



## **Provincetown Tennis Club 2024 Rules and Regulations**

### **Introduction:**

The Provincetown Tennis Club (PTC) is committed to providing a welcoming environment for all our members and guests. To ensure safety and comfort for all, PTC requires individuals to act appropriately when using PTC facilities or participating in PTC Tennis Programs. All members and guests are required to read and sign the 'Requirements and Use of Premises' form before playing. In addition, members must pay the appropriate fees before using PTC facilities. Specifics of each year's fees and types of membership are summarized on our web site ([www.provincetowntennis.org](http://www.provincetowntennis.org)).

PTC requires all people using the Club to act in a mature and responsible manner and to respect the rights and dignity of others. Our code of conduct does not permit language or action that is disrespectful, threatening, or insulting to another person in any manner. Anyone who feels they experience such behavior is encouraged to contact PTC staff or Board of Governor members. Membership and/or playing privileges will be denied to individuals who refuse to obey PTC rules or disrespect other tennis players, staff members, or board members.

### **Rules and Regulations:**

1. The use of PTC's facilities shall be restricted to members and guests.
2. Any car in the parking lot not owned by a member, or a guest, or a DNA Gallery/upstairs renter/guest is subject to towing at the owner's expense. Two designated, marked spaces are reserved for the upstairs tenant. Parking is on a first come, first served basis. Car owners blocking others may need to stop their play to move their vehicle. For liability reasons, PTC staff will not move vehicles.
3. PTC members and guests are expected to put their refuse in the appropriate trash and recycling receptacles, and to place used tennis balls in the provided ball-recycling bins. Additionally, no bottles or other breakables should be left on courts, porch, or surrounding grounds.
4. Dogs are not allowed on courts. Dogs are permitted on the porch and in the Club House. Owners are responsible for taking care of their dogs and cleaning up after them. Dogs must

not be disruptive. Any dog judged by the Club Manager to be disruptive will be banned from PTC. Incidents will be treated as a violation of policy (see page 3).

5. There is no smoking allowed on the PTC premises.
6. Consumption of alcoholic beverages on the premises is not permitted, except during authorized special events and functions.
7. PTC is not responsible for personal property left on the premises.
8. All players must wear appropriate tennis clothing and rubber-soled tennis shoes. Players may not play bare-chested, and sports bras must be covered.
9. From May through June, and from September through October, regular club business hours are from 8 a.m. to 6 p.m. During July and August, hours are 8 a.m. to 7 p.m. The Director of Tennis, Club Manager, or a staff member will determine whether courts are in condition for play during these hours.
10. Unless otherwise instructed by staff, clay courts must be swept and line-cleaned after each session.
11. PRIME TIME is defined as: 9:30 a.m. to 12:45 p.m. Fridays, Saturdays, Sundays, and Holidays in July & August.
12. Members may book/play only once per day during prime time as defined above.
13. Court reservations are for 1.5-hour increments during prime time, and for .5 hour increments up to 2 hours total, during all other times.
14. Ball Machine: There is a one hour maximum for ball machine use. There is no ball machine usage during prime time.
15. Full-season and monthly members may reserve courts up to one week in advance.
16. Weekly members and guests may reserve courts up to three days in advance.
16. Online bookings, via Court Reserve, by full-season or monthly members may commence at 8am one week in advance of desired reservation day (e.g., at 8am Saturday morning to reserve a court for the following Saturday). Weekly members are required to reserve in person or by phone with PTC staff.
17. Court reservations require the name of one member in good standing (singles) or one member in good standing plus one other member/guest name (doubles) to be accepted. All names must be entered on Court Reserve no later than 24 hours prior to reservation.

18. **All players must check in at the front desk prior to playing.** Court assignments may be designated upon check-in by PTC staff, depending on playing conditions.
19. Guests may play at PTC by paying the required guest fee per 90 minutes of play. Fee amounts are determined annually by the Board of Governors.
20. Clinics: Full-time and monthly members may book clinics up to one week in advance. Weekly members may book clinics up to three days in advance. Guests may book clinics up to 24 hours in advance. Clinic fee amounts are determined annually by the Director of Tennis.
21. Scheduled clinics and lessons shall have priority for the first playable court in the event of inclement weather. This has typically been Court #5. If your reservation is cancelled because of clinic/lesson priority, you will get first access to the next available prime time slot which will be coordinated by the front desk staff.
22. Refund of Membership Dues: Only full-season members who become disabled/injured within two weeks of joining PTC and whose disability/injury prevents them from playing again during the current season, will be given credit for the following season. In such cases, full-season members are required to produce a doctor's note confirming the member's inability to play again during the current year.
23. In the following year, the member will be required to pay any difference in dues. The Board of Governors may determine additional refund policies.
24. Members are not allowed to speak on their cell phones when they are on the court. Phones must be put in 'vibrate' or 'silent' mode during play.
25. Players must wait until the completion of a game or otherwise indicated by the current players to walk through the courts.
26. Full-season members who wish to read Board of Governor meeting minutes or the Bylaws/Constitution may request to do so at any time. Requests should be addressed to a Board member or the Club Manager.
27. Only full-season members are allowed to participate in the Club Championship tournaments.
28. In addition to full-season memberships, PTC offers monthly and weekly memberships which have limited reservation and court times - see above.
29. PTC access and playing privileges require all members and guests to sign the 'Requirements for Use of Premises' form or payment of the appropriate membership fees before playing.

**Procedures to be followed in response to violation of the above Rules and Regulations:**

**Warning:** Within 10 days of an incident, after consultation with the full Board of Governors, the Rules and Regulations Committee will send a letter to the person in violation status defining PTC policy regarding unacceptable behavior and issue a warning that any future unacceptable behavior will result in suspension. The Appeals Process will be outlined.

**NOTE:** The Board of Governors may vote to bypass the warning stage above and proceed directly to Suspension or Expulsion.

**Suspension:** If a second incident occurs after receipt of the warning letter, the Board of Governors will vote on possible suspension and the length of the suspension period. A letter will be emailed within two days of the vote defining the suspension period (if any) and the appeals process. This letter will also include a warning that further incidents may result in permanent exclusion from PTC.

**Expulsion:** If a third incident occurs, the Board of Governors may vote on permanent exclusion from PTC. Within two days of the vote, a certified letter will be sent explaining the reasons for expulsion and defining the appeals process.

**Administration of this policy:** Members who witness unacceptable behavior are responsible and encouraged to immediately report it to the Club Manager, staff member or a board member. The Rules and Regulations Committee is responsible for documenting the event for the Board's review. The Board is responsible for approving disciplinary action and sending warning/suspension/expulsion letters to the person in violation status. The Board is responsible for reviewing and acting on all incidents.

For second or third incidents, or for appeals, the PTC President or Vice President is responsible for calling a meeting of the Board of Governors. At this meeting, specifics of the incident(s) will be reviewed, and a vote will be taken. A quorum is needed to approve the Board's decision.

**Appeals Process:** After receiving a warning, suspension or expulsion letter, the person in violation may, within ten days, by certified letter, request a meeting with the Board to appeal their decision. The Rules and Regulations Committee will send a written notification of the meeting to those involved in the incident. During the period between the incident and the appeals meeting, the person in violation status will not be allowed to play at PTC or to be on PTC grounds. At the conclusion of the meeting, the board will vote on whether to uphold or rescind their earlier decision. If a suspension or expulsion is rescinded, the person in violation status may immediately resume playing at PTC and frequent PTC grounds.

Members shall have no further remedy beyond this appeals process. No membership fee shall be refunded to any members suspended or expelled from the Club.

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