

RANCHO PENASQUITOS TENNIS CENTER STANDING RULES

ARTICLE I. Authority of Standing Rules

Standing Rules will be instituted, revised, or modified only by the RPTC Board of Directors in accordance with RPTC Bylaws Section 5.9 (Dec 1996): *... "The Board by affirmative vote of at least two-thirds of the members of the Board may establish, change or revise the Standing Rules of the Association. Standing Rules may be used to define the current policies and procedures decided upon by the Board. Standing Rules shall remain in effect until revoked or changed by the Board"*

ARTICLE II Membership Policies

A. Membership Fees

1. The yearly dues entitle the member to the use of the facilities and all the advantages accorded to active members.
2. Those who join the club do so with the understanding that they pay a one-time Initiation Fee. This fee is not paid again unless the member allows his/her membership to lapse, in which case it will be due again.
3. The yearly Membership Fees are due when requested, as defined in RPTC's Bylaws. A 30-day + 5-day grace period is allowed, however a Late Fee will be assessed in addition to the Membership Fee. Failure to pay either will result in membership ~~lapse~~/termination.
4. There is no refund of fees or dues, nor is there any credit allocated for time the member is unable to play.

B. Change of Membership Status

1. Current members may upgrade or downgrade their membership without having to go onto the waiting list. However, if the upgrading from a junior member membership to a family membership the original initiation fee of \$200.00 will need to be paid, in accordance with RPTC Bylaws. The amount of increased membership fees will be pro-rated to the renewal date of the original membership.
2. Junior members who turn 19 may upgrade to an adult single membership without paying an initiation fee. Secondly, junior members who are under a family membership may continue to be a part of the family membership as long as they are enrolled in school up to the age of 24. At 24, they may join as an adult member, without initiation fee. However, if they do

not join within 60 days of their 24th birthday, they will be subject to all the rules/restrictions of new membership, including an initiation fee and waiting list if applicable.

C. Membership Wait List

RPTC accepts new memberships through the process of a waiting list. Applications are taken in the order received. Individuals interested in applying for membership must complete a wait list application.

- An application for the wait list must be completed by the applicant either by e-mail or in person. Wait list applications will not be taken by phone.
- A non-refundable \$50 deposit is required to be placed on the waitlist. That deposit will go toward the new member's initiation fee when/if he joins.
- The application will go into the wait list notebook in date order. If more than one application is accepted on an individual monitor's shift, the applications should be put in the notebook in order received with a time noted in the right hand upper corner of the application.
- On a weekly basis the office staff will:
 - Provide Membership Director with information as requested
 - Keep the wait list notebook on site and up to date
 - Provide Membership Director with names of individuals or who have been contacted regarding membership acceptance.

Membership Director will:

- Oversee waitlist process
- Provide supervision for the number of names that may be called on the wait list
- Report new members and membership total to the Board of Directors each month

D. Board Members

Members of the RPTC Board of Directors who serve two full years on the Board while a full dues paying member, shall receive subsequently one free year of membership. The free membership will be a Single membership. If a Family Membership is requested, the member will pay the difference. No reduction in membership fees shall apply for partial terms of office, except by two-thirds affirmative vote of the Board.

E. Employees of RPTC

- Free Single Membership is granted to Regular Employees, after a three month waiting period and payment of the membership initiation fee.
- "Regular Employee" is an employee of RPTC who is regularly scheduled to work a minimum of 30 hours per month.

- If employee wishes to include family members, he/she must pay the difference between a Single and Family membership. Valid only during the course of employment.
- Employee Junior memberships do not include a discount toward family memberships.
- If an employee leaves RPTC employment, his/her membership will be pro-rated as of the date of resignation/termination from renewal date of membership.

F. League Coordinators

- Free membership privileges are granted to current Men's and Women's League Coordinators (either type of membership). Valid only while serving as League Coordinator.
- If a League Coordinator resigns the position, his/her membership will be pro-rated as of the date of resignation from renewal date of membership.

ARTICLE III. Court Usage Policy

The Tennis courts may be reserved by members in good standing in accordance with the courts reservation policy. RPTC members including those with family memberships may reserve only one court per call and per person.

Membership Cards: All active members are issued a membership card to be posted on the court's reservation clipboard prior to play (except Leagues and Lessons). If a member has forgotten their card, they must obtain a temporary pass from the office. Membership cards are non-transferable and members will be charged a \$5 replacement fee for lost cards.

The Courts may be reserved for 2 hours for doubles; 1.5 hours for singles, league and tournament matches excepted; and one hour for ball machine and practice use.

One court has been established as the Public Court and is also available to members on a non-reserved basis for one-hour periods, in accordance with the Public Court Policy.

With the exception of inclement weather, it is the responsibility of each member to notify the club of cancellation of court reservations in a timely manner in order to make the court available to the general membership. Failure to call and cancel a reservation or reservations will be monitored. Failure to notify the club of a member's intent not to utilize an existing court reservation more than two times in a 30-day period, will result in a one-week suspension of reservation privileges. Repeated offences of this policy will be subject to suspension of membership at

the discretion of the Board of Directors.

RPTC member functions such as; Leagues, end of season League functions, Juniors Open Play, Sunday women's doubles without partners, Monday Sunset League, Tuesday evening men's doubles, Friday evening mixed doubles and Saturday men's doubles, have been approved by the RPTC Board of Directors and are in place and will continue in their current form. The Board of Directors must approve changes to the current form and/or scheduling format of these functions.

Men's Open Doubles: 1) Players must be a member of RPTC to participate and must be 16 years of age or older; 2) Players use no add scoring whenever others are waiting. A regular 12-point tiebreaker should be played when a "5 all" score is reached; 3) Players are encouraged to play on courts designated for their particular level of play as designated: Courts 5-7 for AA, A and BB (USTA rank 4.0 to 5.5); Courts 8-10 for B, CC and C players (USTA rank below a 4.0).

Age Requirement for Events: Unless specifically designated a Junior Event or Family Event, club sponsored functions are limited to members 16 years of age or older.

Unless specifically designated as an event open to guests/non-members, all events and functions will require membership to RPTC.

The Board of Directors must approve additional member functions of this type. Guidance for League teams and League team captains can be found in RPTC policies for team captains [Attachment II].

Tennis Professionals utilizing the Tennis Courts, that have existing courts set aside in advance for their usage, are responsible to notify the club at least 72 hours prior to their intent not to use their allocated courts. Failure to do so could result in loss of court usage privileges at the discretion of the Board of Directors. Exceptions include failure of scheduled lesson to notify the Tennis Professional of their inability to attend lessons, and inclement weather.

A maximum of 30% of the courts may be reserved by Tennis Professionals, collectively, at any one time.

A Tennis Professional may not pre-reserve more than two courts for use at the same time. If at the time of the lesson/clinic, a third court is not being used by members, the Tennis Professional may expand his/her clinic to three courts.

Members or Non-Members wishing to reserve the courts for parties, tournaments and/or round robin play can do so with the approval of the board. Approval will be predicated upon court availability and overall impact on the general membership.

A fee schedule will be based on member and non-member participation. Additionally, a court usage fee is based on blocks of three courts with options for additional courts. Event application forms and fee schedules will be made available at the club office and on the RPTC Tennis web site. All applications will be considered for approval at the monthly meeting of the Board of Directors. To ensure approval, the club must receive the application 60 days prior to the proposed date.

ARTICLE IV. Court Rules

1. Members may not use the courts before 7:00 a.m. or after 9:45 p.m. (City requirement). Violation of this rule may result in suspension of membership.
2. Only members may make reservations.
3. Members may reserve one court, per person, per phone call.
4. Reserved court time will take precedence over “walk-on” play.
5. Members will post their Membership Cards before play. Cards are not transferable. Temporary pass will be obtained from the office if card is forgotten.
6. No food or drink except water is allowed on the courts.
7. No glass bottles or gum on the courts.
8. No pets allowed on the courts.
9. Proper tennis attire must be worn at all times. Shirts/tops are required. Players’ shoes must be non-damaging to courts (no dark soles, no heels, etc)
10. Members must lock gates when leaving during non-monitored court hours.
11. Club activities have priority over all other play.
12. Unsportsmanlike conduct, obscenities or inappropriate behavior are prohibited.
13. Children not allowed on courts unless playing tennis.
14. Children on the patios and steps must be supervised at all times.
15. Members must not give gate combinations, keys, etc. to non-members.
16. At least 2 players must be present to go on to the courts when others are

waiting. If not, court must be relinquished to the team that is present. There is a 15 minute grace period for previously reserved courts.

17. All non members, including those playing with members, must pay the appropriate use (or guest) fee. When bringing guest(s) to the club during *non-monitored hours*, the member is expected to pay the guest fee when a monitor arrives or during his/her next visit to the club.

ARTICLE V. Use of Public Court by Members

Per City of San Diego contractual requirement, one court has been established as the one-hour public court. Any RPTC member wishing to use this court must sign in at the office during monitored hours. No reservations may be made for this court and it may not be held back for specific individuals to use, except during specific club functions. It is a first come first served court and may only be used for one hour. If a member is using the court and a non-member requests a court, the court becomes immediately available to the non-member unless the member pays the \$5.00 per person guest fee to continue using the court.

If both members and non-members have signed in on the same day, members must pay the guest fee. Otherwise, non-members will be moved to the front of the list.

ARTICLE VI. Insurance Coverage

1. In addition to General Liability insurance, RPTC will carry Directors and Officers insurance.
2. RPTC will carry all required Workman's Compensation insurance.
3. All tennis instructors who have independent contracts with RPTC will be required to carry and show proof of their own liability insurance.
 - Unauthorized Instruction: No member will engage in any form of instruction to those other than immediate family members without providing proof of adequate liability insurance and negotiating an independent teaching contract with the Board of Directors. Violators will be asked to stop on the first offense, and their club membership will be suspended if the practice continues.

ARTICLE VII. Inspection / Publication of Records

The books of account and minutes will not be published through any media in compliance with RPTC Bylaws Article IX, Section 9.4. However, written

highlights of board meetings, including some abbreviated financial information (such as recent expenditures); after approval, will be posted on the club's website in order to keep the general membership regularly informed.

ARTICLE VIII. Leagues

A. Women's Leagues

- Women's league teams will be fielded according to RPTC's Policy for Fielding Women's League Teams. [*Attachment I to Standing Rules*]
- Player rankings will be determined by Captains Committees.
- Organization of all league teams must be coordinated or approved by the League Coordinator and/or the current Captains Committee.
- The League Coordinator will have the flexibility to place non-members on a team roster only if RPTC does not have enough member players to adequately fill the team and she will report those names to the Office Manager. Non-members may play in team matches and ~~team practices~~, with no other privileges of membership. League Coordinator must approve any non-members placed on a roster.
- Team Captains will comply with RPTC Club Policies for Captains. [*Attachment II to Standing Rules*].
- League Fees will be charged to RPTC league players according to policy (Defrays costs of court maintenance, league registration fees, capital improvements, staffing, balls, and paper products).
- League Fees are waived for current captains.

B. Men's Leagues

- Organization of all league teams must be coordinated or approved by the League Coordinator.
- The League Coordinator will have the flexibility to place non-members on a team roster only if RPTC does not have enough member players to fill the team and he will report those names to the Office Manager. Non-members may play in team matches, with no privileges of membership. League Coordinator must approve any non-members placed on a roster.

C. League Coordinator Positions

League Coordinator Positions

The positions of Men's and Women's League Coordinator are appointed by the Board of Directors and will be opened for

applicants every 4 (four) years. The position holder(s) at the time may re-apply. Applicants may be members of the Board of Directors, but it is not required.

ARTICLE IX. Personnel Chain of Command

A. Court Monitors

Court Monitors will report to and be supervised by the RPTC Office Manager. Members of RPTC, including Board Members, may not issue orders to Court Monitors. RPTC members may make requests to Court Monitors for RPTC related activities, such as requests for assistance in regard to club tournaments or league matches or for non-scheduled cleaning of a court. Court Monitors generally will honor such requests unless they conflict with the official duties of the Court Monitors.

B. Office Manager

1. The RPTC Office Manager will report to the Club Administrator, RPTC Vice-President and indirectly to the President. The Club Administrator, President and Vice-President may issue orders directly to the Office Manager, with the President's orders taking precedence. Members of RPTC, including individual Board Members other than the Club Administrator, Vice-President and President, may not issue orders to the Office Manager. The Board of Directors, by majority vote, may require the Club Administrator, Vice-President or President to issue specific orders to the Office Manager. RPTC members may make requests to the Office Manager for RPTC related activities, such as requests for assistance in regard to club events tournaments, or league matches or for non-scheduled cleaning of a court. The Office Manager generally will honor such requests unless they conflict with the official duties of the Office Manager.
2. The RPTC Office Manager may, on occasion, require management assistance or a decision from the Club Administrator, Vice-President or the President. When time is of the essence and the Club Administrator, Vice-President and President are not immediately available for consultation, the Office Manager may then contact, in the following order until one of the Officers of the Association is reached, the Treasurer, the Recording Secretary and the Membership Director.

C. Club Administrator

1. The RPTC Club Administrator will report to the RPTC Vice-President and indirectly to the President. The President and Vice-President may issue orders directly to the Club Administrator, with the President's orders taking precedence. Members of RPTC, including individual Board Members other than the Vice-President and President, may not issue orders to the Club Administrator. The Board of Directors, by majority vote, may require the Vice-President or President to issue specific orders to the Club Administrator. RPTC members may make requests to the Club Administrator for RPTC related activities, such as requests for assistance in regard to club events, tournaments, or league matches or for non-scheduled cleaning of a court. The Club Administrator generally will honor such requests unless they conflict with the official duties of the Club Administrator.
2. The RPTC Club Administrator may, on occasion, require management assistance or a decision from the Vice-President or the President. When time is of the essence and the Vice-President and President are not immediately available for consultation, the Club Administrator may then contact, in the following order until one of the Officers of the Association is reached, the Treasurer, the Recording Secretary and the Membership Director.

ARTICLE X CODE OF CONDUCT

Tennis players shall observe the traditional rules of tennis etiquette. Good sportsmanship and common courtesy on the courts and in all League Matches and Tournaments are required of all members. RPTC League and Tournament players represent the Rancho Penasquitos Tennis Club in the community and as such, should at all time, represent our club in a positive manner.

Those persons not displaying good sportsmanship and/or proper tennis etiquette may be suspended from using the tennis courts or from playing on a League Team for a time period to be decided by the Board of Directors.

Complaints of poor sportsmanship may be referred to a member of the Board of Directors or the Club Manager (numbers are listed monthly in the newsletter). Examples of poor tennis etiquette include rude behavior, loud and/or abusive language, throwing rackets, etc.

Each action of inappropriate and unethical behavior will be addressed by the Club Manager and reported to the Board of Directors. Based on the severity of the incident, the following system of progressive discipline will be utilized to deal with the situation:

3. Suspension from Club Affairs. In cases where conduct is of an inflammatory, rude or violent nature or in cases of conduct previously documented, the individual will be subject to suspension or termination of club membership privileges. The member will be given due notice and an opportunity to be heard before the Board of Directors.

During the period of suspension, the member is suspended from all activities at, or on behalf of the Rancho Penasquitos Tennis Center and therefore will be ineligible to participate as a member, in the affairs of the Club.

The member will be informed in writing of the reasons for the suspension, the date from which the suspension will commence and the length of suspension. The member may invoke an Appeal to the Board of Directors.

The member is not entitled to any refund of dues already paid and is required to pay renewal dues as usual.

The Board of Directors has the power to re-instate the suspended member if the appeal finds in favor of the member.

****Standing Rules revisions approved _____ by vote of _____, constituting a 2/3 majority vote of the entire Board of Directors.*

****Standing Rules updated by unanimous votes as of June, 2008.*

*** Standing Rules revisions to Court Usage Policy approved April 22, 2008 by vote of 7-0, constituting a 2/3 majority vote of the members of the Board of Directors.*

***Standing Rules with Attachments I & II approved in its entirety October 15, 2007 by vote of 7-0, constituting 2/3 majority vote of the members of the Board of Directors.*

ATTACHMENT I

RPTC STANDING RULES:

RPTC POLICY FOR FIELDING WOMEN'S LEAGUE TEAMS AT RANCHO PENASQUITOS TENNIS CENTER

Since RPTC women's league teams do not depend on challenge matches to set rosters, it is necessary to follow a fair and reasonable process to field our teams. These guidelines determine at what team level (not position) a player should be placed (AA, A, BB, B, CC).

Once a player is *on* a team roster, the weekly line-ups are determined by the Captain. It is her responsibility to set line-ups that will give the TEAM the best chance of winning the match. No player "owns" a position.

1. RPTC's Objective when fielding teams is to field competitive teams.

League play is, by definition, a competitive TEAM sport. Decisions regarding placement on teams will be made for the *benefit of the team as a whole*. To accomplish this, players will be placed at a level where they will most likely achieve success, which will best benefit the teams.

Players earn their opportunities to play up by how well they do or have done in their league matches. Each member who wishes to play on a league team should understand that the good of the team comes before the wishes of the individual.

If more than one team is fielded within a playing level, those teams will be fielded similarly, in an effort to keep all RPTC teams competitive. RPTC will not field a "strong team" and a "weak team" in the same playing level.

2. RPTC's Four Criteria for Determining a Player's Team Level:

a) Player statistics. (win/loss record) An ongoing statistical record will be used in gauging a player's ability and success. The club will keep

track of recent win-loss records, keeping track also, of positions played.

b) Captains' recommendations. Consulting with captains at the end of a season will provide a more complete picture. A captain will know of any extenuating circumstances and should have a clear sense of at which level a player will experience the most success.

c) Which team level has the greatest need for that player. There will be seasons when players are needed at a certain level in order to field a complete team at that level. Additionally, there must be enough strength at each playing level in order to field *competitive* teams. The Captains Committee is responsible for making sure all levels have enough players and enough strength to form competitive teams.

d) Player's preference. A player's preference will be taken into consideration as part of the equation.

3. New Members, current members becoming active league players, and players who develop new partnerships will be given individual consideration by the Captains Committee and the League Coordinator, regarding placement at appropriate levels.

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How Stats are Used:

The **general** rule of thumb, in order to maintain competitive teams when determining a player's level is:

75% or higher wins, playing primarily **in positions 1 or 2 throughout the season**, generally makes a player eligible to be considered for moving up a level if there is room at that level (keeping in mind the other criteria listed above);

50%-70% wins indicates that player is currently playing at her correct level;

Less than 50% wins playing primarily **in positions 5 or 6** indicates that player's stats should be watched for an additional season before determining whether she would be more successful playing a level down.

Following uniform methods of measurement like this formula, as well as the four criteria listed above, ensures the Committee to be fair to everyone, while keeping personalities, politics and friendships out of the decisions.

Captains Committee:

The Captains Committee (made up of *outgoing* captains) meets at the end of each season to rank players at their levels of play (AA, A, BB, B, CC) in an effort to make sure there are enough players and enough strength at each level. This ensures all teams will be competitive. Note: The Committee does not field the actual teams. When re-drafting is necessary, team drafts are conducted by *incoming* captains.

The Committee ranks all players each season. Outgoing captains are in a position to know the strengths and weaknesses of their team mates. Additionally, players' individual requests are addressed by committee whenever possible.

The win/loss statistics that are studied by the Committee are those from the **current season**. However, the committee will look at the immediate previous season stats on a player if they feel they still need more information on that player. **Current stats** give the committee an **up-to-date assessment** of how well a player is doing in her league matches.

That said, the team **Captain's input for each player** is also very important and carries a great deal of weight. If a player's stats are unusually low, her Captain can point out if the problem was due to an injury or a "partner issue" or that she was "sacrificed" several times or some other reason why her stats may not tell the whole story. Information is also collected from outgoing captains who are not on the committee that season as well.

If a player is recovering from an injury, the committee will generally not be inclined to drop that player down a level, but rather give the player a reasonable amount of time to recover and get back to her normal stats.

The Captains Committee's make-up changes every season and it is determined by the current season. Committees are made up of outgoing captains:

Fall Committee: Leah's League Captains and Fall Tennis Competitors Captains (rank players for Winter League)

Winter Committee: Winter League Captains (rank players for Spring League)

Spring Committee: Spring Tennis Competitor's Captains and Spring USTA Captains (rank players for Fall Leagues)

The committee may also pass along items of concern to incoming captains. Additionally, the committee addresses any problems that have arisen during the season and in some cases, makes recommendations to the Board of Directors. The Committee's functions and procedures continue to develop and evolve as needs arise.

Partnerships:

Players who sign up without a partner must be willing to play with whomever the captain places her, which will typically be **other** players who do not have a partner. Signing up without a partner means a player should be willing to play with anyone. If a player feels strongly about whom she partners with, it is **her** responsibility to find a partner to sign up with **before the season begins.**

Use of Subs:

Players listed as “regular players” shall have priority in the line-ups over players who are listed as “subs.” Exception: If a Line 1 or 2 regular player is not available to play the Captain may use a sub to fill that position.

Subs with the same ranking as the team level shall have priority in the line-ups over subs from lower level teams.

Line-up Positions:

Line-ups are set solely at the discretion of the team captain, whose job is to set a strong line-up in order to earn the most points for the team. Each team member is expected to respect her captain’s decisions.

A player who is only available to play the early position must be listed as a sub so that the captain may use her at the team’s convenience. Alternatively, that player can sign up for a lower level team to have more opportunities in the 9:00 a.m. slot.

Club members who wish to compete with players *above* their level, have several options:

- Independently arranged social games with more advanced club members
- open round robin opportunities
- several advanced clinics offered by pros within the club.

These policies are intended to meet the needs of a large, diverse group of women and interest levels, while continuing to keep our league teams competitive.

**ATTACHMENT II
RPTC STANDING RULES:**

RPTC CLUB POLICIES FOR TEAM CAPTAINS

(RPTC Office Procedures)

Thank you for volunteering to Captain a team this season. We appreciate all the time and hard work Captains put into organizing their teams. The staff of RPTC is here to assist you on your home match days. A few of the below guidelines should help your season run smoothly.

1. The Office Manager needs a copy of your schedule as soon as you obtain it to confirm home courts.
2. Once the Office Manager has your schedule, the courts will be booked and you will be sent confirmation of the home match dates via e-mail.
3. As a safety net, please check with the office 4 days prior to your scheduled home match to make sure the courts were properly booked. (Use the reservation cheat sheet – you want to check before the 8:00pm call time that members can book courts for your league day) This is the check, double check system. Although mistakes are not frequent, with so many teams, errors can be made. If you check with the office prior to the time members can make reservations, errors can be quickly corrected.
4. Use of the League/Social Storage bin: The storage bin is for the use of League Captains and social organizers. If you leave your own supplies in the storage bin, please CLEARLY MARK THEM if you do not want to share with others. Unmarked items are assumed to be available to other captains. Only captains and co-captains should know the lock combination to the storage bin.
5. The storage bin will be cleaned out at the start of each new season. Water is provided on the patio. The Park's ice machine is available all days except Sundays and holidays. RPTC also supplies paper

products for home league matches. Captains are welcomed to use the unmarked supplies in the storage bin.

6. The monitors will make every effort to assure your courts are swept, dried and made ready for play. However, please remember, particularly during questionable weather – they are only one person and can not get to all ten courts prior to match time – so please ask your team mates to come early and assist in readying the courts.

USE OF COURTS BY LEAGUES: Due to the high volume of use for our courts during prime times, the following policy has been established regarding pre-reservations by teams:

Reservations for League Games: Teams may only pre-reserve courts for the actual home matches, making sure the Office Manager has a copy of the league schedule. *Teams may not use individual team member's names to reserve an extra court during home matches.* The Office Manager must approve use of extra courts for home matches. On match day, the scheduled monitor may assign an extra court to a team; only after it has been determined other club members do not wish to use the court.

Scheduling Make-up Matches: Make-up matches need to be scheduled through the Office Manager. If the court sheets have been posted for the date you wish to reschedule, then the on-duty monitor may schedule the match and notify the Office Manager, however, if the court sheet for the date you are requesting has not been provided to staff, the Office Manager will need to be contacted to arrange the rescheduled match.

Team Practices: League teams receive no special reservation privileges for practices. If your team wishes to hold practices, they should be scheduled for 10:30a.m. or later.