associate Member billed \$9
- 4) 4 Full members playing doubles for one hour are billed \$3 each
- 5) 4 Associate members playing doubles for one hour are billed \$4.50 each
- 6) Two family members who are full members playing singles for one hour are billed \$12
- 7) Two family members who are associate members playing singles for one hour are billed \$18
- 8) A Full Member playing one hour of singles with a guest is charged \$18 (\$12 for court, \$6 for guest)
- 9) An Associate Member playing one hour of singles with a guest is charged \$24 (\$18 for court, \$6 for guest)
- 10) League Members can only play during team practices and league matches for which they are billed \$4.50 for each hour on the court (one quarter of \$18)

**Tennis Parties:** The club can be reserved for group gatherings on Friday and Saturday nights from 8-12. Cost for these tennis parties is \$96. There are no guest fees, or guest limitations for these events. To schedule a tennis party contact Sandy Eisenbies at [disk4fun@me.com](mailto:disk4fun@me.com). It is important that those members who use the club for a tennis party leave the club picked up and clean at the end of the night.

**Ball Machine Use:** Members may use ball machines at the club but only when the adjoining court is not in use. An exception to this rule occurs from 7AM to 9AM Monday thru Friday. During these hours a member may schedule a court specifically for use with a ball machine. It will be an option on the reservation sites pull-down menu. During these hours, and only during these hours, when both courts are available, a member can guarantee use of a ball machine by reserving the first of the two available courts and selecting "ball machine" on the pull-down menu. If another member subsequently reserves the second court they will be aware that a ball machine will be in use on the adjoining court. Conversely, during these hours, if one of the two courts is already reserved by a member not using a ball machine then using a ball machine will not be allowed.

**Club Pro:** Acton Indoor Tennis is fortunate to have Ali Madani on staff as our club pro. Ali is a very accomplished player and excellent teaching professional. Ali coaches our DBH teams and is available for private lessons. Members taking lessons with Ali should sign in on the sign-in sheets in the normal manner and will be responsible for the court fees in addition to the lesson fee. The lesson fee should be paid to Ali directly.

Other than Ali, no one is allowed to provide instruction at the club with the exception that members are allowed to instruct members of their immediate family living at home with them. When giving instructions, members should minimize disruption to players on other courts and refrain from loud and/or prolonged instructions.

**Leave:** Members who are going to be unable to use the club for an extended period of time can elect to go on leave. Leave is granted for either a half season or the full year. While on leave the member owes no dues but retains their membership at the club. Members whose leave extends past one year

are assessed an annual \$25 fee to retain their membership at the club. While on leave the member is not allowed to book or use the courts. To be put on leave please contact Greg Osche at [oschets@comcast.net](mailto:oschets@comcast.net).

### **Member Responsibilities:**

- 1) Behave so as to benefit all members and the club.
- 2) If you are the last to leave the club, turn off the lights, close the ventilation flaps above the white benches, and lock the front door.
- 3) Sign in clearly on the in house sign-in sheets indicating singles or doubles play, member names and numbers, and, if pertinent, guest names.
- 4) Accurately report your court usage and guests.
- 5) Make your payments to the club in a timely fashion.
- 6) If possible, help the club in some capacity during the year (clean-up weekends, emergency crew, shovel snow, etc.). Helping in any of these ways waives your annual \$50 maintenance fee at the club. This fee is assessed in January of each year to those members who have not contributed in some way to the operation of the club during the previous year. League Members and Summer-only Members are not required to pay a maintenance fee but are still encouraged to volunteer.

**Penalties:** The club has done away with most fines and penalties however there is an expectation that members will fulfill the Member Responsibilities listed above. As such we have a “Three-Strike Policy” under which players will be warned of inappropriate conduct including not reporting guests, not accurately reporting court usage, giving unauthorized lessons at the club, misusing club facilities, or behaving in a disruptive or excessively rude manner. The three-strike policy is as follows:

Strike #1: Suspected offenders will be sent an email outlining the issues that we feel are of concern and clarifying the rules that must be adhered to in order to remain in good standing with the club. No penalty will be enforced but a “watch” will be put on this member.

Strike #2: Confirmed repeat offenders will lose club privileges for one week. This means no ability to book courts and an expectation that they will not use courts booked by other members during that week.

Strike #3: Confirmed offenders that are again caught either not reporting guests, not accurately reporting their court utilization, or teaching at the club will be expelled from the club. They can present their case to the board if they desire.

The only other club penalty is that members with outstanding balances in excess of \$500 for more than two months will have their court reservations privileges revoked until they have made payment.