

St. Marlo Country Club Community Tennis Rules

(Last Amended and Approved on November 22, 2005)

The following tennis rules are agreed upon by the St. Marlo Tennis Committee and approved by the St. Marlo Advisory Board. These rules will be reviewed as necessary to support the St. Marlo tennis community. If you have suggestions, questions, or concerns regarding these rules, please contact the Tennis Director/Pro or a Tennis Committee member.

1. GENERAL

- 1.1. USE OF FACILITIES: Tennis courts are available for use by St. Marlo residents (residents), any dependents living with a St. Marlo resident, and guests of St. Marlo residents.
 - 1.1.1. Guest(s) must be accompanied by a resident or dependent of a resident
 - 1.1.2. At least one resident or a dependent must be present for each court being used.
- 1.2. HOURS OF USE: Play is permitted seven (7) days a week, between the hours of 7:00 a.m. and 11:00 p.m.
- 1.3. LIGHTS: It is the responsibility of the resident player to turn the lights on and off for the courts on which they are playing. Prior to turning off lights on other courts, assure that the other courts are not being used by other players

2. COURT RESERVATIONS

- 2.1. GENERAL/RECREATIONAL USE -- Court reservations are limited to two (2) hours for singles and two and on-half (2 1/2) hours for doubles.
 - 2.1.1. AGE: Court reservations are restricted to either adults or juniors who are at least twelve (12) years of age. Children under twelve (12) years of age must be accompanied by an adult.
 - 2.1.2. COURT LIMITATIONS: A resident or dependent living with a resident is limited to one court reservation at a time. Additional courts may be used if available, but must be relinquished within 15 minutes upon request of another resident.
 - 2.1.3. CANCELLATION: Court reservations will be forfeited if the person making the reservation arrives later than fifteen (15) minutes past the reserved time if another resident(s) is waiting to play. Cancellation of court reservations should be made if possible so others may reserve the court.
 - 2.1.4. NON-RESIDENT: Enforcement of "residents only" use of the tennis courts is the responsibility of all the residents and the Tennis Director/Pro. Infractions should be reported to the Tennis Director/Pro or the Tennis Committee.

2.1.5. **SIGN UP SHEETS:** Court reservations will be made via “sign-up sheets” located in the Swim/Tennis Cabana and coordinated by the Tennis Director/Pro. Court reservations may only be made up to one (1) week in advance, except:

- Court #1 and Court #2 can only be reserved 72 hours in advance. Courts #1 and #2 may be reserved for by the St. Marlo Tennis Director/Pro for team (clinic) and/or individual lessons as long as reservations are made at least 72 hours prior to the lesson(s).
- Tennis Director/Pro may reserve Courts #1 and #2 as far in advance as necessary for lessons or clinics.
- Special events (e.g., team league play, community tennis social, charity events) that have been approved by the Tennis Committee will take precedence on court time for all courts, per Section 2.2.

2.2. **LEAGUE USE:** Atlanta Lawn Tennis Association (ALTA), United States Tennis Association (USTA), and other team league play court reservations are made in advance through the office of the Tennis Director/Pro and will be posted on the tennis bulletin board.

2.2.1. TEAM COURT RESERVATIONS

2.2.1.1. **PRACTICE COURTS:** Each team may only use two (2) courts for practice. A maximum of six (6) courts (three teams) may be used for scheduled Practice and/or clinic at any given time. This is in addition to clinics/lessons conducted by the Tennis Director/Pro.

2.2.1.2. **PRACTICE TIMES:** Prior to each league season, the Tennis Director/Pro will hold a lottery to decide each team’s practice time based on pre-determined time slots. The Tennis Director/Pro will use a lottery system (numbers out of a hat, etc.) that is fair to all teams’ participation in a particular league. For example, the team that draws the #1 out of the hat gets to choose their team’s practice day and time first, #2 gets to choose next, etc. The Tennis Director/Pro has the authority to adjust the pre-determined time slots if it is beneficial and agreeable to all parties involved.

2.2.1.3. **MATCH COURTS:** The Tennis Director/Pro is allowed to schedule the use of two courts per team for team play. More than two courts may be used for team play if the courts are not already reserved or in use at time of league play. Once match play has been started on an additional court, that court cannot be reserved until the match play has been completed. If not more than two (2) teams (2 courts each) are scheduled for a home match at the same time, the teams may schedule one (1) additional court within twenty-four (24) hours of the scheduled match time. A minimum of two (2) courts must be available for General/Recreational Use except when league matches are being played, during which time one (1) court must remain open for General/Recreational Use. Make-up match scheduling is also governed by rule 2.1.

3. LEAGUE PLAY

- 3.1. GENERAL: Residents are approved to participate in the ALTA, USTA, or other local/national league play. The Tennis Director/Pro will help to coordinate team establishment. Prior to establishing teams from leagues other than ALTA or USTA, approval must be obtained from the St. Marlo Tennis Committee.
- 3.2. RESIDENT PARTICIPATION: Residents may join an existing team by requesting to be added to a team prior to the beginning of a season (prior to the rosters being submitted to the applicable league) via the following:
 - 3.2.1. Residents who desire to join a team may contact the Tennis Director/Pro regarding the specific league in which they are interested in playing (e.g., ALTA Spring Sunday Women's League.).
 - 3.2.2. The Tennis Director/Pro will assign the resident to a team appropriate to the resident's level of play based on availability of a space on the team's roster. If a team includes non-resident players, the resident will be added to the team without regard to the availability of a space. The resident waiting to be added to a team must be added prior to any other roster additions or substitutions (at the resident's level of play).
 - 3.2.3. Team captains may add a resident to their team's roster with the following stipulation.
 - If the Tennis Director/Pro has a list of residents who are waiting to be placed on a team (commensurate with their level and that team's level of play), that player(s) must also be added to the team's roster.
- 3.3. CAPTAIN RESPONSIBILITIES: Each season, prior to approval for a team to play out of St. Marlo facilities, a roster must be provided to the Tennis Director/Pro by the captain of the team.
 - 3.3.1. Any fees which are due, including non-resident fees, must be paid prior to the season (See rule 4.0 regarding non-resident team members on a roster).
 - 3.3.2. Within two days of the team captain receiving the team's schedule for the season, the team captain must provide the schedule to the Tennis Director/Pro to reserve the courts for match play.
 - 3.3.3. Courts will not be reserved for team matches by the Tennis Director/Pro unless a schedule, roster and all non-resident fees have been submitted.
- 3.4. NEW TEAMS: New teams may only be formed with prior approval of the Tennis Director/Pro and/or the St. Marlo Tennis Committee.
- 3.5. LEAGUE MAKE-UP MATCHES: ALTA, USTA, or other local/national league make-up matches may take place during scheduled team practice times only if the team's captain (or the team's representative when the captain is not available) consents to the use of the courts that are reserved for them for practice. ALTA, USTA, or other local/national league make-up matches may not use courts that have been reserved by residents for individual play.

4. NON-RESIDENTS ON ST. MARLO LEAGUE TEAMS

- 4.1. **GENERAL:** Residents always have priority over non-residents to be on a St. Marlo team. The team captain must obtain approval from the Tennis Director/Pro prior to adding a non-resident player to the team's roster. All teams must consist of at least fifty percent (50%) St. Marlo residents. A maximum of seven (7) non-residents is permitted per team. Non-residents may only be added to a roster up until the league roster deadline. After that date, and up until the deadline for adding players to a roster (Week 3), residents may request, via the Tennis Director, to be added to any appropriate St Marlo team roster and will be added.
- 4.1.1. The Tennis Director/Pro will ensure that residents who desire to be on a roster appropriate to their level of play have priority over the non-resident(s) to be placed on the roster of a team. (This does not preclude adding both a resident and a non-resident to the team).
- 4.1.2. Once the non-resident is on a team, the non-resident may remain on the team as long as the non-resident doesn't take the place of a resident who has requested to join the team.
- 4.2. **SPECIAL CONSIDERATIONS:** When no St. Marlo team already exists at a general level for a specific league (*General Level defined as: ALTA: C, B, A, AA; USTA: (2.0-2.5)(3.0-3.5)(4.0 4.5)(5.0-5.5)*), and *Specific League defined as: ALTA Thu. Women, USTA 14 and under, etc.*); a team may be formed with a minimum of ONE THIRD of the team being comprised of St. Marlo residents with the remainder of the team being comprised of non-residents. Non-residents are required to pay the applicable non-resident fee.
- 4.2.1. Teams that are formed under these conditions may not be displaced by another St. Marlo team. However, any resident(s) qualified and desiring to play at that general level must be added to the team.
- 4.2.2. If at a later time the number of residents on the team meets the requirements of section 4.0 of these rules, those rules of section 4.0 will govern the teams(s) at that general level with the exception that non-residents who are already on the team roster may continue to be on the team without regard to the percentage/maximum number of non-residents listed in the rules of section 4.0 (i.e., a non-resident already on the team may not be removed from the team because there are more non-residents than section 4.0 allows.)
- 4.3. **NON-RESIDENT FEES:** Non-residents on a St. Marlo team roster will be assessed a fee for each playing season (e.g., ALTA Winter Mixed Doubles, Spring Thursday Women's Doubles, etc.) as follows. These funds will be utilized for court facility upkeep and to promote St. Marlo tennis.
- Adults will be assessed \$25.00 per person, per season
 - Juniors will be assessed \$10.00 per person, per season
- 4.3.1. The non-resident fees must be paid to the Tennis Committee Treasurer, directly or through the Tennis Director/Pro, prior to the beginning of the applicable league season (including practice times). Non-payment of fees will result in the team's immediate exclusion from the St. Marlo tennis facility by authority of the St. Marlo Tennis Committee.

- 4.3.2. Non-residents, who play on St. Marlo teams, have no additional tennis privileges other than the use of the courts as a guest playing with a resident or as part of a team practice, clinic, or team match play.
- 4.3.3. If there is any question regarding whether or not a non-resident can be on a team or remain on a team, the Tennis Committee will be the final authority.

5. COURT ETIQUETTE AND DEPARTMENT

- 5.1. ETIQUETTE: Proper etiquette and behavior is expected from all those who use the courts.
- 5.2. DEPARTMENT: Only those people playing tennis are allowed on the courts at any time. Unsupervised children (not booked to play) are not permitted in the court area at any time. Parents are responsible to ensure that children are supervised such that their activities do not disturb tennis play.
- 5.3. ATTIRE: Proper tennis attire (including non-marking tennis shoes and shirts) must be worn at all times on the courts.
- 5.4. RESTRICTIONS: No bicycles, scooters, skateboards or roller skates/blades are allowed on the courts. No bottles or other glass containers are allowed on the courts.
- 5.5. MAINTENANCE:
- 5.5.1. All residents are to clean up after using the courts and/or the cabana, including placing all trash in trashcans.
- 5.5.2. Personal items left on the court should be taken to the cabana for the lost and found collection. Items in the "lost and found" will be kept for four (4) weeks before being disposed.
- 5.5.3. Team captains are responsible for monitoring the clean up (courts and cabana) after team matches. This includes taking trash to dumpsters outside if necessary.

6. TENNIS DIRECTOR/PRO

- 6.1. INSTRUCTION: The St. Marlo Tennis Director/Pro has exclusive rights to tennis instruction at St. Marlo. No formal or paid tennis instruction may be given at St. Marlo by tennis professionals other than the St. Marlo Tennis Director/Pro(s) or her/his assistants.
- 6.2. AUTHORITY: The St. Marlo Tennis Director/Pro has the duty and authority to carry out the policies and rules for the St. Marlo tennis program, as overseen by the St. Marlo Tennis Committee.

7. MISCELLANEOUS

- 7.1. INTERPRETATIONS OF POLICY: Interpretations of the St. Marlo Country Club Community Tennis Rules are made at the sole discretion of the Tennis Committee and all decisions reached by the voting majority of the committee will be reflecting in writing and are deemed final.