

RULES AND REGULATIONS OF THE RICHMOND TENNIS CLUB

July 2017

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The Rules and Regulations of Richmond 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 observed by all members and guests. Abusive language or actions on or off the court directed towards other members and/or staff or property of Richmond Tennis Club will not be tolerated. These behaviours could lead to suspension and disciplinary action.
- 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 board member or the office 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.
 - (d) A member may bring up to 3 guests at any given time summer or winter season.
- A5. MEMBERS UNDER 18 YEARS OF AGE - Not permitted on club premises at times restricted to adult play. (subject to J5 of the junior rules)

A6. YOUNG CHILDREN AND PETS - Members are not to leave children under 12 years of age unattended by an adult on the club premises at any time. Members may not bring children to the court side. Pets are prohibited on the premises at all times.

A7. SCHEDULED EVENTS - These affect the availability of courts for play. Refer to the calendar in the clubhouse or check the website at:

<http://www.richmondtennisclub.com/>

A8. SOCIAL PLAY

- (a) Prearranged games are not allowed.
- (b) Times are posted on the calendar.
- (c) No person under 18 years is allowed. (subject to J5 of the junior rules)
- (d) Hosts of guests must pay the regular guest fees.

A9. 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.

- (a) Any member observing a breach of the club rules should, in writing, advise either the Club President, the Rules and Regulations Director, or another Board member.
- (b) 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.
- (c) For specific summer or winter rules refer to SECTION "S" or "W" as applicable.
- (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.

A10. CELL PHONES - Cell phones must be TURNED OFF while on the tennis court.

A11. LEAVING THE COURT - Leave the courts as an orderly group, so as not to disturb play on other courts.

A12. COACHING - Private lessons may only be done by club approved coaches at times allowed for coaching. Times will be posted on the bulletin board and website.

(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 up on Court 5 near any reserved coaching time.

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 can join two other members on the waiting list (not a single member on the waiting list) to play doubles if invited. For instances where members arrive and sign up at the same time the following shall apply:
 - (i) The first player at the whiteboard should mark an "A" next to their name, the second player a "B" etc, etc.
 - (ii) When the 45 minutes of play has expired, the group marked "A" has first preference for any available court, the group marked "B" take the next available court etc, etc.
 - (iii) If all the courts are in use, group "A" is first on the waitlist, followed by "B" etc, etc.

- S2. COURT SPACE – There is no preference given to doubles players over singles players.
- S3. GUESTS - Members may bring 12 guests per season. A member may bring up to 3 guests at any given time. Juniors may NOT bring guests. Any guest is restricted to playing no more than 12 times per season.
- S4. GUEST FEES - Summer Season - \$10.00 per guest per day and must be paid before going on the court. See A8. (d).
- S5. BALL MACHINE - May be used on Court 5 only when no one is waiting for a court and when the clubhouse office is open.
- (a) A \$10.00 fee will be charged for the use of the ball machine
 - (b) 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).
 - (c) Once signed on under the rule for ball machine, the court is yours for the full 45 minute time allotment.
 - (d) If there is more than one member on the court, they can only use the ball machine and cannot hit with each other.
- S6. COURT DRYING- When the courts require squeegeeing, players are expected to squeegee a court and not wait to play on a court that has already been squeegeed. Squeegees are not to be taken from the club premises **under any circumstances.**

Winter or Indoor Season - SECTION "W"

- W1. INDOOR COURTS - These courts are for members who pay for Indoor Playing Privileges (I.P.P.) and their guests.
- (a) Members with I.P.P. are restricted from booking or playing on any public paid court booking.
- W2. GUESTS - Members with I.P.P. 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 I.P.P. may play as a guest of a member, in the bubble, 12 times per season.
 - (c) A member may bring up to 3 guests at any given time.
- W3. GUEST FEES - Are \$10.00 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 I.P.P. 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 I.P.P.,
 - (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 8:00 a.m. and 7:15 p.m. are for 75 minutes, the last 2 bookings 8:30 p.m. and 9:30 p.m. are for 60 minutes.

On Court 5 all bookings from 8:00 a.m. to 11:45 a.m. are 75 minutes and starting at 1:00 p.m. all bookings are 60 minutes. The 9:00 p.m. booking on Court 5 is for 90 minutes.

W7. RESERVATIONS – Reservations commence daily at 9:15 a.m. Reservations may be made online at www.richmondtennisclub.com. or by phone at 604-273-3631.

- (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 booking (combining any 2 x 60 minutes court times) four names are required and no members may hold another booking (maximum 2 guest names).
- (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 4th 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 a court may not later play on that court as a booking, as a free court, or in making up 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 minutes prior to the reservation period. First come, first serve basis.

W10. BALL MACHINE – May be used on Court 5 only and when the clubhouse office is open.

- (a) A \$10.00 fee will be charged for the use of the ball machine.
- (b) May be booked ahead and counts as a booking for the player.
- (c) 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 60 minutes to accomplish this).
- (d) If there is more than one member on the court, they can only use the ball machine and cannot hit with each other.

W11. JUNIOR AND INTERMEDIATE CLUB MEMBERS - May apply for I.P.P. but must pay the full indoor initiation and fees and will then have complete playing privileges.

W12. 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, or put to vibrate, your cell phone in the bubble. Please to not take or make any calls in the bubble.
- No spitting.
- Please ensure that the door is closed on your way out.
- Please recognize that noise in the bubble is amplified, please try not to raise your voices while playing.

Intermediate - SECTION "I"

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

I1. INTERMEDIATE MEMBERS (OUTDOOR SEASON) - Have the same playing privileges as adult members.

I2. FULL INDOOR PLAYING PRIVILEGES FOR INTERMEDIATE CLUB

MEMBERS - intermediates may apply for I.P.P. but must pay the full indoor initiation and fees and will then have complete playing privileges.

I3. INDOOR BOOKING PRIVILEGES FOR INTERMEDIATES

(a) During the Indoor season Intermediate members may book a court FOR THE NEXT DAY as of 7:00 p.m. the day before, for a fee of \$10.00 intermediate or junior member. They may book with another Intermediate member, a junior member, and a winter adult member who is not already booked.

(b) They may also book a free court 1 hour in advance with another member for no charge.

(c) They may join as the 4th player on a winter adult member booking for a \$10.00 fee, which will not count as a guest visit. It will only count as a guest visit if the Intermediate's name is used for an advanced booking.

(d) They may join a winter adult member who has booked the ball machine for a \$10.00 fee, however they must use the ball machine and not hit with the member.

I4. INTERMEDIATE MEMBERS (SOCIAL DURING INDOOR SEASON) -

Intermediate members may attend social in the indoor season if they pay the \$10.00 guest fee.

All General and Summer rules apply to Intermediate members.

Juniors - SECTION "J"

Regulations apply to members under the age of 18.

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 Richmond Tennis Club will not be tolerated.

J2. JUNIOR MEMBER (12 to 18 years) PLAYING PRIVILEGES

- (a) From October 1 to March 31, juniors may play on the outdoor courts at any time.
- (b) From the date the bubble comes down to Sept. 30th, juniors may play **Monday to Friday from 12 noon to 5:00 p.m.**
- (c) **Saturdays, Sundays and Public Holidays from 3:00 p.m. onwards.**
- (d) In July and August juniors may play between **8:00 p.m. and 10:00 p.m. on Tuesdays and Thursdays.**

During these times juniors may not book courts if Gold Star lessons or special events are taking place. They may play on a court if it is free.

J3. RESERVING AN OUTDOOR COURT

- (a) To claim an outdoor court, write your name and the start time in the proper square on the designated whiteboard. 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.
- (c) If all courts are full, put your name on the waiting list on the whiteboard.

J4. JUNIOR PLAYING PRIVILEGES- A player between the ages of 6 and 11 may apply to become a junior member by writing to the Junior Director. The director will make the decision based on playing ability and maturity.

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 must apply in writing to the Junior Director and a decision will be made by the Board of Directors.

Guidelines for Adult Playing Privileges (A.P.P.) are as follows:

- (a) Maturity, level of play and overall fitness are some of the considerations, in addition to the recommendation of the coach.
- (b) Juniors granted A.P.P. have the same privileges as adult members and in return are expected to help the club from time to time during special events.
- (c) A.P.P. are good for one season only and must be applied for every year. The club reserves the right to terminate A.P.P. at any time.

J6. RESERVING AN INDOOR COURT

Juniors also have some bubble booking privileges. The court fee is \$10.00 per junior member on the court to a maximum of \$20.00 per booking if there are 4 junior members on the court.

- (a) Courts may be booked FOR THE NEXT DAY starting at 7:00 p.m. the day before. These are considered “JR Claimed Courts” and may include a club approved coach, or a parent who is a member, and treated as a free court for that member.
- (b) Juniors may claim a “free court” 60 minutes prior to a court time at no fee.
- (c) Junior members may book and pay for public court time with other junior or intermediate members, or club approved coaches.

J7. FULL INDOOR PLAYING PRIVILEGES FOR JUNIOR CLUB MEMBERS

Juniors may apply for Indoor Playing Privileges (I.P.P.) 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 designated 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.

Public - SECTION "P"

Public courts are available to be booked between Oct.1st and Mar.31st at the times designated by the Board of Directors. Courts may be booked 7 days in advance and can be booked by calling the office at 604-273-3631. No members with full Indoor Playing Privileges (I.P.P.) can book or play on a public paid court booking. However, a player may book a public paid court and also be a guest of a member. All names of the players must be provided at the time of booking. The Board of Directors and the Membership of the Richmond Tennis Club 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. COACHING- Coaching on the public courts may only be done by club approved coaches.

P4. COMMON COURTESIES IN OUR 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.

P5. 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.

P6. PLAYING TIME

The court bookings during the day are 75 minutes and in general the evening bookings are 60 minutes. 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 RULES

1. Court times for social tennis are 30 minutes.
2. Intermediates may only play social if they have paid the guest fee (indoor season only).
3. A Player MAY NOT have a booking on a day when social is scheduled and participate in social.
4. Players MAY NOT leave the court early to sign up for the next slot.
5. Players may ONLY sign up for themselves.
6. Players must mix- it is not “social” to play with the same 4 players unless there are no other players waiting to play.
7. In the summer a player may not switch between booked and social courts.

GUIDELINES FOR MEN'S AND WOMEN'S SPRING LEAGUE

1. League players can only play during their designated league times. They may warm-up on an empty court 30 minutes prior to their scheduled match time (Court 5 excluded), but not sign up on that court. They must vacate the court as soon as their match is completed (even if it is completed in less than the designated 2 hours), if there are non-league members waiting for the court. Matches are best of 3 tie break sets. However, if the teams split sets and there is 1/2 hour or less playing time available, a deciding match tie-break will be played in lieu of a third set (first to 10 points, having won by two.) They may play until the match is completed.
2. League players must use the outside courts when they are dry. When the bubble is still up they must use two courts outside and 2 courts inside (currently Courts 3 and 4) If it is wet, 2 courts must be used in the bubble (Courts 3 and 4) and play back to back times. In this case play must be no ad scoring and if a third set is required it must be a 10 point tiebreaker.
3. "Inactive Members" cannot play league.
4. No home games can be scheduled prior to April 1st or during prescheduled events. e.g. Richmond Open, Rookie Tour.
5. To reschedule games due to inclement weather or any other reason, the captain must first receive approval from the Board League coordinator. The league coordinator will then inform the office which will make the necessary changes on the calendar.
6. All League matches must be completed by June 30th.

GUIDELINES REGARDING COACHING (PRIVATE LESSONS)

1. The Board will set coaching hours in consultation with the Coach in advance of each season. (March and September Board meetings.)
2. Coaching hours will be posted on the bulletin board and on the website.
3. Members should have reasonable access to coaching.
4. Coaching should not have an undue negative impact on members' access to courts. Therefore, coaching will not be allowed in prime time, or during social tennis, league or junior lessons.
5. Coaching information will be kept in a logbook which will be completed daily. The following information will be kept: lesson date and time, lesson type (member, non-member, junior, Gold Star), fee charged, fee given to club.
6. During the summer season the coach's weekly schedule will be posted beside the whiteboard.
7. In the winter season, non-member coaching times will be considered public court times.
8. Coaching times in April will be considered separately from other summer times.
9. The Board will give consideration to offering instructional programs other than private lessons.

