



2015-2016 ASRC USTA Guidelines

Club Member Participation

Almaden Swim & Racquet Club (ASRC) Members are obligated to commit to team guidelines and provide team support to the best of their ability. Members may be asked for their time commitment and their singles/doubles availability during the season prior to team formation.

A \$5.00 administrative fee will be charged per member per USTA team and will go toward the following:

- Each team will receive a free hour and a half clinic from the tennis pro of their choosing.
- Annual USTA Opener (social at the beginning of the 18+ season season)
- As an appreciation from the club, the captain's administration fee will be waived.
- Cover administrative costs the club incurs from court scheduling, court rescheduling, team formation, inquiries & disputes.
- Each team that reaches Nationals will be subsidized \$300 to be used for anything the team wishes.

How teams are formed:

- Sign-up sheets will be posted for each team on the tennis bulletin board 3 weeks prior to team registration. The club manager will also send an email to all members to sign up for the teams.
- The team roster will be emailed by the first day USTA team registration is open. Team meetings must occur within 10 days of the team roster posting.
- Members may sign up for multiple teams. However, they will be required to place their "true rating" team as their #1 priority in case of conflict.
- Each team must have USTA's required number of players "at level" and must be ASRC members. Non-members can be recruited if there are not enough members "at level" to form a team provided there is at least one member 'at level'. Twice Per calendar year, non-members may play on ASRC Tennis teams. The first season's fee is \$60 + \$5 admin fee, second season's fee is \$100 + \$5 admin fee. No 3rd season option is offered; please refer to the non-member participation page for more information.
- If there are not enough players to form a team, ASRC can combine with one other club to create a combo team. The home matched will be split evenly between the clubs.
- The club manager will determine the minimum number of players on each team after the sign up period is closed.
- The adult 18+, adult 40+ and adult 55+ teams will be created using the official USTA ranking list when more than one team is needed. USTA rankings will not be necessary when there are only enough players for one team.
- No movement between teams will be allowed after teams are formed.
- Mixed 18+ and 40+ teams will be created based on member requests. ASRC will do their best to accommodate each request for mixed team placement but does not guarantee it.

How Captains are Selected:

- Captain and Co-Captains must be club members.
- Any team member (including the captain) may nominate a co-captain. Captains and co-captains selection is by a majority vote.

The Captains Role:

- The club manager will first determine each teams home match night after which the captain is responsible for setting up all matches on the USTA website, after being notified by the club manager.
- The captain will work with the club manager to secure match times/rain make-ups/etc.
- The captain and co-captain will be in charge of all team communication and home match duties.
- The captain will take a team vote for playing members evenly or playing the strongest players available for each match.
- If a team wants a coach to take over part or all of the captain’s and or co-captains roles a team vote needs to take place, with clear parameters on that coaches’ duties. This vote needs a 2/3 majority to be approved. Costs, in this case, would be spread equally over all team members.
- Captains will make sure all non-members have signed the waiver and paid the nonmember fees before playing on the team.

Match Courts:

- All team captains will provide the club manager with their top three requests for match days/times.
- The club manager will create a master home match schedule for all teams and will make every effort to accommodate teams requests.
- Trades are allowable after the initial draw, but only if both teams agree. Also, draws may be nullified if teams draw back-to-back match dates when a majority of the rosters are shared by the two teams.

Late Registration:

- Members who do not sign up by the deadline will be placed on a waiting list for the requested team.
- If additional players are needed, team captains will contact the club manager for the members on the team’s waiting list.
- Team members must have a majority vote to accept new members after the team rosters have been posted. Alternates with a true team rating, i.e. 3.5 for a 3.5 team will rank above wait list players with a 3.0 rating.

Team Practices:

- Team practices will not be officially scheduled by the club.
- If a team chooses to practice at any time during the pre-season and match-season they must elect to use their own account to book court time.

Acknowledgement of the Almaden Swim & Racquet Club USTA Guidelines

I have read and understand the Almaden Swim & Racquet Club (ASRC) USTA Guidelines. Furthermore, I agree to abide by these guidelines during my participation in USTA at ASRC. I understand that by not adhering to the guidelines herein, I may be subject to being removed from USTA participation at ASRC.

Date

Print Name

Signature



2015-2016 ASRC USTA Guidelines Non-Member Participation

Non-Member Roster Additions:

If a team is not able to meet the minimum number of players as defined solely by the Club Manager, the Captain may approach the ASRC Club Manager for the right to recruit non-members. The Club Manager will contact the membership to identify any current ASRC players still available. If non-member players are required, the team as a whole must vote and approve the player by a 2/3-majority vote. If the player is to have a specific role on the team (singles only, doubles one) the team must also be approved by a 2/3-majority vote. Under no circumstances is a non-member to be included on a team with the intent of only playing doubles with a single doubles partner to the exclusion of all other team members.

A \$60 non-member fee will be charged to the non-member (in addition to the \$5.00 ASRC administrative fee). This fee will allow the non-member to play with the team at all official practices coordinated by the team captain and matches for the team's specific league season. Practice times outside of captain's officially scheduled times will be covered under the ASRC guest fees policy. A non-member is allowed to play on a second ASRC team in a calendar year for a \$100 non-member fee (in addition to the \$5.00 ASRC administrative fee), again subject to Club Manager determination that non-members are required to meet the minimum requirements. Under no circumstances is a non-member permitted to play on a third ASRC team in a calendar year.

To join a team, the non-member's payment and the *Non-member USTA Participation Form* must be presented to the ASRC Club Manager and approved. The player is not allowed to play with the team until the ASRC Club Manager has approved them. Teams will be charged the non-member fee, administrative fee, and guest fees for any non-members on their respective team found practicing or engaging in match play without approval. It is expected that all team members will share in the payment of this fee unless members can show they were unaware of the non-member's not having been approved.

A team must have 3/4 of its roster filled with ASRC club members. No more than 1/4 of its roster may be non-members.



NON-MEMBER USTA APPLICATION/LIABILITY FORM

NAME _____ DATE _____

ADDRESS _____

PHONE _____ WORK _____ CELL _____

EMAIL _____

TEAM APPLYING FOR _____

*Must fill out a separate form for each team you wish to participate on.

HAVE YOU EVER PLAYED ON AN ASRC USTA TEAM THIS CALANDER YEAR? Circle one: **Y / N**

IF YES, WHICH TEAM _____ WHAT YEAR? _____

NON-MEMBER GUIDELINES:

1. Please complete the application form and remit a check prior to team participation. Please make checks payable to *Almaden Swim and Racquet Club* for \$65 for first season and \$105 for the second season (Includes \$5.00 admin fee).
2. The fee is non-refundable once the application has been approved. The fee cannot be applied to future seasons.
3. Practice time at ASRC is limited to once-per-week during the sanctioned practice times designated for each USTA team. See the team captain for details.
4. The locker rooms and restrooms may be used by non-members during their USTA season.
5. You may take clinics with our tennis pros for member pricing during the season.
6. Please read and sign the release at the bottom of this form prior to participation.

non compliance with these guidelines may result in a \$65.00 penalty to be billed to your team, and revocation of your team status without refund for team fees.

"I have read and agree to comply with the above guidelines"

RELEASE OF LIABILITY: I hereby authorize the members and staff of Almaden Swim & Racquet Club (ASRC) to act for me according to their best judgment in any emergency requiring medical attention and I hereby waive and release the ASRC members and staff for any and all liability for any injuries or illness while at ASRC. I have no knowledge of any physical impairment that would be affected by my participation in the USTA non-member program or any associated program that I choose to participate in at ASRC. My signature on this waiver also states that I am covered by a medical insurance policy.

SIGNATURE: _____ **DATE:** _____