

WAYNE RACQUET CLUB - RULES

(4/29/17)

THE BOARD OF GOVERNORS HAS APPROVED THE FOLLOWING RULES AND PROCEDURES FOR THE BENEFIT AND ENJOYMENT OF ALL MEMBERS AND THEIR GUESTS TO ENSURE PROPER AND EFFICIENT MANAGEMENT OF THE CLUB FACILITY. ANY INFRACTIONS OF THESE RULES SHALL BE COMMUNICATED TO THE BOARD OF GOVERNORS (OR TO THE GRIEVANCE COMMITTEE) WHO SHALL THEN TAKE APPROPRIATE MEASURES WITH RESPECT TO ANY SUCH INFRACTIONS IN ACCORDANCE WITH THE BY-LAWS OF THE WAYNE RACQUET CLUB.

I. USE OF COURTS: The courts shall be open for use until 10:00 PM daily unless otherwise posted by the Board or groundskeeper.

A. COURT PRIORITIES

1. ADULT players (18 and older) have court priority.
2. JUNIOR members may secure a court for play, if no ADULT players are waiting. JUNIOR players, who have secured a court, must IMMEDIATELY surrender the court to waiting ADULT players.
3. ADULT players may share their court with JUNIOR players for the usual allotted time period before being "bumped."
4. CLUB SANCTIONED EVENTS
 - a. Holiday and Mid-Summer Parties:
 - 1) Pre-scheduled, club sponsored parties (i.e. Memorial Day, Labor Day, 4th of July, Member-Guest events, etc.) may be scheduled as early as 11:00 AM on weekends or holidays. These events shall have priority, and depending on turnout, shall occupy ALL courts. If turnout is light, event organizers MAY (at their discretion) make one (1) or more court(s) available for open play.
 - 2) Throughout the course of the season, the Board may choose to plan and approve additional such events or activities. Notice of such events will be posted in the clubhouse. These events shall have priority, and depending on turnout, may occupy ALL courts. If turnout is light, event organizers MAY (at their discretion) make one (1) or more court(s) available for open play.
 - b. "Pick-Up" Doubles:
 - 1) Wednesdays 5 - 7 p.m.: (3) courts (#2, 3, 4) are reserved for "open" doubles play.
 - 2) Thursdays 8-10 pm: (2) courts (#3,4) are reserved for "open" doubles play.
 - 3) Fridays 3 - 5 p.m.: (3) courts (#2, 3, 4) are reserved for "open" doubles play.
 - 4) General rules:
 - i) During these times, singles players (on the above stipulated courts) must invite waiting players to play doubles - or relinquish the court.
 - ii) Doubles players (on the above stipulated courts) must finish their set and then invite any waiting players to "mix" in.

B. PLAYING TIME

1. Playing time will be limited to 1 hour for singles play and 1 hour and 15 minutes for doubles play, after which, you are eligible to be "bumped" - with the following exception: singles play to be limited to 50 minutes on Sat, Sun and holidays before noon.
 - a. Players being "bumped" are NOT REQUIRED to sweep the courts.
 - b. Players coming off the courts voluntarily (NOT BEING BUMPED) are **REQUIRED** to sweep the courts.
2. There are NO TIME LIMITS for Tournament, League, or Ladder Matches.
 - a. Tournament or ladder matches SHALL NOT OCCUR before 11 AM on Saturdays, Sundays or holidays to avoid being "bumped".
 - b. Matches should be **BOLDLY** indicated on the **SIGN-UP** sheet prior to going on the court.
 - c. Only three courts total may be used for tournament, league or ladder match play when players are waiting for courts on weekends or holidays.
3. When using the backboard (on court #5), player shall sign up for single's time, but is "bumpable" if other players (singles or doubles) are waiting. The waiting players shall give the individual 15 minutes notice.
 - a. Players on court #5 shall extend the courtesy to change to another open court if someone is waiting to use the backboard.
4. When using the ball machine (limited to use on court #5 or #6), player shall sign up for single's time, but is "bumpable" if other players (singles or doubles) are waiting. The waiting players shall give the individual 15 minutes notice.
5. Inter-club tournaments and matches shall be authorized by the Board.
 - a. The men's spring and fall teams playing home matches on Sat/Sun are permitted to take courts 3 & 4 promptly at 11:00 a.m. Members playing on these courts MUST relinquish the courts at 11:00 a.m. regardless of their

starting time. Additionally at 12 noon, court 2 will also be used for the men's team matches. Members playing on court 2 MUST relinquish the court at 12 noon regardless of their starting time. The team is then entitled to use 2, 3 & 4 until all matches are completed. The Wayne Racquet Club CAPTAIN is responsible for posting a sign on the bulletin board in the Clubhouse a week in advance of home team matches advising the members of the home match dates. NO TOURNAMENT MATCH CAN OCCUR when the team is playing at home.

- b. The ladies spring teams playing home matches on Monday mornings are permitted to take courts 1-4 promptly at 9:30 a.m. Members playing on these courts MUST relinquish the courts at 9:15 a.m. and must sweep the courts - regardless of their starting time.

C. SIGN UP SHEET

1. You are required to use the **SIGN UP SHEET** located in the Clubhouse even if there are several open courts. This will alleviate any confusion if there is a huge influx of people after you have gone onto the court.
 - a. You must enter the **NAMES OF ALL PLAYERS**, **NAMES OF ALL GUESTS**, **TIME ON** and **TIME OFF** the **COURT** in the appropriate box on the sheet.
 - b. Guests must be signed into the **GUEST BOOK** prior to going on the courts. (See rules pertaining to guests in section II)
 - c. At the expiration of your playing time, if no one is waiting to bump you, you may remain on the court until such time when another group arrives and is ready to bump you. Players may re-sign the waiting list and sign up for additional court time only after they have been "bumped" and have relinquished their court.
 - d. If you have already signed up for and started playing singles, you **can't** "extend" your time to doubles by inviting two others to play. You can ask them to play, but you must stick to your singles time limit.
2. If there are no courts available when you arrive, please sign your name on the **WAIT LIST** (located at the upper left corner of the sign-in sheet). Only one person in a group playing together needs to sign on the wait list.
 - a. If all courts are full, and someone is playing past their time limit (see section B. above) they are "bumpable".
 - b. An occupied court that has not been signed in properly is considered UNOCCUPIED - and the players are immediately bumpable.
 - 1) Bumped players may add their name to the bottom of the waiting list.
 - c. Any person signed up on the WAIT LIST **must** remain at the club. If you are not present when your name is eligible for the next court, your name will be **CROSSED OFF** and you will have to re-sign (at the bottom of the wait list) upon your return.
 - d. When your name is next on the WAIT LIST, you are eligible to sign up for the next available court (This also is known as "bumping")
 - e. If the next court is "yours" (your name is at the top of the wait list):
 - 1) You can ask ANYONE to play with you, but you must sign up everyone's name - prior to taking the court.
 - 2) If you want to ask people currently playing, you must give up your turn to the next person(s) on the waiting list until the players you want to invite are bumped and off the court before including them in your game.
 - 3) EXCEPTION:
 - i. your group has three players, AND
 - ii. none of the three players have played yet on that day, AND
 - iii. none of the players waiting accept your invitation to be the fourth. **In such event you may invite one player from the court being bumped to be the fourth.**
 - f. You can only sign up for a court if your **entire group** has arrived. If only 2 or 3 players out of 4 (for doubles) have arrived, and you are "next" for a court, you can **only sign up for "SINGLES" time** - otherwise you must pass the available court to the next person on the list. If you are playing singles and only one has arrived and a court becomes available, you must pass the available court to the next person on the list until your partner arrives. You will then be eligible for the NEXT available court.
 - g. A player or players may not occupy a court and be on the waiting list for a court at the same time.
 - 1) When you sign up for a court, please remember to **cross all players names off** the WAIT LIST.
 - 2) You CANNOT re-sign on the wait list until your court time has expired and you have relinquished the court.

D. GUEST BOOK

1. Guests must be signed into the **GUEST BOOK** in the Clubhouse prior to going on the courts. (See rules pertaining to guests in section II)
2. Designate the **member's name**, **guest's full name**, **date of play** and **time of play**, BEFORE utilizing the court.

E. COURT MAINTENANCE

1. The tennis courts, at the discretion of the Board or the Groundskeeper, may be cleared and play suspended for maintenance, inclement weather, or other unsatisfactory playing conditions, or for other reasons.
 - a. The Har-Tru courts may not be used while the nets are lowered. Lowered nets may not be raised until authorized or raised by the Groundskeeper.
 - b. **DO NOT PLAY ON COURTS WITH PUDDLES.**
 - 1) DO NOT ATTEMPT to sweep puddles, as this will damage the courts.
 - 2) Puddles may be soaked up with towels (DO NOT USE PAPER TOWELS) or special sponges. Allow the towels to absorb the water - DO NOT wipe the puddle, as this will damage the court.
 - 3) If you are unfamiliar with the proper technique, ask a member of the Board, or the Groundskeeper.
2. Players that are “bumped” do not have to sweep the courts. Players coming off courts voluntarily (not being “bumped”) MUST SWEEP THE COURT (this includes at the end of the day). Players going on courts have the OPTION to clean the lines.
3. The last member at the club to leave the courts shall please turn off the court and clubhouse lights and lock the clubhouse.

F. PROFESSIONAL INSTRUCTION

1. Court use by Professional Instructors is at the discretion of the Board.
2. **NO COURTS** may be used for professional Instructions or tennis lessons from **8 am till noon** on Weekends and Holidays, or during special, club-scheduled special events (such as tennis parties, member-guest tournaments, etc.).
3. **One** court may be designated for professional Instructions or tennis lessons:
 - a. From 5 pm - 8 pm on Monday through Thursday, and
 - b. From 3 pm - 6 pm on Fridays, and
 - c. Any day after dark.
 - d. Court #6 shall be used during daylight hours and court #1 shall be used after dark.
 - e. Two courts may ONLY be used during these times if ONE of the courts is occupied by a club-scheduled FREE CLINIC (for members only).
4. **Two** courts may be designated for professional Instructions or tennis lessons at all other times. Courts #5 and #6 shall be used.
5. Non-members **MAY NOT** use empty courts prior to or after lessons.

II. GUESTS AND FEES

- A. Guests are allowed to play **no more than five (5) days** during the season. (It doesn't matter who the person is a guest of - any individual is limited to a maximum of five days.)
 1. In the event guests of members are visiting from out of state or completely out of the area of the Club, then upon application to the Board by the member, special provisional guest privileges may be permitted under certain conditions, and fees will be assessed by the Board for such privileges. However, these privileges may also be revoked by the Board upon notice to the member.
 2. House guests of members for not more than two (2) weeks shall be assessed guest fees to be determined by the Board and subject to the rule set forth in section 1 above.
 3. Non-member family members in residence for more than two (2) weeks shall pay a prorated membership fee based upon their membership category - to be determined by the Board.
- B. A member must play on the court with his or her guest.
- C. A member must sign his or her guest in the GUEST BOOK (located inside the clubhouse) as follows:
 1. Designate the **member's name, guest's full name, date of play** and **time of play**, BEFORE utilizing the court.
 2. If a member fails to sign his or her guest in the GUEST BOOK, any member may sign that member's guest in the book and shall notify a Board member of such action.
- D. The **FEES** for guests of club members shall be as follows:
 1. Adult guest fees shall be \$10.00 except as follows:
 - a. Fees for guests on Sat., Sundays, and holidays with play commencing **before noon** shall be \$15.00.
 - b. If a guest is not properly signed into the GUEST BOOK (i.e.: No time, no date, no guest name, etc.), there will be an **ADDITIONAL charge of \$25.00**
 2. Junior guest fees shall be \$5.00. (Junior guests are subject to the same rules and restrictions as Junior members)
 3. Guest fees allow guests to play for the entire day.
 4. Guest fees are billed periodically throughout the season and are payable upon receipt.

- E. It is the responsibility of the Host Member to completely familiarize his or her guest with all the club rules and procedures.
1. Any rule infractions will be reviewed by the Board of Governors who will be empowered to impose fines and suspension of privileges as they may deem appropriate and in their sole discretion.

III GENERAL RULES

A. **ATTIRE:** Proper tennis attire is required.

1. Proper footwear includes any tennis shoe - not running or cross training shoes.
 - a. Tennis shoes are athletic shoes with a close to flat sole.
 - b. Shoes that have any type of grooving, deep treads or deep patterns can cause foot/ankle injuries and can damage the Har-Tru courts and are **not permitted**.
2. Shirts to be worn at all times.

B. **ETIQUETTE AND DEMEANOR:** All members and their guests are required to conduct themselves in a courteous and considerate manner. General rules of good tennis etiquette and common courtesy shall be observed at all times, including but not limited to the following:

1. Loud and or abusive play or demeanor including the use of profanity is strictly prohibited. Such violation of this rule may require termination of play and or other disciplinary action to be taken by the Board in their sole discretion.
2. Any conduct such as fighting or verbal abuse on the club grounds shall not be tolerated, and any member or their guest shall be bound by the decision of the Board with respect to any penalties or fines, which may be imposed.
3. Retrieving balls, or entering or exiting the courts in such a manner as to disrupt play on any court is discouraged and should not occur. If you have to cross over a court during play, wait until the end of a point.
4. When practicing serves or groundstrokes (not playing an actual game), and the adjacent court(s) are occupied by players engaged in regular play, you are LIMITED to nine (9) balls on the court at one time.
 - a. Be aware of where your practice serves are landing - so as not to disrupt adjacent play.
 - b. Try to use an end court when practicing serves.
5. In the interest of safety, children not playing tennis are not allowed to enter the tennis playing area, and those children under age 12 years shall not be left unattended, and shall be supervised by their parents, so as to not disturb members in play.
6. SMOKING is allowed ONLY in the designated "Smoking Area" (as designated by the Board).
7. COMPLAINTS: If you have complaints, concerns or inquiries about any infractions and/or other "issues", please direct these to any board member and/or grievance committee.

C. **COURTS AND GROUNDS:**

1. At all times the courts shall be kept clear of all items such as tennis ball containers, tennis bags and other tennis paraphernalia, so as not to create any hazards that would affect members in play.
2. All accidents shall be promptly reported to the Grounds Committee or any officer of the club.
3. Property of the club shall not be removed from the grounds or building without the prior approval of the Grounds Chairman.
4. Pets and animals in general shall be excluded from clubhouse and tennis courts, and if brought on club grounds by any member, shall be on a leash and under control at all times.
5. Motor vehicles, motorized bikes, and bicycles shall be parked only in areas designated for them.
6. All members should dispose of any garbage or litter in the appropriate containers so as to maintain the club and its grounds for its members and guests.