



Wexford Tennis

Policies and Procedures

Supersedes all previous editions.

Approvals:

Tennis Committee June 5, 2008
Wexford Board of Directors June 17, 2008

#	Date	Section	Revision
1	Oct 22, 2008	1.2.4	Guest Fees transferred to Fee Schedule
2	Mar 27, 2009	1.6 & 4	Day Guest Restriction deleted; Nov 11 deleted
3			
4			
5			
6			
7			
8			
9			

Index

1. General Policies	1
1.1 Attire	1
1.2 Usage of Courts	1
1.2.1 Guest Policy.....	1
1.2.2 Day Guests.....	1
1.2.3 House and Family Guests	1
1.2.4 Guest Fees.....	1
1.2.5 Ball Machine	1
1.2.6 Lightening Storms.....	1
1.2.7 Court Maintenance.....	2
1.2.8 Tennis Lessons	2
1.3 Tennis Etiquette.....	2
1.4 Registration.....	2
1.5 Block Times.....	2
1.6 Reservations.....	2
1.7 Cancellations.....	2
1.8 Reserving Multiple Courts.....	2
2. Fees	3
2.1 Fee Schedule.....	3
3. Teams	3
3.1 Team Organization	3
3.2 Fees for Non-Members on Teams	3
3.3 Court Reservations for Teams	3
4. Holidays and Extended Holiday Periods.....	4

Wexford Tennis Policies and Procedures

1. General Policies

1.1 Attire

Owners of Wexford property, hereinafter referred to as “Members” and their guests are required to dress in appropriate tennis attire. Bathing suits, cutoffs or other inappropriate clothing should not be worn.

Soft-soled tennis shoes are required. Jogging shoes and cross trainers are not permitted on the courts.

1.2 Usage of Courts

1.2.1 Guest Policy

Wexford’s tennis courts are for the use of Members and their guests only. For the sole purpose of court usage, guests are defined as follows:

1.2.1.a Family Guest.

A Member’s relative who lives more than 50 miles from Hilton Head Island.

1.2.1.b House Guest.

Someone residing temporarily in a Member’s home.

1.2.1.c Day Guest.

Any guest who resides within 50 miles of Hilton Head Island.

1.2.1.d Other Guest.

Any unrelated guest who resides more than 50 miles from Hilton Head Island.

1.2.2 Day Guests

Except during approved events, Day Guests must be must be accompanied by a Member on the courts. If more than one court is used, there should be a Member for each court. If Member(s) are playing a round robin, there may be times when a Member is not on each court.

1.2.3 House and Family Guests

Subject to court availability and giving the Tennis Professional advance notice, House and Family Guests may play without the Member present.

1.2.4 Guest Fees

A guest fee (see Fee Schedule) will be charged for all guests, except House and Family Guests.

1.2.5 Ball Machine

All ball machine use must be approved in advance by the Tennis Professional or one of his assistants.

An adult must accompany any child under twelve (12) who wishes to use the ball machine.

1.2.6 Lightning Storms

In the event the lightning detector goes off, tennis players must vacate the courts.

1.2.7 Court Maintenance

Court availability may be limited during the noon to 1:30 p.m. time period for court maintenance.

1.2.8 Tennis Lessons

Wexford encourages Members to avail themselves of lessons, clinics and training sessions provided by the Tennis Professionals employed by Wexford. Priority court reservations and training equipment are provided for this purpose. The use of non-Wexford teaching professionals or training equipment is not allowed, unless approved by the Head Tennis Professional.

1.3 Tennis Etiquette

All players and spectators should observe the rules of tennis etiquette. For example, loud or vulgar language, throwing of racquets, and interfering with players on other courts, are not acceptable. Violations should be brought to the attention of the Tennis Professional.

1.4 Registration

All tennis players must register at the Tennis Center by signing the Court Registration Sheet, located on the bulletin board, prior to starting play. In addition, all guests must be registered on the Guest Sign-up Sheet. Payment of fees must be arranged with the Tennis Professional prior to the start of play.

1.5 Block Times

Playing time will be managed at the discretion of the Tennis Professional. Players are generally allowed two (2) hours of play per reservation. Block times will be in effect for the busy morning periods between Memorial Day and Labor Day. Under "block time", courts may be reserved from 8:00 a.m. to 10:00 a.m. (first morning block) or 10:00 a.m. to 12:00 p.m. (second morning block). The Tennis Professional may move players to different courts, at his discretion.

1.6 Reservations

Reservations for courts may be made up to seven (7) days in advance by contacting the Tennis Professional or by signing the Court Reservation Sheet located at the Tennis Center. If the court being reserved includes a Day Guest as a player, the reservation can only be made up to five (5) days in advance. Members playing with Day Guests may not make reservations for holidays and extended holiday periods (as defined in Section 4) until the day of the holiday.

1.7 Cancellations

Players should cancel their reservations if they are not going to be used.

1.8 Reserving Multiple Courts

Players who regularly reserve multiple courts at the same time each week for social occasions may be requested by the Tennis Professional to move to another day or time in order to accommodate other players who would like to play during those hours. The Tennis Professional will monitor court usage and advise the Tennis Committee of any issues that arise. Social groups should not reserve courts during holidays or extended holiday periods, when the courts are generally busy with families. See Section 1.6.

2. Fees

2.1 Fee Schedule

See the separate Fee Schedule

There is no charge for the ball machine to Members. Children using the ball machine must be accompanied by an adult.

Part of the fees for each tennis lesson for non-members is credited to the Tennis Department. This amount is adjusted periodically based upon the prevailing guest rate.

3. Teams

3.1 Team Organization

Wexford tennis organization participates with other tennis organizations and clubs for social events, USTA, Interclub, etc. These events often require blocking of three (3) to six (6) courts for several hours. All USTA and Interclub teams that wish to use Wexford courts must be approved by the Tennis Professional. Captains of these teams are required to seek assistance from the Tennis Professional in putting together the team roster. When there are Wexford Members who are qualified and willing to play on these teams, they should be given preference over non-Wexford players. Posting for teams should be placed on the Tennis Center bulletin board at least thirty (30) days in advance of the start of the league season. Captains should allow at least fifteen (15) days for Members to state their willingness to play on the team; thereafter, the captains may invite non-members to play. If there are more qualified players than allowed by league rules, captains must seek assistance from the Tennis Professional, as more than one team may be required. The Tennis Professional will provide advice to the Captains on the formation of all teams.

3.2 Fees for Non-Members on Teams

Captains and Co-Captains of all USTA and Interclub teams should be knowledgeable of the league rules. When there are non-member players on the teams, appropriate fees must be paid for non-members. Captains should agree on the payment of fees with the Tennis Professional prior to the beginning of the season. Unless otherwise arranged with the Tennis Professional, captains of teams will be billed via with Wexford account for the appropriate non-member fees.

3.3 Court Reservations for Teams

Approved Wexford teams may reserve up to two (2) courts each week for practice sessions beginning two (2) weeks before the season starts and ending with the last scheduled match, including state championships. At the discretion of the Tennis Professional, practice sessions for teams can be assigned to morning block periods, including for teams which contain non-member players.

4. Holidays and Extended Holiday Periods

January	New Year's Day Martin Luther King Day (Monday)
February	President's Day (Monday)
March/April	Easter Weekend (4 days)
May	Memorial Day Weekend (3 days)
July	July 4 th week (7 days)
August/September	Labor Day Weekend (3 days)
October	Columbus Day (Monday)
November	Thanksgiving (4 days)
December	Christmas Vacation: (8 days – Christmas Eve to New Year's Eve)