



Edgebrook Swim & Tennis Club  
Bellevue, WA

# **POLICIES & PROCEDURES**

**Approved 3/31/16**

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THE EDGEBROOK CLUB  
POLICIES & PROCEDURES  
(Revised March 31, 2016 by Board of Directors)

**Club Policy**

The facilities of The EDGEBROOK Club, Inc. include a clubhouse with lounge/meeting room and kitchen, 4 indoor courts, an outdoor swimming pool, bathhouse, and offices.

Memberships sold in The Edgebrook Club, Inc. denote ownership of the facilities. Subscribers and any other users allowed by vote of the Board of Directors do not denote membership or ownership in any way. Members of The Edgebrook Club, Inc. will be considered members in good standing and have full right to all facilities until said member:

1) Resigns in writing to the club secretary. 2) Is suspended in accordance with the bylaws of the club. 3) Is expelled in accordance with the bylaws of the club.

MEMBERS ARE RESPONSIBLE FOR PAYMENT OF DUES AND ALL CHARGES FOR THE MONTHS OF MEMBERSHIP UNTIL WRITTEN RESIGNATION IS RECEIVED IN THE CLUB OR EXPULSION IS ENACTED, WHICHEVER IS EARLIER.

Edgebrook is open daily from 8:00 AM to 10:30 PM with certain holiday exceptions which are announced in advance to the membership. If no members are in the facilities, the club may close early. See Holiday Club Hours.

**RESPONSIBILITIES OF MEMBERS, SUBSCRIBERS, USERS**

**Knowledge of and adherence to the policies of the club are the responsibilities of each adult. Edgebrook appreciates your cooperation. Members are responsible for any damages by their children or guests. Children under the age of 10 must be attended by an adult at all times. Adults are responsible for the behavior and attire of their children and their guests.**

## **Guests**

Guests are welcome when accompanied by a member. Members are obligated to register their guests upon entering the club. Guests must comply with all club policies. A guest fee will be charged to the host member or may be paid by guest. Guest policies which apply specifically to tennis and swim are described in following sections.

# **MEMBERSHIPS**

## **Full Membership**

A full-use membership includes any two persons living at the same residence and all dependent children under the age of 25. Other adults living in the same house are required to have their own membership. Grandparents living in the home are granted pool privileges but not tennis privileges.

## **Member Children**

Children must be under the supervision of their parents at all times. They are not to be left in the office or in the Cabana to watch TV on their own while their parents play tennis.

Children are to be picked up immediately after the junior program if they participate in it.

## **Separation or Divorce**

Married couples or domestic partners residing at the same address qualify as one Full Membership. However, in the case of divorce, separation, and/or separate residences, the parties involved must make a decision as to which one maintains the membership and inform Edgebrook in writing as to the decision. This must be done within sixty days of their separation. If both decide they want memberships, and if they have been members for more than ONE year, one of them will be given another membership without being charged the initiation fee. They will then have two separate memberships with accompanying dues, rights and obligations.

## SPECIAL MEMBERSHIP CATEGORIES

### Non-Resident/Snowbird

Any member of Edgebrook who will be residing a minimum of 100 miles away from the facility for a period of not less than three months or more than six months may elect to make written application to the club as a Non-resident member. ***The dues reduction will be one-quarter of the current dues, taxes, and equity.*** This reduced rate is subject to the approval of the Club Manager. If home for the holidays (12/15 to 01/10) they may use the facility but normal court and guest fees will apply.

*This special membership category may only be used once per calendar year.*

### Reduced Dues

This classification is for injury related incidences or extenuating circumstances only. Members of Edgebrook may receive a reduction of dues for up to a three month period no more than once a year. **The dues reduction will be one-quarter of the current dues, taxes, and equity.** The member wishing to apply for such dues reduction must make written application and dues will be reduced only after approval of the application.

**NO CLUB PRIVILEGES will be available during the three months of reduced dues.** This period may be extended in case of illness or injury but only with the approval of the Club Manager.

## NON-EQUITY MEMBERSHIP CATEGORIES

### Summer Family Membership

Summer Family members obtain full use of club facilities and reservation privileges for the summer season (usually mid-May to mid-September).

## **Summer Junior Membership**

Individuals 18 years of age or less have full use of the club facilities and reservation privileges in accordance to our year-round junior membership policies (SEE JUNIOR MEMBERSHIP POLICES).

## **Summer Single Membership**

Summer Single Members obtain full use of club facilities and reservation privileges for the summer season (usually mid-May to mid-September).

# **TENNIS**

## **Check-In**

Each person must SIGN-IN at the front desk prior to entering the tennis building. Please do not enter or exit through the side gates or large tennis door. This is for both administrative reasons and for security.

## **Court Fees**

Established court fees will be available in the office. Fees must be paid **before** going up to the courts, or they can be charged to the member's account.

## **Ball Machine**

A court may be reserved for the use of the ball machine. Fees for the use of the ball machine and court are posted in the office. **Clean up 10 minutes prior to end of court time. Be sure the court is free of debris including any trash or ball fuzz.**

## **Court Times**

Time segments: Duration of 1½ hours. Unless otherwise specified by Club.

*Courts may only be used for shorter periods on a “walk-in” / court available basis. If court time is open when member walks in, then they may use for ½ hour or hour and be billed accordingly. **Courts may not be booked in advance for less than the full court duration.***

**Prime Time Courts:** Monday-Friday 7:30 PM to 10:30 PM  
Saturday and Sunday 8:00 AM to 12:30 PM

**Non-Prime Time Courts:** Monday-Friday 8:00 AM to 7:30 PM  
Saturday and Sunday 12:30 PM to 10:30 PM

### **Tennis Guests and Fees**

**Prime times are:** Monday-Friday 7:30 PM to 10:30 PM /  
Saturday and Sunday 8:00 AM to 12:30 PM

Guest fees are required. A guest may play up to 24 times per calendar year. The stated guest policies also apply to any non-members who may participate on Edgebrook's USTA teams.

### **USTA Team – Non-Member (not a club member but plays on team)**

See USTA Handbook.

### **House Guests**

House guests, residing with full membership families for up to and not exceeding 14 days, may use the facility accompanied by the member at no charge. House *guests cannot make court reservations*. **Please notify the office and let us know how long the house guest is staying with you.**

## **RESERVATIONS**

Reservations by phone will be accepted between 8:00 AM and closing. Walk-up and online reservations will not be accepted until 8:30 AM in order to give all a fair chance at booking a court. ***Only one reservation can be made per phone call. To book an additional court it must be a separate phone call.*** Courts cannot be reserved via phone voice mail.

A member is allowed one reservation six days in advance and one more within the next five days (a total of two reservations within a six-day period).

**NOTE: A six-day reservation cannot be made until the last six-day reservation has been used.** However, any member, regardless of whether or not they have two reservations on the books, may reserve courts 24 hours in advance.

The use of the court is determined by the member who reserves it. It may be used for singles, doubles, ball machine, lesson or group workout (coached or uncoached), but court use must fall within the parameters laid forth in these policies and procedures.

Reservations can only be made in the members name, spouse, or child (See **Juniors\*** below). A member cannot book a court or transfer a court time reservation under/into another member's name. If the court is booked in a spouse or child's name, then the spouse or child must be the one who actually uses the court. The member cannot book for a family member and then use it themselves. If we find this is happening, then this privilege will be suspended.

***Back to Back Court Bookings are not allowed:*** Players may not book under "Smith" and immediately book another following court as "Jones", so that Smith & Jones can play for 3 hours straight. The same policy applies to doubles where same 4 players are involved.

**Junior Members\*** (For children 6 to 18 years old)

**Prime time courts can be reserved by equity members only.** If a prime time court is still available 24 hours prior, then a Junior Member may reserve it. See Junior Policies Rule Below:

*"As a member, your child can reserve a court for open play up to six days in advance. However, advance reservations for prime-time courts (early weekday evenings 7:30 & 9:00 p.m. and weekend mornings 8:00, 9:30, & 11 a.m.) are restricted to adults. Juniors can only reserve prime-time courts 24 hours or less in advance."*

### **Cup and USTA Team Captains**

USTA and CUP Captains and Co-Captains can only book one court for their team during the **\*Team season**. A member can only make one reservation per phone call. To book for personal court, or an additional team court it must be done via a separate phone call. Also, another court for the same time may be scheduled by any other team member as a personal court. Reservations are not allowed during "weekend" prime time 8 a.m. to 11 a.m. courts. "TEAM" RESERVATIONS MADE FOR A USTA TEAM SHALL NOT COUNT AGAINST THE CAPTAIN'S PERSONAL COURT RESERVATION. (Revised 3-1-09).



*\*The “Team season” is defined as starting when the team application is accepted by Club manager and continuing until the team’s last match of the season. If they make playoffs at local, sectional, or nationals they continue to have booking privileges until they are eliminated from the competition.*

### **Waiting List**

If unable to reserve a court at a desired time, you may be placed on a waiting list. This practice is encouraged.

### **Warm-Up Court**

There is no court charge for organized teams (USTA, Cups, etc.) 30 minutes before match for warm-up IF a court is available just before the match.

### **Court Over-Time**

If the court you are on is not being used after your time, a maximum of 15 minutes may be used without an extra court charge. The exception to this policy is if you are playing on a 10:30pm court; then you must complete your play at 10:30pm. **A full court time charge will be assessed if play extends beyond the 15-minute grace period.** *The club closes at 10:30 PM, so please vacate the courts promptly at that time.*

**THE TENNIS POLICIES AND RESERVATION SYSTEM ARE INTENDED TO ENCOURAGE FULL USE OF THE COURTS ON THE MOST EQUITABLE BASIS POSSIBLE. ALL ISSUES ARE SUBJECT TO REVIEW BY THE BOARD. MEMBERS ARE ENCOURAGED TO SUBMIT QUESTIONS AND/OR SUGGESTIONS IN WRITING AND TO ATTEND THE MONTHLY BOARD MEETINGS.**

### **Cancellations and No Shows**

To avoid a charge, cancellations must be made 24 hours prior to the reserved court time. Only the person who reserved the court or their spouse may cancel for them. A fee will be assessed for the court time unless the court is taken by another member. The office staff will assist in trying to fill the open time by keeping a waiting list daily. **For a no-show, the full court fee AND a no-show fee will be assessed.**

# TENNIS ETIQUETTE

## Clothing

Only non-marking, regulation tennis shoes are permitted on the courts. Clothing should be appropriate tennis attire, and shirts are to be worn at all times.

## Conduct

Proper tennis etiquette and sportsmanship shall prevail. Players are urged to wait in the viewing area until scheduled court time, entering and leaving the courts only at court change time. **PLEASE DO NOT ENTER BEFORE SCHEDULED COURT TIME.** Players should not cross or walk behind a court while the ball is in play. Players are to refrain from using the court walls as backboards as the noise is bothersome to other players and the lighting and heating units are easily broken.

To respect all members and guests, players should leave the court promptly at the end of their court time.

Non-tennis playing children are not allowed in the court area unsupervised. **NO FOOD, BEVERAGES (other than water), TOBACCO, GUM, OR PETS ALLOWED IN COURT AREA AT ANY TIME.**

## PROGRAMS

In addition to individually arranged play or instruction, the Edgebrook tennis program includes a wide range of organized activities at designated court times that DO NOT count against individual reservation limits. The following programs WILL have priority for court times:

- Club Tournaments
- Club Social Events
- USTA, CUPS, Interclub, and Leagues Matches
- Weekly Flights
- Adult Mixed Doubles Night
- Junior Program
- Weekly Adult Lesson Programs

Detailed information on all tennis programs is available at front desk.

## **TENNIS LESSONS**

Only an Edgebrook Tennis Professional and his/her staff may give lessons on Edgebrook courts unless by special permission of the Club Manager. Lessons booked on courts will NOT count as a member's reservation. A surcharge will be added to the cost of tennis lessons for guests and non-members and may only be taught during designated instruction court time. Members get preference over nonmembers in booking lessons. **If the student fails to show at the designated time, compensation must be made in full. Cancellations for lessons must be made twenty-four hours prior to the lesson time to avoid being charged a full lesson fee.** Exceptions may be made for a private lesson with the consent of the pro.

## **AQUATICS**

### **Swim Team**

Edgebrook has a long tradition of excellence in competitive swimming. During the summer season the Edgebrook swimming team has regular daily practices under the supervision of a professional aquatics coach. The team competes in the Mid-lakes Swim League and participates in both division and league championships. Edgebrook teams also participate in water polo competition. Membership is required to participate in these programs.

### **Swim Lessons**

Regularly scheduled swim classes for all levels and ages are offered throughout the summer season. Group and private swim and dive lessons are offered.

### **Recreational Swimming**

Recreational swimming, float days, adult swim times and lap swimming are also regular features of the Aquatics Program.

A no-host family potluck may be held sometime during the summer. The club barbecue will be available for members' use.

## **Pool Hours**

Pool hours are posted in the office with a special events calendar noting times, if any, when the pool is closed to regular use.

## **Safety**

Rules for the protection and benefit of all members, their families and guests will be posted pool side. Adults are required to instruct their children and guests to obey the rules. Failure to do so will be sufficient cause for the immediate suspension of pool privileges.

## **Sanitation**

All persons must shower before entering the pool. Admission to the pool will be refused to persons with open sores, colds, coughs, inflamed eyes, infections and those wearing bandages. Only swimming suits are allowed in the pool. It is recommended that anyone with long hair wear a bathing cap.

Toddlers who are not potty trained must wear a specialized swim diaper with water-proof pants over. Pollution of the pool in any manner will result in immediate suspension of pool privileges and charges for resulting damages.

## **Children**

Children twelve years and over may utilize Edgebrook facilities without personal adult supervision. Children who have not qualified under the above policies may not be left unattended. Unsupervised minors must have an Emergency Card on file in the office.

## **House Guests**

House guests, residing with the equity host member for up to and not exceeding 14 days, may use the facility accompanied by the member at no charge. *House guests cannot make court reservations.* Please notify the office and let us know how long the house guest is staying with you.

## **Swim Guests**

Members wishing to bring guests to the pool in a group of 6 or more **shall request permission in writing through the office a minimum of 7 days in advance.**

## **Child Care Pass**

Members can purchase a Child Care Pass for the summer. The Care giver must be with member children and have the children's passes along with the Child Care Pass. The Care giver Pass is not to be used as a guest pass. As employees, live-in nannies are not considered members of the household, nor are they guests. Therefore, they will need a Child Care Pass.

## **Person in Authority**

**The person in authority is the Designated Lifeguard on duty or staff designated in the office.**

THE POOL POLICIES AND RULES ARE GOVERNED BY THE AQUATICS COMMITTEE OF EDGEBROOK. MEMBER INVOLVEMENT IN THE AQUATIC PROGRAMS WILL BE SOLICITED BY THE COMMITTEE.

# **MISCELLANEOUS INFORMATION**

## **Cancellation of Membership by Club**

The club has the right to cancel or suspend the membership privilege at any time of a member whose conduct is contrary to club rule and policies or deemed by the Board of Directors to be detrimental to the business of the club or enjoyment of the club by other members. Member agrees to pay all attorney's fees and costs associated with collection. **Please reference the “Core Values Policy Pamphlet” included in the new member packet.**

## **Lost Items**

The club shall not be held responsible for lost, stolen, or damaged personal property in, or about the club/or its properties. Members are encouraged to secure their vehicles, and to remove or conceal valuables from their vehicles to help prevent theft. PLEASE DO NOT LEAVE VALUABLES UNATTENDED IN

THE LOCKER ROOMS OR ACTIVITY AREA. There is a Lost and Found box in the tennis court hallway. Jewelry and other small valuables should be turned into the office and will be kept in a drawer at the desk. For swim items, the Lost and Found area is outside near the aquatics office. Any Lost and Found items not claimed in one month will be discarded or given to charity.

### **Charging Privileges**

Summer Members may not charge and all services must be paid for at time of use. For full-time members, the club reserves the right to reduce, suspend, or terminate member charging privileges.

### **NSF or Returned Checks**

A \$20.00 reasonable handling fee will be charged for each returned (NSF) check. (RCW 62A.3-104).

### **Club Closures**

There may be periods of time each year when a certain area of the club will be temporarily closed due to maintenance, private parties, or other related club functions. It may also be determined by management and Board that areas of the club are insufficiently utilized, and therefore, portions of the club may be altered, modified, or changed for new activities. **SUCH CLUB CLOSURES OR ALTERATIONS DO NOT GIVE THE MEMBER THE RIGHT TO A SUSPENSION OF MONTHLY DUES PAYMENT OR TO AN INITIATION FEE REFUND.**

### **Holiday Club Hours**

The club will be open on the following holidays with reduced hours: New Year's Eve, Memorial Day, 4th of July, and Christmas Eve. The club will be closed on Thanksgiving, Christmas and New Year's unless otherwise determined to be opened by the Club Manager. If a member wishes to use the Club on a closed day; arrangements can be made in advance to have access to the facility.

### **Address, Email Or Phone Changes**

Members should promptly notify the club of any changes in address, email or telephone number(s). Please e-mail the **frontdesk@edgebrookclub.org** or fill out a "change of member information form" available at the front office.

## **Delinquent Account Policy**

As a not-for-profit organization, it is critical that all monthly dues and fees are paid in a timely manner. The Delinquent Policy is as follows: After 30 days we will assess a \$10.00 late fee. If after 60 days and no arrangements have been made, the club has the power to suspend court privileges. After 90 days delinquent, termination process can begin.

# **MEMBERSHIP GUIDE**

## **Rules and Regulations**

These policies, rules, and regulations shall govern each member of The Edgebrook Club, Inc., hereafter referred to as "club". Policies concerning club operation and use of facilities are determined solely by Board of Directors and club management and, due to circumstances, are subject to change from time to time. Publishing of policy changes in the club newsletter is agreed to be satisfactory written notice, HENCEFORTH AWARENESS OF NEW POLICY BECOMES THE SOLE RESPONSIBILITY OF THE MEMBER.

## **Change In Membership Classification**

A member wishing to change from Full Family membership to temporary reduced or snowbird status (and vice versa) can do so by completing the appropriate club application. Questions regarding conversion should be directed to management.

## **Cancellation Of Membership**

Members wishing to cancel their membership may elect to do one of the below a minimum **5 days prior to the month end:**

- 1) Completing the appropriate club termination form located at the front office
- 2) Mail or Email Edgebrook Club a written termination letter

**Failure to do so will result in a continued monthly dues assessment.  
Cancellation of membership has no force or effect until received and approved  
by management.**

## **SALE OF MEMBERSHIP**

The Club shall have thirty (30) days within which to exercise its option to purchase such membership at not less than eighty (80) percent of the then current price determined by the Board of Trustees, less taxes thereon, if any. Should the Club refuse, or within the said thirty (30) days fail to exercise its option, the offering member may then transfer his membership, subject to the approval of the transferee by the Board of Directors, to any eligible person.

### **Restrictions On Use Of Club After Cancel/ Sale**

Any member who cancels or sells their membership within three (3) months of a Club Special Assessment shall be restricted from using the facility for a period of six months as a guest of a current member or as part of a team. In some instances, this restriction may be lifted under special circumstances and with authorization by the Club Manager. They shall be allowed access to Club facilities under the normal Edgebrook Club Guest policy.