

# **APPENDIX C**

## **RULES, REGULATIONS AND PROGRAMS**

**The following document contains rules, regulations, policies and programs approved by Membership and/or by the Board. Additions and changes may be made by the Board to Board Policies if the change does not contradict a current Bylaw.**

### **A. MEMBERSHIP APPROVED RULES AND REGULATIONS**

#### **I. Membership Expectations and Limitations**

1. The maximum approved number of members is 235. All resigning non-Equity memberships will automatically become Equity memberships.
2. Equity membership requires a \$2,200 initiation fee and \$120/quarter maintenance fees. Maintenance fees for non-Equity members are \$160.00/quarter.
3. Conduct by any member which unreasonably interferes with the use and enjoyment of KTP and KAC is strictly prohibited. All members shall treat each other and all people on Kraft premises with dignity and respect. Members will conduct themselves according to etiquette of tennis and the Kraft Tennis Club rules, and shall avoid contact that demeans, harasses, or threatens any person, be it another member, a guest or staff. Cell phones will be used with courtesy and discretion when players are present so as not to interfere with or disturb other members.
4. Proper tennis attire shall be worn. The minimum attire shall be gym shorts, t-shirts, socks and proper tennis shoes for Hartru courts.
5. Each KTP member will receive a KTP membership tag which should be displayed on his or her tennis bag.
6. Online court reservation must be made prior to play and cancelled if the players are not going to use that reservation time.
  - a. A reserved court will be forfeited if not utilized within 15 minutes of the reservation time.
  - b. Play is limited to two hours except for tournaments, round-robins and league play.
  - c. Tennis courts will be dragged/swept and lined after play by the players during their reserved court time, so that the next players can start play at their scheduled time.
  - d. The last player must lock courts and clubhouse and they must remain locked when not in use.
7. No alcoholic beverage consumption is allowed on courts.

8. Abuse of KTP Rules and Regulations by a member could result in suspension or expulsion from the KTP by a majority vote of the KTP Board.

## **II. Court Reservations and Usage:**

### **1. Priorities for Court Reservations**

- a. League-scheduled play
- b. Tournaments and/or social events
- c. Members
- d. Programs
- e. Team Practice (will be scheduled for afternoons/evenings only).

### **2. Protocol**

- a. Team captains may reserve their league schedule for the season.
- b. Equity members can reserve courts no more than seven (7) days in advance; non-Equity no more than three (3) days in advance.
- c. Court time is two hours maximum beginning at 8:00 a.m. (two-hour blocks thereafter).
- d. Court 6 and 7 will not be reserved for league play so that at least two courts will be available for general membership at all times. Exception: (a) nighttime league scheduled play (b) makeup for daytime league cancellations (c) A team women's league play
- e. KTP Web master will reserve courts for social events tournaments and/or programs if necessary.

## **III. Member Guest Play and Fee:**

1. A KTP member's guest fee of \$15.00 must be paid on day of play.
2. A KTP member's children and grandchildren age 17 and under may play free; if 18–21 and in school, the fee is \$5.00. All children and grandchildren must be accompanied by a KTP member.
3. KTP members' *visiting* adult children and their spouses are permitted to play free of charge with the member in attendance. A court reservation must be made during non-peak times, and booked no further than 24 hours in advance.
4. Guests may play a maximum of four times per month, but are limited to two morning play times; and must abide by KTP's Bylaws and Rules and Regulations.
5. Out-of-town house guests are permitted unlimited play if courts are reserved no earlier than 24 hours in advance of play.
6. KTP members must accompany their guest on the assigned court, with one exception. In the case of league play, non-KTP members may play for the KTP team against an opponent providing the KTP team fields a minimum number of KTP members equal to or greater than the number of courts played. For example, two non-KTP members may play together on a court where 5 courts are being played, as long as the total number of KTP members playing the team match are five (5) or more.

## **IV. Ball Machines:** Members are allowed the use of personal ball machines.

1. Ball machines are only permitted on a bank of courts when no other courts in that bank are in use. There are 3 court banks: 1-3, 4-5 and 6-7.
2. Courts used specifically for ball machine play may not be reserved more than 24 hours in advance of play.
3. The player must check reservations prior to play and refrain from use of the machine if another court in that bank is reserved during desired time slot.
4. If a ball machine is in use and players then arrive to play on another court in the bank, the following rules apply:

- a. If the player had a reservation, then the use of the ball machine must end even if the oncoming players express a willingness to allow the player with the machine to continue.
- b. If the players did not have a reservation, then the player using the ball machine may complete his/her session.
- c. In the latter situation the player using the ball machine should make every effort to prevent balls from going on the other court in play.

**V. Tennis Instruction:** A tennis professional may give instruction in the following situations:

- 1. To warm up a home team or visiting team in preparation for a league match
- 2. To 4 or fewer players provided:
  - a. A guest fee is paid for the Pro and any other non-KTP member (KAC tennis members are not required to pay a guest fee if instruction is on Court 6 or 7)
  - b. Only on courts 1 and 3 during non-prime time daylight hours (after 12:00 pm); on courts 6 and 7 after 6:00 pm; or as approved by the board and membership.
  - c. Court must be reserved by a KTP/KAC member.

## **B. MEMBERSHIP APPROVED PROGRAMS**

### **1. Sustaining Patron Program:**

The program invites Equity members to voluntarily donate their equity investment back to KTP. They may do so as either active members or resigned members on the Equity Refund Waiting list. By doing so, they will be recognized with Sustaining Patron status. An ongoing list of Sustaining Patrons will be developed, and a link will be added to the website. The Patron's name will be added to a plaque of recognition in the clubhouse. An active member's pledge of donated equity will not be redeemed until they resign from KTP.

### **2. Waitlisted Guest Program:**

Persons on the waiting list may pay a non-refundable deposit of \$220 (applied to Equity membership fee) which gives them the privilege to play with a member 8 times per month. Only 2 of the 8 times may be played in the morning; and the 6 times must be played after 12:00 p.m. The waitlisted members pay all normal guest fees of \$15 per time.

**3. Pickle Ball:** Courts 4 and 5 may be used for Pickle Ball play on Sunday afternoons after 2:00 p.m. The Board authorizes additional afternoons if such expansion does not interfere with league play and there is sufficient interest among members.

### **4. Cardio Tennis:** Cardio tennis is authorized under the following guidelines:

- 1. Instructor is certified and appointed by the Board
- 2. Court 4 only (reserved by instructor).
- 3. 7:00 a.m. to 8:00 a.m. Tuesdays & Thursdays.
- 4. 6:00 p.m. to 7:00 p.m. Mondays & Wednesdays.
- 5. Non-KTP members pay a \$5.00 fee to KTP collected by the instructor

**5. Youth Summer Tennis Camp:** Courts will be utilized Tuesdays & Thursdays from 3:00 p.m. to 6:00 p.m. during the month of June for the Youth Summer Tennis Camp Program

ages 5 to 16. Parents or legal guardians will sign an application form releasing Kraft Tennis Partners and its members, and the Kraft Athletic Club from any type of liability. Instructors will be KTP volunteer members.

**6. Summer Clinic:** Approved clinic can be held on court 6 between the hours of 10:00 a.m. and 12:00 p.m. from June until the end of August.

### **C. Other Actions Approved by Membership**

**E-MEETINGS:** The Board is authorized to call an e-meeting of the membership subject to the following guidelines:

- 1.** An e-meeting may not replace the Annual Meeting.
- 2.** Voting will be by email only. If a member does not have an email address, his/her ballot may be submitted under another email address provided that that member has informed the Board Secretary in writing or by phone that this will occur.
- 3.** Voting may not be closed until at least 2 weeks after the posting of the ballot.
- 4.** A blog will be established for the e-meeting to allow members to post opinions on the proposed ballot issues. The blog will be accessed from a link on the KTP website.
- 5.** Thirty-three percent of current membership will constitute a quorum for the e-meeting.
- 6.** The Board will designate at least two discussion time periods between announcement of the meeting and the closure of voting. At least one Board member will be available in the clubhouse to discuss the issues to be voted on during these designated time periods.
- 7.** The designated Election Manager will confirm receipt of each vote by reply email.
- 8.** The Election Manager will be in charge of counting votes and reporting the results to the Board. Copies of all email votes will be retained for 60 days.

Any member may challenge the vote count. If a vote count is challenged then a member agreeable to both the Board and the concerned member will be designated to view and tally the votes. No one other than the Election Manager and, if necessary, one additional designated member will have access to the email votes. The Election Manager and this additional member will hold individual votes in strict confidence.

## **D. BOARD APPROVED POLICIES**

### **1. Memorials and Gift Donation Policy:**

These guidelines are created to be equitable for all persons from Kraft to include:

- present members who pass, and deceased former members by request to the board
- members and friends who have provided special services to the club
- members who make contributions such as donating their Equity fee to the Sustaining Patron Program; and who have served as President or as a founding member

The recognition will consist of an individual's name on a plaque displayed in the clubhouse. The following additional designations will be added for three categories: past presidents PP; Sustaining Patrons SP; and founding members FM.

If an individual or family member wishes to donate a cash gift to Kraft in name of the deceased (not including their return of Equity), the Board will determine how it is used.

Board approval is required for all non-monetary memorials. Donations for benches with tribute inscriptions are encouraged. The Board will approve benches if sufficient space is available for placement. Memorials related to plantings will require the approval of the Landscape Committee and the Board.

Requests for all benches, plantings, and inclusion on the memorial plaque must be approved by the Board. The board discourages requests for physical structures.

### **2. League Play Variance: Courts 6 and 7 may be utilized for Thursday A level women's league play.**