



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. This document will be reviewed annually by the ASRC Tennis Committee and the ASRC Board.

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) for adult teams only
- As an appreciation from ASRC, 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:

- Each team must have USTA's required number of players "at level" and 75% should 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' for adult teams. A \$50 non-member fee will be charged to the non-member (includes \$5.00 ASRC administrative fee). Non-members may play on an unlimited amount of teams providing Non-member participation is required. Captains will be responsible for collecting non-member fees.
- If there are not enough players to form a team, ASRC may combine with one other club to create a Joint team.
- The Club Manager and Captain 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.
- Age and Rating Accommodation. Tennis Committee recognizes that some teams may find it challenging to field teams comprised of at least 75% ASRC members. In order to allow ASRC members who fall into one of the below categories to be able continue playing on USTA teams at ASRC, the following accommodations will apply:
 - 55+ Teams:
 - 55+ teams may have up to 50% non-member players

- 55+ teams with more than 25% non-member players may only schedule home matches on Saturday or Sunday.
- 4.5+ Teams
 - 4.5+ teams with more than 25% non-member players may only schedule home matches on Saturday or Sunday.
- 2.5 Teams
 - 2.5 teams may have up to 50% non-member players
 - 2.5 teams with more than 25% non-member players may schedule home matches on Saturday, Sunday, or M-F daytime only
- Junior Team Tennis (JTT)
 - JTT teams may have up to 50% non-member players
 - Matches on Saturday or Sunday between noon and 6 pm only
- Joint Teams:
 - When not enough at-level ASRC players are available to form a team, ASRC may elect to form a Joint team with another club or team. Before registering team with USTA, Joint teams must receive permission from ASRC Club Manager.
 - Joint teams must consist of at least 40% ASRC membership
 - Home matches for Joint teams must be split evenly between the clubs.
 - Joint teams must include at least one ASRC member as either Captain or co-Captain
 - ASRC Captain/co-Captain is responsible for providing Club Manager with signed ASRC waiver from all non-member players prior to start of the season
 - If below level players are accepted on a team, any ASRC member of that lower level has a right to join the team
 - No ASRC member can be refused from an at-level Joint team without approval from Tennis Committee and Club Manager
 - Non-members with outstanding dues/debt to club for previous or current season play will be not be allowed to play at home matches until paid in full
 - If a player on a Joint team is not a member of ASRC or the partner club, the player will pay to ASRC the non-member fee that is equivalent to one half the average of the two clubs. If partner club has no nonmember fee, the player will be responsible for paying one half of ASRC non-member fee. Non-member fee collection will be the responsibility of the ASRC Joint team Captain.
- Notwithstanding the foregoing and after exhausting all available options to form a team, if there are still not enough players to form a team, member(s) may ask the ASRC Board to waive the \$45 non-member fee. The ASRC Board, at its sole discretion, may agree to such waiver. This shall be done on a case-by-case basis and only after a case has been made by the member(s) to the ASRC Board that formation of a team is only possible by such waiver. Teams formed with said waiver may schedule home matches on Saturday or Sunday only.

How Captains are Selected:

- Captain and Co-Captains must be club members or pros under current contract with ASRC.
- 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 team's home match night after which the Captain is responsible for setting up all matches on the USTA website.

- 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.
- Before the season starts, after rosters are formed, the Club Manager and Captains will verify the roster and will make sure all non-members have signed the waiver and paid the non-member 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.
- Teams with lowest percent ASRC member players shall be given last priority for home match selection.
- The Club Manager will create a master home match schedule for all teams and will make every effort to accommodate teams’ requests.
- 4.5-level USTA teams receive priority court booking on the weekends—as those are the only days they are authorized to have matches.
- Matches scheduled on Sundays may reserve a 4th court between the hours of 10-5pm. Should four courts be needed, Courts 2, 3, 4 and 5 shall be the courts reserved for such USTA matches.

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 and Warm up Courts:

- Team practices and warm up courts will not be officially scheduled by the club.
- If a team chooses to practice at any time during the pre-season and match-season, a member must book the 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



ASRC USTA Guidelines Non-Member Participation

(Revised 10/2021)

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 will 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. Captain is responsible for providing proof that vote occurred to Club Manager. 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 \$50 non-member fee will be charged to the non-member (includes \$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.

To join a team, the non-member's payment, proof of team vote, 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 nonmembers unless it is an Age and Rating accommodated team as described in ASRC USTA guidelines



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 \$50 (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.

Noncompliance with these guidelines may result in a \$50.00 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: _____