



Edgebrook Swim & Tennis Club

Bellevue, WA

POLICIES & PROCEDURES
2024 YE Update

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THE EDGEBROOK CLUB

POLICIES & PROCEDURES

(Approved 2024 by Board of Directors)

Introduction:

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

The Edgebrook Club Equity Memberships denote ownership of the facilities. Seasonal and/or other provisional memberships 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 will be considered in good standing and have full right to all facilities until said member:

- 1) Resigns in writing to the club front office.
- 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 through the end of the membership, whether the membership is ended voluntarily by the member or due to expulsion.

The Edgebrook Club front office is open daily from 8:00 AM to 9:30 PM with certain holiday exceptions and other club closures as announced. If no members are in the facilities, the club may close early. Club holiday hours are listed on the website each season.

Knowledge of and adherence to the policies of the club are the responsibilities of each adult.

Guests

Guests are welcome when accompanied by a member. Members are obligated to check-in their guests upon entering the club. Guests must comply with all club policies. Upon entering the club, a guest fee will be charged to the host member.

Guest policies that apply specifically to tennis and/or swim are described in following sections.

MEMBERSHIP CATEGORIES

Equity Membership Includes:

- Tennis court reservation privileges
- Online tennis court bookings
- Online bill pay/account charging privileges
- Member rates on all lessons and programming - swim & tennis
- Full access to all available club facilities year round
- Voting privileges as detailed in club by-laws
- No restrictions to annual number of guests allowed
 - Club management can restrict the number of visitors a member can bring on an ad hoc basis to manage crowding at the facility.

Junior Tennis Membership (Youth ages 6-18) includes:

- Tennis court reservation privileges
- Online tennis court bookings
- Online bill pay/account charging privileges
- Member rates on all tennis lessons and programming
- Full access to tennis facilities year round
- No restrictions to annual number of tennis guests allowed
- Full access to swim facilities including swim lessons, swim team and swim programming at additional monthly fee (May-Sept Only) with restricted number of annual swim guests (10)
 - Club management can restrict the number of visitors a member can bring on an ad hoc basis to manage crowding at the facility.

Family Summer Membership:

- Full access to all club facilities during Summer season for two (2) adults in the same household and all dependent children under the age of 25 in the same household (May-September)
- Tennis court reservation privileges
- Member rates on all lessons and programming - swim & tennis
- No restrictions to annual number of guests allowed
 - Club management can restrict the number of visitors a member can bring on an ad hoc basis to manage crowding at the facility.
- Access to summer swim team registration as space allows

Junior Swim Membership (Youth ages 12-18):

- Member rates on all swim programming
- Access to aquatic facilities during Summer Season (May-September)
- No access to tennis facilities with this membership option
- No guests allowed for swim or tennis
- Access to summer swim team and water polo registration as space allows
- Partial season option to coincide with Water Polo, as available at the club

Summer Junior Tennis Membership (Youth ages 6-18)

- Tennis court reservation privileges
- Online tennis court bookings
- Member rates on all tennis lessons and programming
- Full access to tennis facilities during Summer Season (May-September)
- No swim access with this membership option
- No restrictions to seasonal number of tennis guests allowed

EQUITY MEMBERSHIP

Equity Membership

An equity membership includes any two (2) adult 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 or can accompany a member and be considered a guest.

Member Children

Members are responsible for any damages by their children and/or guests. Children under the age of 12 must be attended by an adult at all times. Adults supervising can include EB staff. Children are to be picked up immediately after all programming.

Separation or Divorce

Married couples or domestic partners residing at the same address qualify as one Full Membership. However, in the case of divorce and/or separation, the parties involved must decide which maintains the membership and inform Edgebrook in writing of the decision within sixty days of the separation. If both decide they want memberships, and if they have been members for more than one year, one will be given another membership at the selling price of the current rate of membership plus the administrative fee at the time. If there is a waitlist, they will be placed at the top of the waitlist or be given immediate privileges, depending on management's decision. They will then have two separate memberships with accompanying dues, rights and obligations.

<h2>SPECIAL EQUITY MEMBERSHIP CATEGORIES</h2>
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Non-Resident/Snowbird

- Any member of Edgebrook who will be residing a minimum of 100 miles away from the club for a period of not less than three months or more than six months may elect to make a written application to the club as a non-resident member. The dues reduction will be approximately one-quarter of the current dues. Equity payment still applies. This reduced rate is subject to the approval of the Club Manager.

Injury Hold

- 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 approximately one-quarter of the current dues. Equity payment still applies. The member wishing to apply for such dues reduction must make the request in writing and dues will be reduced only after approval by Club Manager. This period may be extended, on a case by case basis, with the approval of the Club Manager.

No club privileges or club use will be available during Snowbird or Injury status. These membership types can only be used once per calendar year. Ending your Snowbird or Injury status early will constitute the reinstatement of full club dues for the month.

TENNIS

Each person must check-in at the front desk prior to entering the club. Do not enter or exit through the side gates or tennis building door.

Court Fees

Court fees are set by the Board of Directors and are subject to change at any time. All court fees are charged to the member's account.

Court Times

Court times at Edgebrook generally are 90 minutes, unless otherwise specified by the club.

Exceptions to use the courts for shorter time blocks may be made by the club, if booked less than 24 hours before use, and pending availability. Members will be billed accordingly. Courts may not be booked more than 24 hours in advance for less than the full court duration.

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 on the website. Clean up 10 minutes prior to the end of court time. Be sure the court is free of debris including any trash or ball fuzz. Ball machines must be appropriately stored after use. Follow all instructions noted on the ball machine to avoid injury for all members. Ball machines cannot be used during team USTA or team Cup matches, but may be used when an adjacent overflow court is in use.

Tennis Guest Rules and Privileges

Guest Rules & Fees

Guests playing at Edgebrook are subject to a guest fee. The stated guest policies also apply to any non-members who may participate on Edgebrook's USTA or Cup teams.

Guests at Edgebrook can play a maximum of 4 times/month during the months of October-April, excluding early morning (6:30 AM) or after-hours courts and excluding USTA or Cups team non-members playing on Edgebrook USTA teams while at Edgebrook for matches.

USTA Team – Non Member

Non-members are added to Edgebrook USTA teams at the captain's discretion for each season. Non-members are subject to guest fees for all matches, practices, and lessons. No more than three non-members can be added to an Edgebrook team without prior approval from the Club Manager and/or the Board of Directors. Captains in violation of this policy are subject to having their captaining privileges revoked.

Charges for non-members playing on a team court for practice will be charged to the team account. One person on each team (typically the captain or a designated team member) will be responsible for financial charges that are attributed to non-members. This includes lessons fees, guest fees and match fees.

RESERVATIONS

General Tennis Reservations

- Online reservations will be accepted starting at 8:30 AM.
- Reservations by phone will be accepted starting at 8:45 AM until closing.
 - 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 voicemail or email or text.

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

However, any member, regardless of whether they have two reservations on the books, may reserve courts less than 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 un-coached), but court use must fall within the parameters laid forth in these policies and procedures.

Reservations should be made in the name of the specific member who will play on the court. A member cannot book a court or transfer a court time reservation to another member's name. If the court is booked under an adult member or child's name then the adult member or child must be the one who uses the court. The member cannot book for a family member and then use it themselves.

Back-to-back/consecutive court times are not allowed. Players may not book under Member A and immediately book another following court as Member B, so that Members A & B can play for three hours straight together. The same policy applies to doubles where the same four players are involved. Players are permitted to play back-to-back courts as long as 50% of the court players have changed.

THE TENNIS POLICIES AND RESERVATION SYSTEM ARE INTENDED TO ENCOURAGE FULL USE OF THE COURTS ON THE MOST EQUITABLE BASIS POSSIBLE FOR OUR MEMBERSHIP. ALL ISSUES ARE SUBJECT TO REVIEW BY THE CLUB MANAGER AND BOARD. MEMBERS ARE ENCOURAGED TO SUBMIT QUESTIONS AND/OR SUGGESTIONS IN WRITING IF A POLICY REVIEW IS REQUESTED.

Abuse of court reservation policies will not be tolerated.

SACT (Cup) and USTA Team Captains

USTA and SACT (Cup) Captains and/or designated players can book one court per week for their team during the team season. The team season is defined as starting when the season schedule has been released by USTA or Cup and continuing until the team's last match of the season or post season. Only one person per team can be designated to reserve courts for their Cup or USTA team. This same person is responsible for all charges associated with the account.

Team reservations made for a USTA or Cup team will not count against the captain's/designated team member's personal court reservation limits.

Waiting List

If unable to reserve a court at a desired time, you may be placed on a waiting list. Members can be placed on one waitlist time period per day (morning, afternoon, evening) and you are still subject to the court booking policies previously listed if you are awarded a court from the waitlist. Being added to a waitlist does not guarantee you are given a court if it opens up, but it does give you an increased chance of getting a court if one is cancelled and the staff see the cancelled court. The court waitlist program is a courtesy so that members do not have to monitor courts at all times of the day in hopes to find a cancelled court.

Warm-Up Court

There is no court charge for organized teams (USTA, Cups) 30 minutes before a match for warm-up if a court is available just before the match. We do not have warm-up courts available for visiting teams.

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. A full court time charge will be assessed if play extends beyond the 15-minute grace period. The exception to this policy is if you are playing on a 9:00 PM court; then you must complete your play at 10:30 PM. The club closes at 10:30 PM, so vacate the courts promptly at that time.

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 another member on the account may initiate the cancellation. A court fee will be assessed for the court time unless the court is booked by another member. The front office staff will assist in trying to fill the open time by keeping a waitlist daily. For a no-show, the full court fee and a no-show fee equal to the court 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. Jeans/jean shorts and sandals are not permitted.

Conduct

Proper tennis etiquette and sportsmanship is expected at all times. Players should wait in the viewing area until scheduled court time. Please do not enter the court before scheduled court time. Players should not cross or walk behind a court while the ball is in play. Players should not use the court walls and/or curtains as backboards. Players should leave the court promptly at the end of their designated court time and dispose of all trash and balls appropriately.

Non-tennis playing children are not allowed on the courts unsupervised. No food, beverages (water or sports drink only), tobacco/THC/vaping products, gum, weapons of any kind, or pets are allowed on the courts at any time.

Each member is expected to demonstrate good behavior in interactions with other members and staff. This includes general courtesy and good sportsmanship without regard to gender, race, playing ability, political or religious beliefs.

Tennis Viewing Area

Food and beverages are permitted in the viewing area. Tobacco/THC/vaping products, gum, weapons of any kind, and pets are prohibited at the club. Service animals are allowed in accordance with the law. Spectators are expected to keep noise levels to a minimum when in the viewing area to respect matches that are being played. Members and guests are required to clean up after themselves after using the viewing area.

TENNIS PROGRAMMING

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 have priority for court times:

- Club Tournaments
- Club Social Events
- Team courts in relation to USTA, Cups, Interclub Leagues/Matches
- Weekly Flights
- Junior Program
- Weekly Adult Group Classes (Skills & Drills, US Open, Wimbledon, etc)

All tennis programming is based on the USTA rating or level (Juniors only) at the time of sign-up. All members are expected to comply. USTA ratings are typically released annually in November/December. Juniors already in the Junior Program will have their levels evaluated throughout the year.

Detailed information on all tennis programs is available on the Edgebrook website.

TENNIS LESSONS

Only Edgebrook tennis staff can give lessons on club courts unless by special permission of the Club Manager. Lessons booked by a pro on courts will not count against a member's reservation limit. Non-members will only be permitted to take lessons if on a USTA team during that season or by permission from the Club Manager; guest fees will apply.

Members receive preference over non-members in booking lessons. If the student fails to show at the designated time, the full lesson fee will still be charged. Cancellations for lessons must be made 48 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

Detailed Aquatics Policies can be found in the Summer Handbook each season.

Swim Team/Water Polo

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 Midlakes 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 available to members only.

Recreational Swimming/Pool Hours

During summer months, the pool will be regularly open for recreation/open swim.

For more detailed information on the pool times, please see the current year's Summer Handbook.

Safety & Sanitation

Safety rules are for the protection and benefit of all members, their families and guests, and are 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.

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. Swimming suits are required in the pool. Babies and toddlers who are not potty trained must wear a specialized swim diaper with water-proof pants over.

Intentional pollution of the pool in any manner will result in immediate suspension of pool privileges and charges for resulting damages.

Guests, Seasonal Guest Pass & Children

Children 12 years and over may utilize Edgebrook facilities without personal adult supervision.

Members are allowed to bring swim guests and purchase a seasonal guest pass in accordance with the current Summer Handbook policies. Members wishing to bring guests to the pool in a group of 6 or more will need to reserve a party space at an additional cost for the visit.

Person in Authority

The person in authority is the designated Lifeguard on duty or staff designated in the office. On-duty lifeguards have the ability to close or limit pool access at any time.

<i>MISCELLANEOUS INFORMATION</i>

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 any dispute as applicable by law.

Please reference Club By-Laws and our Core Values portion of your new member packet for more information.

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 valuables from their vehicles to help prevent theft. Do not leave valuables unattended in the locker rooms or areas of activity within the club grounds. Lost and found items may be stored on site for a limited amount of time. Jewelry and other small valuables should be turned in to the office and will be kept secure. For swim items, the lost and found area is outside near the aquatics office.

Charging Privileges

Summer Members do not have membership account charging privileges and all services must be paid for at time of use with a card on account. For Equity and Junior Tennis Members, the club reserves the right to reduce, suspend, or terminate member charging privileges.

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.

Opening/Closing Policy

An Equity Member may have the privilege of opening or closing the club during select hours outside of the staffed office hours for the purpose of playing tennis. A member must be in good standing as an equity member for more than one year,

have taken the required training class and be approved by the Board of Directors in order to have these privileges activated. Before/After hours use is still at the discretion of the Club Manager.

Incident Weather/Club Holiday Hours

The club will be open as many days during the year for use as possible depending on staffing and member demand. This includes both weather related closures and federally recognized holidays. The front office will be closed on December 25th annually.

If a member wishes to use the Club during a closure, arrangements can be made in advance to have access to the facility in alignment with the Opening/Closing policy above.

Address, Email Or Phone Changes

Members should promptly notify the club of any changes in address, email, credit card/bank account, emergency contact information or telephone number. Email the frontdesk@edgebrookclub.org to initiate updating account information.

Delinquent Account Policy

It is critical that all monthly dues and fees are paid in a timely manner. After 30 days we will assess a late fee. If after 60 days no arrangements have been made and the account balance exceeds the equity purchase price set by the board, the club has the power to suspend court privileges. After 90 days delinquent regardless of amount owed, the membership will be closed with the account balance being deducted from the sale price.

SALE OF EQUITY MEMBERSHIP

Equity members wishing to sell their membership may elect to do so by emailing club management with written notice of intent to sell a minimum 7 days prior to the month end. Failure to do so will result in a continued monthly dues assessment. Sale of membership has no force or effect until it has been purchased by an incoming member or the club exercises its right to purchase.

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, minus taxes. Should the Club refuse, or within the said thirty (30) days fail to exercise its option, the offering member may

then transfer 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 (see by-laws) will 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. Members are allowed access to club facilities under the club guest policy.

Death/Passing of Membership/Legacy Membership

An Equity member who has been a member for more than 10 years may elect to will their membership to an immediate family member. Or, if the member has “aged out” from the sport of tennis, may name a family member to continue the membership. Either of these actions must be approved by the Club Manager once a written request has been made by the member.

For information on Junior Membership Policies, see Junior Membership Policies document.
For information on Summer/Pool Policies, see Summer Handbook.