

# 2019 Edgebrook Club Summer Handbook

Founded in 1959 in Bellevue Washington, the Edgebrook Club is a member-owned, not-for-profit tennis and swim club serving the greater Seattle's Eastside community. We provide a friendly, fun and inclusive environment to learn and play tennis and swim -- whether you are a seasoned professional or an absolute beginner.

The club is committed to maintaining a vibrant and accessible tennis and swim environment for the diverse populations of the greater Seattle's Eastside area. The Club is committed to providing affordable tennis while maintaining the highest standards of coaching, sportsmanship and services. The Club strives to be a first-class tennis and swim club providing players of all ages and abilities with a range of opportunities to learn and participate both competitively and socially.

## FRONT OFFICE

Club Manager  
Chauntelle Johnson  
chauntelle@edgebrookclub.org

Member Accounts  
Debye O'Rorke  
ebaccounts@edgebrookclub.org

## AQUATICS

Director  
Laura Halter  
lkthalter@comcast.net  
(425) 503-7802

Administrator  
Molly Rubin  
mollyjrubin@me.com

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katie.halter@gmail.com  
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## TENNIS

Director  
Stephen Welt  
stephen@edgebrookclub.org  
(281) 786-6551

Professional  
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## CLUB HOURS

Monday through Sunday: 8 a.m.–10:30 p.m.

The pool will be open from Saturday, May 18, 2019 - to Sunday, September 8, 2019.  
Detailed pool hours and schedule can be found in the aquatics program guide below.

## GENERAL INFORMATION

13454 SE Newport Way | Bellevue WA 98006 | 425.746.2786  
www.edgebrookclub.org | frontdesk@edgebrookclub.org

# Edgebrook Membership Options

## Equity Membership

\$700 + tax initiation  
\$100 non-refundable administration fee  
\$97.32 + tax monthly dues  
\$15.00 monthly equity fee

- \* Tennis Court Reservation Privileges
- \* Online Tennis Court Bookings
- \* Online Bill Pay Option
- \* Member rates on all lessons and programming - swim & tennis
- \* Full Access to All Club Facilities Year Round
- \* Voting Privileges
- \* No restrictions to annual number of guests allowed
- \* Ability to join summer swim and water polo teams

Limited number of memberships available  
Currently accepting deposits for waitlist

## Junior Tennis Membership (Youth ages 6-18 only)

\$75 non-refundable administrative fee  
\$150 non-refundable prepayment on account  
(prepayment waived Sept-Mar)  
\$49.18 + tax monthly dues

- \* Limited Tennis Court Reservation Privileges
- \* Online Tennis Court Bookings
- \* Online Bill Pay Option
- \* Member rates on all tennis lessons and programming
- \* Full Access to Tennis Facilities Year Round
- \* No restrictions to annual number of tennis or swim guests allowed
- \* Full Access to Swim Facilities including swim lessons, swim team and swim programming at additional monthly fee (May-Sept Only)

Unlimited number of memberships available

## Family Summer Membership

\$725 annual cost  
No monthly dues

- \* Full Access to All Club Facilities during Summer Season (May-September)
- \* Tennis Court Reservation Privileges
- \* Member rates on all lessons and programming - swim & tennis
- \* No restrictions to annual number of guests allowed
- \* Access to summer swim team registration as space allows

Limited number of memberships available

## Junior Swim Membership

(Youth ages 12-18 only)  
\$200 annual cost  
No monthly dues

- \* Member rates on all swim programming
- \* Access to aquatic facilities during Summer Season (May- September)
- \* Restricted number of annual swim guests (10)
- \* Access to summer swim team registration as space allows

Unlimited number of memberships available

All pricing, availability and access are subject to change

# Tennis Program Guide

Edgebrook Club has four indoor courts. The Club has an excellent professional tennis staff, diverse programs for all skill levels, ball machines and a Tennis Committee who continually seeks out and finds new and fun programs. The management and the tennis staff invite all summer members to take advantage of the opportunities.

## Adult Tennis Programs

### Upcoming Events

**6/3**                    **July/August Flight Sign-Ups**  
**6/28**                   **Member Appreciation Day**  
**7/1**                     **Summer Flight Session Begins**

### Flights 2 month sessions - \$4 x # of days offered

\*Sign-Ups will be June 1<sup>st</sup> via email or in person beginning at 8:30a.  
Play will be during July and August

#### Monday

9:30 am                Women 4.0 & Above  
11:00 am               Women 3.5 & Above  
6:00 pm                Women 3.5 & Above  
7:30 pm                Women 2.5-3.0

#### Tuesday

7:30/9:00 pm        Men 3.0 & 3.5

#### Wednesday

9:30 am                Women 2.5-3.0  
7:30/9:00 pm        Men 3.0-3.5

#### Friday

8:00 am                Mixed W3.5+, M3.0+

### Private Tennis Lessons

Cost varies & depends on the number of participants and length of lesson. Contact our tennis director or one of our tennis professionals to set up a lesson to discuss best teaching options!

## Tennis Policies

### Court Fees:

\$12/court; Guest \$15/pp  
USTA: \$15 pp collected as a team.

### Check In:

Please check in at the office prior to entering the tennis building.

### Court Times:

90 minutes, except the 5:00 pm court which is 60 minutes.

### Court Reservations:

By phone during business hours or online at [Edgebrook.tennisbookings.com](http://Edgebrook.tennisbookings.com) with equity member log-in. Walk-in reservations can be made at the front desk after 8:30 am.

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). Any member, however, may reserve courts 24 hours in advance.

Reservations can only be made in the member's name and the booking member must play on the court. Back to Back Court Bookings are not allowed.

Junior members cannot reserve for prime time courts. They can only reserve prime time courts 24 hours or less.

### Prime Time Courts:

Mon – Fri 7:30 pm to 10:30 pm  
Sat & Sun 8:00 am to 12:30 pm

### Non-members:

May only play on courts booked by members.

### Cancellations & No Shows:

To avoid a \$12 court fee and an additional \$5 no-show fee, reservation must be cancelled at least 24 hours prior to the court time.

### Cup and USTA Teams:

Captains and co-Captains can only book one practice court per week for their team during the team season. The team season is the period between the time the team application is accepted by Club Manager and the time the team is eliminated from competition in regular season or post season.

## Adult Tennis Programs *Continued*

### Weekly Classes & Group Play

**High Intensity Tennis (2.5 & Higher)** Monday 11:00am – 12:30pm  
\$22.00 + tax per person

**Tennis 101 (3.0 & Below)** Mon & Wed 5:00pm – 6:00pm  
\$15.00 + tax per person

**Ladies Singles Clinic (3.0-3.5)** Mon 12:30pm – 2:00pm  
\$22.00 + tax per person

**Skill & Drills (3.5 & Below)** Thursday 7:30pm – 9:00pm  
\$22.00 + tax per person

**Wimbledon (3.5 & Above)** Thursday 7:30pm – 9:00pm  
\$22.00 + tax per person

**U.S. Open (4.0 & Above)** Thursday 9:00pm – 10:30pm  
\$22.00 + tax per person

**Saturday Smashers (3.0-4.0)** Saturday 9:00am – 10:30am  
\$22.00 + tax per person

**Sunday Skills & Drills (3.5 & Below)** Sunday 9:30am – 11:00am  
\$22.00 + tax per person

**Singles Clinic (3.5 & Below)** Sunday 11:00am – 12:30pm  
\$22.00 + tax per person

## Junior Summer Programs

We offer weekly group tennis lessons for juniors.

- Level 1 is open to non-members as space allows, each week. Classes are on Mondays & Wednesdays 5-6p.
- Lessons for levels 2-5 are Monday through Thursday and include J.E.T.L. on Fridays. (Priority for J.E.T.L. matches given to levels 2/3)
- Payment must be made at the time of registration and is non-refundable. Equity members & Jr Tennis members may charge their class fees, but keep in mind that if a child signs up for a class, the space is held in the class and the member's account will be charged whether or not the child attends.

\*Please email or call our Tennis Director, Stephen if you are unsure of your child's level.

[See flyer online for session dates](#)

## Tennis Policies *continued*

Team reservations are not allowed during weekend prime time 8 a.m. to 12:30 pm courts. TEAM RESERVATIONS MADE FOR A USTA TEAM SHALL NOT COUNT AGAINST THE CAPTAIN'S PERSONAL RESERVATION.

### Warm-Up Court:

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

### Waiting List:

You may be placed on a waiting list if you are unable to reserve a court. Wait list does not count as a six-day reservation.

### Children:

Children under the age of 12 must be accompanied by an adult on the indoor courts.

Non-tennis playing children are not allowed in the court area unsupervised.

### Ball Machines:

You must be 16 years of age to operate the ball machine without any adult supervision.

### Proper Court Attire:

Proper court attire is required. NO BLACK-SOLED SHOES

### Conduct:

Proper tennis etiquette and sportsmanship shall prevail. Please refrain from entering onto the court until your scheduled court time.

NO FOOD, BEVERAGES, TOBACCO, GUM, OR PETS ALLOWED IN COURT AREA AT ANY TIME.

## *Jr Tennis Levels, Class Times, & Cost*

### Level 1: 5:00pm-6:00pm

**Mon & Wed \$30/Week**

Under 8 (U8), Under 10 (U10), & 11. This class uses the Quickstart format along with 36 ft & 60 ft courts; suitable for players with less than 2 years of classes; honed basic techniques of ground strokes, volleys, overheads & serves; learning to rally, basic rules of tennis and proper court etiquette. Fun games related to tennis will be played as well as players beginning to play games of tennis.

### Level 2: 12:00pm-3:00pm

**Mon-Thurs & Fri J.E.T.L. \$175/Week**

Class uses both Quickstart (orange ball) and (green ball) tennis formats. Suitable for advancing players with 2 + years of clinics; instructor permission & mastery of L1 skills; beginning to play sets; hit with directional control; rally & put serve into play consistently; use spin on groundstrokes & serve.

Friday JETL League (see box to right – starts in July).

### Level 3: 12:00pm-3:00pm

**Mon-Thurs & Fri J.E.T.L. \$175/Week**

Players with 4 years of tennis clinics; mastered the skills of L2, developing a complete game; use all basic shots with a mechanically sound swing; beginning to play USTA Rookie tournaments; starting to practice regularly away from tennis clinics; developing singles and doubles strategy, positioning, movement, & shot selection.

Friday JETL League (see box to right – starts in July).

### Levels 4 & 5: 9:00am-12:00pm

**Mon-Thurs \$175/Week**

Player can hit with control, power & can vary spin; plays at least four Challenger level tournaments a year and/or junior varsity high school tennis; does at least 2 days “off court” fitness training to supplement tennis skills; beginning to develop weapons around which a game style can be formed.

### **Session Dates**

Week 1: Mon- Thurs	June 24
Week 2*: Mon- Wed	July 1
Week 3: Mon- Thurs	July 8
Week 4: Mon- Thurs	July 15
Week 5: Mon- Thurs	July 22
Week 6: Mon- Thurs	July 29
Week 7: Mon- Thurs	August 5
Week 8: Mon- Thurs	August 12
Week 9: Mon-Thurs	August 19
Week 10: Mon-Thurs	August 26

### **Junior Eastside Tennis League (J.E.T.L.)**

This is a summer inter-club league between clubs in the Seattle and Eastside areas. Participants must have some previous match experience, as well as an overall understanding of the rules of play: including: scoring, tie-breaks, and court etiquette. The cost is included in the junior tennis class fee. JETL Matches are on Fridays at various times (depending upon the opposing teams schedule) usually a 2-3 hour period between 11:00 am to 5:00 pm. The pro may assign challenge matches within the team to play on Fridays or at the team members' convenience.



# Aquatics Program Guide

Summer membership offers full use of the club facilities and reservation privileges for the summer season. Membership access cards can be picked up at the front desk.

## Pool Hours

### May 18-June 21

Monday – Friday: 3:30pm-8:00pm (shallow end only during swim team practice)

Saturday & Sunday: Noon-8:00pm

Holiday Hours: May 27<sup>th</sup> Memorial Day: Noon-7:00pm

### June 22-September 2

Monday-Friday: Noon-9:00pm

Saturday: Noon – 9:00 pm

Sunday: Noon – 9:00pm

Holiday Hours: July 4<sup>th</sup> & September 2<sup>nd</sup>: Noon-7:00pm

### September 3-September 8

Tuesday-Friday: Closed

Saturday & Sunday: Noon-7:00pm

*From time to time, the pool may be closed due to emergency situations such as lightning, sanitation, etc. Please follow lifeguard instructions and be patient. We will reopen the pool as soon as safety allows.*

## Pool Closures

05/31/2019	Swim Team Time Trials: Pool Closed All Day
06/20/2019	Home Swim Meet: Pool Closed All Day
06/25/2019	Home Swim Meet: Pool closed at 3:30 pm
06/30/2019	Orca Night: Deep End closed at 3:30 pm
07/02/2019	Home Swim Meet: Pool closed at 3:30pm
07/11/2019	Home Swim Meet: Pool closed at 3:30 pm
07/16/2019	Home Swim Meet: Pool closed at 3:30 pm
07/19/2019	Pool Closes @ 7 pm for B Champs setup
07/20/2019	Pool Closed until 5 pm for B Champs
08/23/2019	Water Polo Tournament: Deep End Closed All Day

## Swim Activities

### Masters Swim

July 25<sup>th</sup> – July 30<sup>th</sup> (Tuesdays & Thursdays)

6:30 a.m. – 7:30 a.m. with Coach Laura

\$100+ tax for Members

Register at Front Desk

### Group Diving Classes

TBD

*\*Midlakes Dive League is a novice league designed to introduce young people to diving in a safe and positive environment. Edgebrook members can join one of the five Dive Clubs for additional fees. For more information, please email [aquatics@edgebrookclub.org](mailto:aquatics@edgebrookclub.org).*

## Summer Membership Policies

### Membership Access Cards:

Pool check in required via access card or mobile app (not available yet). Please report lost or stolen cards immediately. A fee of \$5.00 will be charged for each replacement access card.

### Pool Deck:

Please help maintain a pleasant poolside ambiance by picking up after yourselves and guests.

### Seasonal Guest Pass:

Each Summer Family can purchase one seasonal guest pass to use at their membership's discretion for \$50 plus tax. These cards are valid for the entire summer and can only be used for entrance with an Edgebrook Family Member present. These guest cards only admit ONE guest per visit per membership.

### Safety Restriction:

For their safety, please DO NOT leave children 10 & under or non-swimmers unattended. Children 10 & over may be asked to pass a swim test before they can be left unsupervised.

Children under the age of 12 are not permitted on Edgebrook property alone and need to be under the supervision of parents or designated staff (coaches or instructors).

### Guests:

A guest is anyone whose name is not on the membership card and must be accompanied by the member. Guest fees are applicable:

Age 2 and under - Free

Children & adults - \$8 each

Swim Guest punch cards are available for purchase to FAMILY MEMBERSHIPS. Summer Junior Memberships are eligible for one punch card during the summer. The cost is \$40 + tax per card for ten (10) visits, valid for the current summer season only. There will be no refunds for lost or unused punch cards. No member family can bring more than five (5) guests in per visit.

## Swim Activities *Continued*

### Private Swim & Dive Lessons

- Schedule your lessons directly with instructors. Contact information for instructors will be available online at [www.edgebrookorcas.com](http://www.edgebrookorcas.com).
- \$26\* for ½ hour. Two students together for \$15\* per student.
- Competitive training with head coaches are \$35-\$41\* for ½ hour, depending on instructor. Two students together are \$20-\$22\* per student for ½ hour.
- Non-members are subject to an additional \$10/lesson guest fee.
- Payments are made at the office prior to each lesson.

\* rates do not include sales tax

### Lap Lane

One lane for swimming laps will be open during regular pool hours for lap swim.

### Other Amenities

The cabana can be rented for parties. The rental rate is \$125+tax. Rental times are 12:00 pm – 4:00 pm or 4:00 pm – 8:00 pm. Reservations for May 18<sup>th</sup> – Sept 8<sup>th</sup> can be made at the front office or online at [www.edgebrookclub.org/swim](http://www.edgebrookclub.org/swim). Payments & rental form are due within 48 hours of making the reservation.

#### Propane Barbeques

Barbeques are available on the viewing deck for your use. State regulations prevent use of barbeques on the pool deck. We ask that members share BBQs when the facility is busy.

#### Snack Vending Machines

Snack vending machines are available on the pool deck.

#### Locker Room

We are not responsible for any items left in the locker room. Please use at your own risk.

## Pool Safety

### Age & Health:

Washington State Health Department Regulations stipulates that it is unlawful and unsanitary to change a baby's diaper on the pool deck. Changing stations are provided in both the men's and women's locker rooms.

Infants/children who are not toilet trained and adults who are incontinent must wear a clean diaper or disposable swim diaper covered by separate rubber/vinyl pants before entering the pool.

1. No one is allowed in the pool unless a lifeguard is on duty. Please respect the lifeguards on duty.
2. All swimmers must shower before using the pool.
3. No one should use the pool if they have a communicable disease.
4. Please refrain from running, roughhousing, dunking, hanging/ sitting on the ropes, throwing objects & other dangerous play in the pool.
5. No diving off the pool deck into shallow end of the pool. Backwards jumps are allowed from the board only.
6. No glass objects or gum on the pool deck.
7. No food in the pool.
8. No band aids or regular disposable diapers in pool.
9. Please only wear appropriate bathing apparel in the pool. No cutoffs are allowed. Clean t-shirts are permitted.
10. Do Not Swim Under the Influence of Drugs or Alcohol.

### Group Swim Lessons

Monday – Friday 10:30 am – 12:00 pm

Members: \$45+ Tax for five (1/2 hour) lessons, five days per week.

Non-Members: \$70+ Tax for five (1/2 hour) lessons, five days per week.

#### Session Dates

Week 1: Mon-Fri	June 24
Week 2*: Mon-Wed	July 1
Week 3: Mon-Fri	July 8
Week 4: Mon-Fri	July 15
Week 5: Mon-Fri	July 22
Week 6: Mon-Fri	July 29
Week 7: Mon-Fri	Aug 5
Week 8: Mon-Fri	Aug 12
Week 9*: Mon-Thurs	Aug 19

- Register online at [edgebrookorcas.com](http://edgebrookorcas.com).
- Payment is due upon registration.
- Ages 4 years or older.  
*Some 3 year olds are mature enough and ready for a class setting. If you would like to register for your 3 year old, please contact the aquatics director.*
- All levels will be available each week unless the class fills up.
- If you sign up for multiple weeks, we will move your child appropriately though class levels as they advance.
- Due to popularity, swim lessons are not refundable. We may be able to move the lesson to another week depending on space available.
- Level descriptions below.

#### Level 1: **Water Exploration**

Submerging face, floating, blowing bubbles and supported kick (front and back)

#### Level 2: **Primary Skills**

Holding breath, submerging face, front and back floats, rhythmic breathing, begin crawl stroke and backstroke.

#### Level 3: **Stroke Readiness**

Breath control, diving, crawl stroke with side breathing, backstroke, elementary back stroke and treading water.

#### Level 4: **Stroke Development**

Rotary breathing, diving, front crawl, back crawl, breaststroke, sidestroke, treading water, elementary backstroke.

#### Level 5/6: **Stroke Refinement**

Long shallow dive, breaststroke, breaststroke pull-out, sidestroke, underwater swimming, elementary backstroke, butterfly, front crawl, back crawl, turning at wall.

11. Music and radios on the pool deck may be used but cannot interfere with others enjoyment of the pool. Please refrain from loud noises.
12. Baby pool is for children 6 and under. Children MUST be supervised by an adult at all times when in the baby pool.
13. No walking on or jumping off of the baby pool wall.
14. For their safety, please DO NOT leave children 10 & under or non-swimmers unattended. Children 10 & over may be asked to pass a swim test before they can be left unsupervised.
15. Snorkels may only be worn with goggles.
16. The use and size of floats is at the discretion of the lifeguards and depends on the number of swimmers in the pool.
17. Kickboards are to be used only by lap swimmers, swim team and swim lessons.
18. Only swimmers, ages 18 + may use the pool during Adult Swim. Adult swim is daily from 4:00-4:30pm except on days Edgebrook hosts home swim meets.
19. Lap lane must be kept clear for lap swimmers. Adults have priority for using lap lanes.



### Edgebrook Orcas Swim Team

Our team is member of the Midlakes Swim League - a summer swim league for all ages and abilities. The goal of our team is to provide every member an opportunity to improve swimming skills and achieve success at his or her level of ability, from novice and beyond!

We are a non-profit club run by an elected Board of Directors which meets each monthly. We have both summer and equity memberships. All members are welcome at each meeting and encouraged to be involved in team activities and fundraisers.

All swim team information can be found on the team website [www.edgebrookorcas.com](http://www.edgebrookorcas.com)

### Water Polo League

4 Week Season After Swim Team Season

EB Swim Team Member: \$45 + tax

EB Member not on Swim Team: \$75 + tax

Somerset/Newport Shores/Partial JSM+WP member:  
\$96 + tax

Our Club has a long history in water polo and plays a key leadership role in the Midlakes league. Midlakes' Gary Haslam Award is named for one of our athletes. It is the most prestigious award in Midlakes Water Polo. Recipients are selected based on a multitude of attributes including but not limited to: athletic ability and performance, leadership, character, honor, respect, integrity, dedication, commitment to excellence and love of the sport of water polo.

Swim team members are encouraged to attend the FREE Water Polo Drop-ins at Edgebrook on Wednesday evenings for the four weeks prior to the start of the water polo season beginning June 19th. During this time, the Edgebrook coaches will help athletes and new players have fun scrimmaging and introduce game fundamentals. No experience is necessary!

Our Water Polo Parent Rep is: Colleen Pana  
[mcpa@comcast.net](mailto:mcpa@comcast.net), 425-241-1512

[More information along with a complete and detailed schedule can be found on the swim team website. http://edgebrookorcas.com](http://edgebrookorcas.com)

### Diving Board Safety

1. Swimmers must stay out of diving area when it's in use. Always check with the lifeguards before using the diving board.
2. Only one person on the diving board at a time.
3. No sitting on, or hanging from the board. Please do not climb onto the board from the side. Use the ladder provided.
4. No running on the board and only one bounce is allowed.
5. Jump or dive straight ahead when going off the board. Then quickly swim out of the way to the nearest ladder and climb out.
6. Swimmers waiting to use the board must wait until the diving area is clear before they step on the board for use.
7. When jumping from the side of the pool, please do so only from the same wall as the diving board. Check with the lifeguards if you have any questions.
8. Children who wish to jump from the board should be able to surface without help. Parents may help their children reach the wall from the side of the pool.
9. Parents should not wait in the water and catch their children from under the board. This is a safety hazard.
10. When in doubt, please ask a lifeguard for help or to answer any questions.

Edgebrook Swim & Tennis Club  
General Club Policies

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 e-newsletter is agreed to be satisfactory written notice, HENCEFORTH AWARENESS OF NEW POLICY BECOMES THE SOLE RESPONSIBILITY OF THE MEMBER.

**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 rules 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.

**Lost Items** The Club shall not be held responsible for lost, stolen, or damaged personal property in, or about the Club/or its properties. PLEASE DO NOT LEAVE VALUABLES UNATTENDED IN YOUR VEHICLES, THE LOCKER ROOMS OR ACTIVITY AREA. There are Lost and Found boxes in the tennis court hallway and outside the women locker room.

**Charging Privileges** Summer Members may not charge. For full-time members, the club reserves the right to reduce, suspend, or terminate member charging privileges.

**NSF or Returned Checks** A \$20.00 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, Christmas Eve, Thanksgiving Day and New Year's Day. The Club will be closed on Christmas Day. If a member wishes to use the Club on a closed day, arrangements may 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 [frontdesk@edgebrookclub.org](mailto: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.

**Cancellation of Equity or Jr Tennis Membership** Members wishing to cancel their membership may elect to do one of the below *5 days prior to the month end*:

- 1) Completing the appropriate club termination form located at the front office
- 2) Mail Edgebrook Club a written termination letter or
- 3) E-mail the [frontdesk@edgebrookclub.org](mailto:frontdesk@edgebrookclub.org)

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 the Club Manager.

**SALE OF MEMBERSHIP** Any member may sell or transfer his membership at any time on such conditions as set forth by the Board of Directors. Any change in the conditions for selling or transferring memberships established by the Board of Directors must be communicated in writing to the members within ten (10) days after the determination or change of such conditions, and shall not be valid until such written notice is sent.

No active member shall transfer or sell, or agree to transfer or sell his membership without first tendering the same in writing to the Club.

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. Upon transfer of a membership as herein provided, a transfer fee equaling ten (10) percent of the current membership fee shall be paid to the Club. No portion of any membership fee or assessment shall be refunded to any member. Members who have been expelled shall not have the right to sell their memberships subsequent to the effective date of expulsion. No member shall have the right nor shall attempt to sell their membership until all indebtedness to the Club is paid. If you have any questions on selling your membership, please contact the Club Manager.

**Restrictions On Use Of Club After Cancellation/ 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. This restriction may be lifted under special circumstances and with authorization by the Club Manager. They (family or single user) shall be allowed access to Club facilities under the normal Edgebrook Club Guest policy.

**Conflict of Interest Policy**

The purposes of this Conflict of Interest Policy are to protect the integrity of The Edgebrook Swim & Tennis Club (the "Club") and the Club's decision-making process, as well as to enable our members to have confidence in the integrity, intentions and actions of the directors, officers and staff members of the Club.

Whenever a director, officer or staff member of the Club has a financial or personal interest (directly or indirectly) in any transaction or similar matter with the Club (a "Conflict of Interest"), the affected person shall (a) fully disclose the nature of the interest to the Board of Directors of the Club and (b) withdraw from discussion, lobbying, and voting on the matter. Before the Club enters into any transaction or similar matter involving a Conflict of Interest, such transaction or similar matter shall be approved by a majority of the disinterested members of the Board of Directors determining that it is in the best interest of the Club to enter into such transaction or similar matter. The minutes of Board of Directors meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

As approved by the Board of Directors on October 23, 2014.