



**ASRC USTA Guidelines**  
**Club Member Participation**  
*(Revised 2/2025)*

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:**

- Administrative costs the club incurs from court scheduling, rescheduling, team formation, inquiries & disputes.
- Each team that reaches Nationals will be subsidized \$300 to be used for anything the team wishes.

*\* As an appreciation from ASRC, the Team Captain's administration fee will be waived.*

**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 per the "Rating Accommodations." 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 number 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 sign-up period to join a team will end one week in advance of the team registration closing on USTA.
  - There will be an email sent out and sign-up information posted on the bulletin board.
  - The player is responsible for joining a team via USTA before the club deadline.
  - If players do not sign up by the deadline, they are responsible for asking the captain for permission to join the team and are not guaranteed admission to team or matches if they do join.
- 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.
- Rating Accommodations: the Tennis Committee recognizes that some teams may find it challenging to field teams comprised of at least 75% ASRC members. 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:

- Evening 4.5+ teams must have a minimum number of at-level members equal to half the required number of at-level players required by USTA NorCal, Currently, this works out to 2 for 40+ season and 3 for 18+ season.
- Daytime 2.5+ teams must have a minimum number of at-level members equal to half the required number of at-level players required by USTA NorCal. Currently, this works out to 2 for 40+ and 18+ seasons.
- 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.

### **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.

### **The Captain's 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. Rain make-ups will be scheduled in a 2/1 format for mixed, combo, and 40+ seasons and 3/2 for 18+ seasons.
- The Captain and co-Captain will be in charge of all team communication and home match duties.

- 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.

**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.
- Non-members will be required to pay the guest fee for all practices.

**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 02/2025)*

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**Non-Member Roster Additions:**

If a team is not able to meet the minimum number of players as defined solely by the ASRC USTA Guidelines, the Captain will approach the ASRC Director of Racquet Sports for the right to recruit non-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 at matches for the team's specific league season. Practices will be covered under the ASRC guest fees policy.

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 they are approved. Teams will be charged the non-member fee, administrative fee, and guest fees for any non-members on their respective team found engaging in match play without approval.

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 a 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 CALENDAR 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 is not included with the fee. Non-Members are considered “guests” and must be signed in and accompanied by a member. Guest Fees apply.
4. The locker rooms and restrooms may be used by non-members during their USTA season.
5. 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: \_\_\_\_\_