



# **Olde Towne Athletic Club**

## **Tennis Member Rules**

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## TENNIS RULES AND REGULATIONS

### General Rules

- Regulation tennis shoes (soft soles and no heels) must be worn (No jogging shoes, or non-skid soles).
- Bare feet are not permitted.
- Shirts to be worn on court at all times.
- Only regulation tennis apparel permitted (No cut-offs, tank tops, jeans or street clothes are permitted on court).
- Basic etiquette shall be maintained on and around the tennis courts at all times.

### Pro Shop Hours

Monday – Friday 8:30 am until 9:00 pm  
Saturday – 8:00 am until 6:00 pm  
Sunday – 8:30 am until 6:00 pm

### General Court Reservations

- **Two Day In Advance Rule:** Online court reservations can be made two days in advance, starting at 7:00 am through the OTAC website at [www.oldetowneathleticclub.com](http://www.oldetowneathleticclub.com) (Click on YOURCOURTS logo on home page).
- Members may also call the Pro Shop 2 days in advance to make court reservations during regular pro shop hours (770-578-9901).
- Morning clay/hard court reservations must be scheduled from 9-11 and 11-1 Monday through Sunday.
- Afternoon clay court reservations can be made on the half-hour in one or two hour blocks.
- One court can be reserved per each phone call.
- Members **cannot** make online reservations for other members and **must** utilize the court reserved in their own name during their “Regular Play” reservation. Failing to do so will result in a \$25 penalty.
- No reservations will be accepted from voicemails.
- OTAC reserves the right to make changes due to weather and court maintenance issues.
- Approved round robins/team scrimmages will receive two guaranteed court reservations. Round Robins/Team Scrimmages are not permitted during Prime Time reservation periods (Prime Time: Monday-Sunday 9-11 am & Saturday & Sunday 11-1 pm). Additional courts can be booked by round robin participants by following the regular 2-day in advance court reservation rule.
- Advance reservations for Round Robin’s/Team Scrimmages are not permitted during 9-1 pm on national holidays.
- Members/guest must check in at the Pro Shop before play.
- Always check with the Pro Shop attendant before using a court that is not assigned to you.

### Cancellation and Waiting Rule

- As a courtesy to fellow members, you must cancel any court reservation that will not be used.
- Failure to do so by your scheduled time will result in a \$25 fine for the person making the reservation.
  - By canceling your court as soon as possible, it gives fellow members who are on the waiting list an opportunity to play.
- If two or more members are not present at the time of their court reservation for doubles or singles, a **10-minute waiting period** will go into effect.
- At the end of the 10-minute waiting period the court becomes available for walk-up reservations.
- This rule does not apply to league matches.

### Flex League Court Reservations

- Member can call the pro shop to reserve a flex league court 3-7 days in advance.
- No more than 2 Flex League matches can be scheduled in the same time slot 3-7 days in advance.
- Clay courts **cannot** be reserved for flex league 3-7 days in advance during following times:
  - Monday - Friday 9:00 am - 1:00 pm & 4-7 pm. Saturday’s & Sunday’s 9:00 am - 1:00 pm.
  - Above reservation times are only permissible using the 2-day in advance reservation rule
- An Olde Towne member must be partnered with a fellow member to participate in Flex League doubles league play.

- Members are not permitted to make a flex league play reservation and use it for regular play. Misuse of this policy will result in a \$25 fine and loss of reservation privileges on the 2nd offense.

### **USTA & ALTA League Court Reservations**

- Team/leagues will receive two guaranteed court reservations. Additional courts can be booked by league participants by following the regular 2-day in advance court reservation rule.
- When a team makes it to playoffs, the captain must call the pro shop to schedule matches and team practices during the playoff period.

### **Team Practice Courts**

- Teams are given a 1 ½ hour practice court per week during the 7 week season, beginning two weeks prior to the season start date.
- **Team practice court reservations are not permitted during “Prime Time” reservation periods (Prime Time: Monday-Sunday 9-11 & Saturday & Sunday 11-1).**
- Additional practice courts can be reserved by following the regular 2-day reservation rule.
- Captains must confirm with their teammates on a weekly basis that they have players planning to attend each practice, or the court must be canceled.
- If team practice courts go unused twice, practice courts will be removed from the court reservation system for the duration of the season.

### **Junior Reservations**

- Junior members can reserve a tennis court 1 day in advance by calling the pro shop during regular business hours. Phone lines open at 8:30AM (770-578-9901).
- Junior practice matches - 2 hours for singles/doubles
- Junior UTR & ALTA Ladder matches - 2 hours for singles/doubles
- Stars members can reserve a tennis court the day of play.
- Junior Flex League matches can be played on a Saturday or Sunday only.

### **Court Assignment Pecking Order**

1. A scheduled team match or play-off match
2. Team make-up matches
3. Scheduled team practice
4. Lesson courts
5. Social and regular reservations/Round Robins

### **Guest Policy**

- \$7.50 Guest Fee for Outdoor Courts and Fitness Center.
- \$5.00 Guest Fee for Pool.
- \$10 Guest Fee for Indoor Courts.
- A Guest may visit 6 times per calendar year (3 times for indoor courts).
- **Guest(s) must fill out a Guest Registration Card and sign the Hold Harmless Agreement before play. Date of each visit will be recorded on the registration card.**
- **Members who do not sign in their guest(s) BEFORE play, will receive a penalty charge of \$25.**
- If a Member sponsors the same guest more than six (6) times in a given year, the Member will be fined and/or Membership will be terminated.
- The Guest Policy does not apply to flex league opponents.

### **Clay Court Grooming**

- Clay courts must be swept at the END of Play for all matches (including last reservation).
- A warning will be issued the first time a court is not swept.
- A \$10 fine will be assessed to the member who made the reservation the second time a court is not swept.
- The member who made the reservation will lose clay court playing privileges for one week the third time a court is not swept.

### **Inclement Weather Policy**

- If Cobb County Schools are closed, OTAC will most likely be closed.
- Go to the Olde Towne Athletic Club Facebook page for additional updates
- Rain/Wet Courts – Members/teams & visiting teams must be prepared to squeegee courts as needed
- Ice on Courts – **Attempting to remove ice from the courts can be harmful to the courts** - the ice must be allowed to melt, followed by the use of brushes

### **Lessons**

- Private and Group lessons are available.
- Please inquire in the Pro Shop or with one of the tennis pros for rates and scheduling.
- To cancel a lesson, please call no later than 24 hours prior to the scheduled lesson.
- Cancellations after 24 hours or no notification will result in full payment assessed for the missed lesson.

### **Tennis Activities Sign-Up**

- Weekly Adult tennis programming registration will be available through YourCourts.com or by contacting the Pro Shop.

### **OTAC Towels**

- Due to COVID-19 no towel service will be available until further notice.

### **Daily Lockers**

- Members may sign for a daily locker key in the Pro Shop.
- Please return the key to the Pro Shop and mark the key as returned on the sign-out sheet.
- Failure to return the locker key will result in a \$10 fee assessed to your member account.
- Members may also rent a personal locker annually for a fee of \$50 for a half locker and \$100 for a full locker.



## INDOOR COURT POLICIES

### **GENERAL RULES**

1. Indoor courts can only be reserved by contacting the pro shop two days in advance during regular business hours (770-578-9901).
  - a. Players must sign in at the pro shop and pick up a light key to access the indoor lights.
  - b. If there are no court reservations after your session, turn lights off, and return key to Pro Shop (\$25 fee for unreturned key).
2. Play is limited to 1 hour for singles & 1 ½ hours for doubles when others are waiting.
3. League play has priority over lessons on Sunday's and paid reservations.
4. Once a court is reserved, it may not be canceled without payment.
5. The reserving member will be responsible for submitting all names for the court charge.
6. Courts must be vacated at the completion of the scheduled reservation time.
7. The guest fee is \$10/day with a 3-time limit.
8. There will be no indoor court lesson or drill surcharges.
9. Indoor private lessons must be canceled if indoor courts are needed for junior drills or club programming.

### **RULES FOR INCLEMENT WEATHER**

1. Drill Groups will always take precedence over Private Lessons.
2. Members need to call to confirm Private Lessons.
3. Sunday Teams will be placed on a rotation system for match days.

### **RULES FOR LEAGUE MATCHES**

1. To schedule an indoor court for a flex league match, members need to follow normal two day in advance reservation procedure. Only outdoor courts can be reserved prior to two days in advance.
2. **ALTA & USTA** captains of Sunday teams will be asked at the beginning of each season if their team would like to be placed on a rotation list for securing the indoor courts for a match when there is inclement weather. Rotation placement will be determined by a drawing at the beginning of the season. Sunday matches need to be completed by 4:00 pm (no exceptions).
3. **When a captain secures the indoor courts, players names must be submitted and court charges will be applied to member accounts at time of reservation. If weather allows and there are outdoor courts available, players may move outside, however, players are still responsible for indoor court fees.**
4. Teams pay \$24 per hour for indoor courts for a pre-determined amount of court time.

### **COST**

1. Hourly court rental is \$24/hour.
2. Court rental fee is applied to member account when court reservation is made.
3. Reservations **Monday-Friday** can be made between 7:00 – 10:00 pm.
4. Reservations are available on **Saturday's & Sunday's** from 9:00 am - 4:00 pm.
5. **Annual court time can be purchased** with a 10% discount.
6. Semi-annual court time can also be purchased (no discount).

### **JUNIORS**

1. The indoor courts will be used for Junior Drills during inclement weather Monday through Friday (after school hours) and Sunday's at 4pm. This is virtually the only time the juniors have access to court time.
2. Juniors can reserve indoor courts the day of play.
3. Juniors may not have guests on the indoor courts.

4. Junior Academy Members may use indoor courts on a walk-up basis at no charge unless lighting is desired. For lighting, a key needs to be acquired from the Pro Shop to turn the lights on. A \$24 per hour court fee will be charged. Up to 8 juniors at a time per court. If juniors are playing without a \$24 per hour reservation, they must vacate court immediately and pick up balls upon arrival of a reservation.

#### **BALL MACHINE**

1. The ball machine is kept in the storage unit between courts 1 & 2. Members will need to reserve court 1 to use the ball machine and can access the key to the storage unit from the Pro Shop. There is no charge for the use of the ball machine.



## TEAM CAPTAIN GUIDELINES

1. All persons wishing to captain or form a new team **must** contact Jan / Julius before starting any communications with any members regarding a new team.
2. Captains will serve for no more than 2 seasons unless the team would like the same person to captain again, and is approved by Julius.
3. Captains are required to add Julius Robberts and Jan Parrott as designees to their ALTA rosters so that each team's matches can be registered into the court reservation in a timely manner. (USTA rosters and schedules are accessible without a designee status.)  
Julius ALTA #102-451-227, Jan ALTA #101-408-981.
4. Alternate Status on Teams –
  - a. Based on injury or illness, a member can request alternate status through their team captain. The captain then needs to alert the Pro Shop Manager so that the player can be protected from league food billing. (On the occasion that an alternate would like to attend a home match and enjoy the buffet, the member will be charged ½ the daily league food fee.)
  - b. A member can be added to a team as a substitute (alternate) player to be called only when a team is in forfeit position. The substitute/alternate player will be billed league food for any home matches played.
5. A member must be given the opportunity to play 2 times during the regular season, but only if they submitted their match availability to the captain prior to the first match.
6. Captains generally take on the position of assigning line-ups, but if problems arise and a captain would like Julius to assist, he is happy to do so.
7. Complaint Forms - Unsportsmanlike conduct by a fellow team player needs to be reported to Julius Robberts. Complaint forms can be picked up in the Pro Shop and can be returned to the Pro Shop or directly to Julius. The first complaint will be registered with a warning. With two or more complaints management will step in to determine a course of action which can include expulsion from team for the remainder of the season and possibly future seasons. Major infractions will result in membership termination.
8. While personalities sometimes conflict with one another, OTAC cannot allow this to influence who is or is not allowed on a team. All team members will be treated fairly and equally. Please submit a formal complaint form to Julius if management intervention is required
9. Non-members on teams will only be considered for teams who are having difficulty in preparing rosters for an upcoming season. Before a non-member can be added to a team, the captain needs to submit the request to Julius in writing for approval.



10. Recruiting of players from fellow teams is **acceptable**. If a member decides to leave a team to join another team, the member needs to notify their current team captain before registering for another team.
11. Number of Players on Teams – A team roster is considered full as follows:
- |               |                      |
|---------------|----------------------|
| a. ALTA at 20 | c. Senior USTA at 12 |
| b. USTA at 16 | d. Senior ALTA at 16 |
- Based on the criteria above, **NO** team can add any additional players above what is deemed a “full” team without the written approval from the Director of Tennis.
  - If a team has fewer players than the above criteria states, the Director of Tennis can ask teams captains to refer players from their teams as appropriate.
12. All teams will be scheduled one court for a 1 ½ hour practice time each week. Captain worksheets will be emailed so that captains can indicate day and time preferences. Team practices will be booked no sooner than 2 weeks prior to the season start date and only when the prior seasons playoff matches are completed. **Team practice court reservations are not permitted during “Prime Time” reservation periods (Prime Time: Monday-Sunday 9-11 & Saturday & Sunday 11-1).** Filled out captain worksheets need to be emailed to [jan@otac.net](mailto:jan@otac.net).
13. Make-up matches will take priority over team practice reservations. The following options are available to reserve courts for make-up matches:
- a. A captain or team member may reserve an open court.
  - b. Team practice courts can be used.
  - c. Indoor court rotation – team captains will be given the option to have their team placed on a rotation list for use of the indoor courts on Sunday’s between 9:00 am –4:00 pm in case of inclement weather. The indoor court fee is \$24 per hour per court.



## NON-MEMBERS ON TEAMS

Non-members on teams will only be considered for teams who are having difficulty preparing rosters for an upcoming season. Before a non-member can be added to a team, the captain needs to present the need to the tennis director, Julius Robberts, in writing.

1. \$50 Non-Member Fee must be paid at registration. This fee entitles the non-member to participate in one team practice and one match each week during the 7 week season.
2. Credit card must be submitted at registration so that league food can be billed at the end of the season for the number of home matches played.
3. Members must be given priority over non-members when making line-ups for matches.
4. Non-members can play on one team during the same season.
5. After one season, a clear need must be presented to Julius Robberts for a non-member to remain on a team for additional seasons.
6. All non-members must be approved by Julius Robberts.
7. Previous Olde Towne members will not be considered for non-member league play within 24 months of resignation.



## OTAC MEMBER GRIEVANCES COMPLAINT FORM

### Your Name

First: \_\_\_\_\_ Last: \_\_\_\_\_

### Your Contact Info

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Complaint Info

Name of Player that Complaint is Filed Against: \_\_\_\_\_

Event in which Incident Occurred: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

### Detailed Description of Incident

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### Names of Possible Witnesses

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\_\_\_\_\_  
**Your Signature**

\_\_\_\_\_  
**Date**