

---

## ST CROIX VALLEY INDOOR TENNIS CLUB, INC

# CLUB RULES

*UPDATE EFFECTIVE MAY 15, 2025*

---

### *Table of Contents*

- A. Tennis Year
- B. Member Eligibility
- C. Children
- D. Guest
- E. Sell Share or Transfer Ownership
- F. Leasing a Share
- G. Billing
- H. Periods of Play
- I. Play Hours, Court Reservations, and Electronic Check-in
- J. Tennis Etiquette and Behavior
- K. Security and Access
- L. Other Expectations
- M. Court Reserve

## A. TENNIS YEAR

1. The tennis year shall run from September 01<sup>st</sup> to August 31<sup>st</sup> and available for use by all shareholders and lessees in good standing.

## B. MEMBER ELIGIBILITY

1. Membership Description: Each share shall be eligible for one family membership upon payment of the annual dues as herein provided. All memberships are family memberships. A family membership shall be defined as any of the following:
  - a. Individual
  - b. Individual and legally married spouse
  - c. Individual, legally married spouse and children under the age of 23
2. Orientation: A new shareholder or lessee must complete the Orientation process prior to using the Club. All eligible family members are encouraged, but not required, to attend the orientation which includes:
  - a. Meet at the Club with a member of the Board of Directors to review the Club Rules, the reservation process, and electronic sign-in requirements.
  - b. Acknowledge acceptance of the Club Rules and personal liability by signing the Orientation form.
  - c. Provide contact information at Orientation including shareholder name(s) to be listed on the share certificate, phone number, email address, billing address, and name of eligible spouse and children.
3. Electronic Check-in Required: Every person must check-in electronically upon arrival at the club, before entering the courts, using their unique Court Reserve Member ID number. Registered family members can find their Member ID number by clicking the bar code next to their name in Court Reserve.
4. Billing Set-up: The billing process will be established within 5 days after Orientation.
5. Good Standing: Shareholders/lessees are responsible for paying club bills on time. Shareholders/lessees are responsible for ensuring they, their family members and their guests follow Club Rules. Property damage and personal injury are the responsibility of the shareholder/lessee.
6. Penalties: Failure to abide by any "Member Eligibility" rule is subject to a \$25 per incident, billed to the Shareholder/lessee.

## C. CHILDREN

1. Eligible Age: Shareholder's or lessee's children who are under the age of 23 are considered eligible members. Children aged 23 or older are subject to standard guest rules.

2. Court Reserve Member ID: Every child tennis player must be registered in Court Reserve. Registration does not require the child to have their own login, but they are required to have their own Member ID number for check-in purposes.
3. Electronic Check-in: Every child must check-in electronically upon arrival at the club, before entering the courts, using their unique Court Reserve Member ID.
4. Supervision: Children under fourteen years of age must be supervised by an adult while on SCVITC property.
5. Ball Machine: Ball machine may be used by children under age sixteen only if supervised by an adult. Ball machine may be used at age sixteen and older without supervision.
6. Shareholder/Lessee Responsibility: Shareholder/lessee is responsible for the safety and behavior of their children and guests, ensuring they abide by Club Rules, the check-in process, and tennis etiquette.
7. Penalties: Failure to abide by any “Children” rule is subject to a \$25 per incident, billed to the Shareholder/lessee.

#### **D. GUEST**

1. Eligible Guest: Any adult or child who does not meet the requirements of “Member Eligibility” is considered a guest and subject to these Guest rules.
2. Invitation Only: Shareholder/lessee must accompany their guest at the Club, add the guest’s name to the court reservation, and ensure their guest is checked-in electronically prior to entering the courts.
3. Court Reserve Member ID: Every guest must have a registered account in Court Reserve.
4. Electronic Check-in: Every guest must check-in electronically upon arrival at the club, before entering the courts, using their unique Court Reserve Member ID.
5. Limited Number of Guests: Each share/lease is limited to 8 guests per month. Abuse of this rule is subject to a fine of \$25 per guest per instance.
6. Guest Fees: Court Reserve allows one type of guest fee, so beginning June 1, 2025, this fee will be \$15 for guests of both shareholders and lessees. This fee is per guest, per instance. The hosting shareholder/lessee is responsible for payment of these fees. All members will be notified in advance if/when the fee or billing process changes.
7. Failure to Check-in a Guest: Shareholder/lessee will be billed a fine of \$25 if their guest fails to check-in electronically.
8. Guest Instructor: A non-member instructor hired by a shareholder/lessee is subject to all guest rules and fees and is the responsibility of the hosting member. Guest instructors are counted in the member’s guest limits per share per month. They must be registered in Court

Reserve, added to the member's reservation, and checked-in electronically prior to entering the courts. SCVITC does not provide endorsement for tennis instructors.

9. Penalties: Failure to abide by any "Guest" rule is subject to a \$25 per incident, billed to the Shareholder/lessee.

#### **E. SELL SHARE OR TRANSFER OWNERSHIP**

1. Shareholder who wants to sell a share can make their intent known on the Facebook group page and/or the bulletin board in the club office. The Facebook link is listed under Contact Us on the website StCroixTennis.com.
2. Shareholder is responsible for outstanding payments prior to selling their share.
3. Shareholder and Buyer are responsible for their financial agreement and purchase contract.
4. Shareholder is responsible for notifying the Board when a share is sold, signing the back of the share certificate, and returning the share certificate to the Board Secretary.
5. Shareholder is responsible for providing their security key fob(s) to the Buyer.
6. Buyer will receive an invoice for a one-time administrative fee of \$100, payable to SCVITC, due upon receipt.
7. Buyer must meet "Member Eligibility" requirements including Orientation.
8. Board Secretary will issue a new share certificate to the new shareholder.

#### **F. LEASING A SHARE**

1. Shareholder may elect to lease their share for the fiscal tennis year. During the term of a lease, the lessee can reserve a court and invite a guest, and the shareholder is treated as a guest and subject to all guest rules.
2. Shareholder and prospective Lessee can make their intent known on the Facebook group page and/or Shareholder may post on the bulletin board in the club office. The Facebook link is listed under Contact Us on the website StCroixTennis.com.
3. Shareholder and lessee are responsible for their financial agreement and lease contract.
4. Lease term must run the entire fiscal year from September 01 through August 31 of the following year. Lease is valid only if reported prior to November 01.
5. Shareholder is responsible for notifying the Board of Directors when a lease arrangement has been made so Court Reserve billing system can be set up. Include the lessee's name, phone, email address, billing address, and name of eligible spouse and children. website and billing system can be set up.
6. Shareholder is responsible for payment of a one-time \$50.00 lease administration fee each year they elect to lease to a different lessee, payable to SCVITC, due upon receipt.
7. Shareholder is responsible for payment of annual dues for the term of the lease.

8. Lessee is responsible for payment of guest fees, fines, and replacement cost of key fobs during the term of the lease.
9. Shareholder is responsible for providing their security key fob(s) to their lessee for use during the term of the lease, then retrieving the key fob(s) at the end of the lease.
10. Lessee must meet "Member Eligibility" requirements including Orientation.
11. Lessee and eligible family members are subject to all Club Rules and Bylaws. Violations can be grounds for early termination of the lease by the Board of Directors.
12. Shareholder is responsible for any liabilities incurred by their lessee if unresolved at the termination of the lease. This responsibility extends to non-payment of guest fees, fines, and replacement cost of key fobs. Shareholder may resume membership privileges or lease to another party after all liabilities to SCVITC are resolved.

#### **G. BILLING**

1. Annual Dues: Each outstanding share of stock shall be assessed annual dues to cover the cost of operating the Corporation.
2. Annual Billing: Dues for the fiscal year, September 1<sup>st</sup> through August 31<sup>st</sup>, will be billed to the shareholder after the dues rate for the new tennis year has been approved at the annual shareholder meeting. Dues are payable within 30 days after billing.
3. Fees and Fines: Guest fees and fines will be billed to shareholder/lessee periodically throughout the year and are due and payable within 30 days of billing. All members will be notified in advance if/when the fee or billing process changes.
4. Outstanding Payments: Any bill not paid within 30 days will accrue a fine of \$15.00 each month the payment is late. The Board of Directors reserves the right to suspend Club privileges until dues, fees or fines are resolved. Intent to sell prior to settling outstanding bills to the Club does not justify non-payment.
5. Shareholder Outstanding Debt: If outstanding payments total \$1000.00 or more, the Board of Directors may cancel and sell the share, using the proceeds to first pay off the debt and second to pay the shareholder for the sale of the share. Prior to canceling and selling a share, the Board of Directors will attempt to notify the shareholder by electronic means, telephone, and registered mail, and the Board will maintain records of each attempt.
6. New Shareholder Responsibility: New shareholders are responsible for outstanding annual dues applicable to the share they have purchased.

#### **H. PERIODS OF PLAY**

1. Prime Time: Reservations in high demand are considered Prime Time. To maximize court usage during these popular hours, the following reservation rules apply:

- a. Prime Time hours are Monday, Tuesday, Wednesday and Thursday from 5:00 to 9:00pm.
  - b. Four days in advance: Shareholders playing doubles may reserve a court for 2 hours from either 5-7pm or 7-9pm.
  - c. Three days or less in advance: Shareholder or lessee may reserve an unreserved prime time court for doubles, singles, instruction or practice. These reservations can be 30, 60, 90 or 2-hour increments. Multiple 30-minute reservations must be consecutive to enable the greatest number of reservations for all.
2. Regular, Non-Prime Time: During regular, non-prime time hours, courts can be reserved in 30, 60, 90 or 2-hour increments. If using the Club in multiple 30-minute increments, reserve the increments consecutively to enable the greatest availability of court time for other members.
  3. Round Robin Open Tennis: Two periods of time are designated as “Round Robin Open Tennis” for shareholders, lessees, and their guests to meet and play in round robin format with other members.
    - a. When: Round Robin Open Tennis is Monday and Friday from 9:00–11:00 am on Courts 1 and 2.
    - b. Play Hours per Share/Lease: Participating in Round Robin Open Tennis does not apply toward the hours of reserved time allotted per share.
    - c. Register for Each Session: All participants must select “register” in the Round Robin Open Tennis event that is listed in the Court Reserve calendar.
    - d. Electronic Check-in: Every player must check-in electronically upon arrival at the club, before entering the courts, using their unique Court Reserve Member ID.
    - e. Guests: All guests must be invited and hosted by a shareholder/lessee but do not count toward the number of guests allowed per family share/lease.
    - f. Guest Fees: Guest fees apply and will be billed to the hosting shareholder/lessee. All members will be notified in advance if/when the fee or billing process changes.
    - g. Exterior Doors: Keep the doors locked and shut during Open Tennis, as guests who are not hosted by a shareholder/lessee are not allowed in the Club.
  4. Last Minute Booking for Unreserved Court:
    - a. Up to one hour in advance, if a court is not reserved and no one is playing on it, a shareholder/lessee may reserve the court without accruing against their hours of court time allotted per share by selecting “Last Minute Booking” in Court Reserve.
    - b. Every person playing must be added to the reservation.
    - c. Every player must check-in electronically upon arrival at the club, before entering the courts, using their unique Court Reserve Member ID.
    - d. Guest fees and all other Guest rules are applicable.
  5. Penalties: Failure to abide by any “Periods of Play” rule or failure to use your reserved court is subject to a \$25 fine per incident, billed to the Shareholder/lessee.

6. **Reservation Types:** Refer to the following chart to understand the reservation types currently in place for SCVITC in the Court Reserve system:

Requirements	Individual Practice- No Instructor	Doubles, Singles, or Instruction	Prime Time Doubles Only	Prime Time Unrestricted	Regular Play	Create Match Play/Open Booking	Last Minute Booking	Round Robin Open Tennis
Registration required for shareholder, lessee, spouse, child, instructor and guest	yes	yes	yes	yes	yes	yes	yes	yes
Waiver signatures required for shareholder, lessee, spouse, child*, instructor and guest	yes	yes	yes	yes	yes	yes	yes	yes
Check-in required for shareholder, lessee, spouse, child, instructor and guest	yes	yes	yes	yes	yes	yes	yes	yes
Guest fee applicable	n/a	yes	yes	yes	yes	yes	yes	yes
Number of people required on the reservation before you can save it	1	2-5	4	2-5	2-5	n/a	1-4	n/a
Number of people allowed on the court after check-in	1	2-5	4	2-5	2-5	2-4	2-5	unlimited
How far in advance can the reservation be booked by shareholders?	4 days	4 days	4 days	3 days	4 days	4 days	1 hour	n/a
How far in advance can the reservation be booked by lessees?	3 days	3 days	3 days	3 days	3 days	3 days	1 hour	n/a

## I. **PLAY HOURS, COURT RESERVATIONS, AND ELECTRONIC CHECK-IN**

1. **Reserved Play Time Allotted Per Share:** Each share/lease can reserve a court up to 12 hours per week.
2. **Reservations Can be Made in Advance:**
  - a. Shareholders can reserve a court up to 4 days in advance, starting at the reservation time desired. For example, for Thursday court time at 2pm, reservations can be made as early as Sunday at 2pm CST.
  - b. Lessees can reserve a court up to 3 days in advance, starting at the reservation time desired. For example, for Thursday court time at 10am, reservations can be made as early as Monday at 10am CST.
3. **Electronic Check-In Required for Every Person:** Upon arrival at the Club, before entering the courts, every adult, child, guest, and instructor must check-in electronically with their unique Court Reserve member ID number. Parents should ensure their children are signed-in electronically.
4. **Penalties:** Failure to abide by any “Play Hours, Court Reservations, and Electronic Check-in” rule is subject to a \$25 fine per person and per incident, billed to the Shareholder/lessee.

## J. TENNIS ETIQUETTE AND BEHAVIOR

1. Every person needs to check-in electronically in the office before entering the court. Each person should enter their unique Court Reserve member ID to complete their check-in.
2. No street shoes on the court! Change shoes before entering the court and before leaving the Club. Do not wear shoes that mark the court surface.
3. No food or drinks are allowed on the court except water and sports drinks.
4. Wear appropriate tennis-playing attire on the court.
5. Treat all players and visitors with respect.
6. Do not interrupt a point to enter another player's court, and always ask permission before crossing another player's court.
7. Do not enter a court before your reservation start time if others are playing on the court you reserved.
8. Be prepared to be off the court when your reservation ends if others are waiting to use the court.
9. Use appropriate language and behavior on the court with voices at a reasonable volume.
10. Pick up all balls before leaving the court, including balls that went behind the curtain.
11. Not allowed: pets, tobacco products, smoking, vaping, pickleball or other non-tennis sports.
12. Turn off all lights in the Club if you are the last person in the building.
13. Keep exterior doors locked. Do not open the door for people you did not invite.
14. No more than 5 people are allowed on a court. The only exception is when eligible family members of a single share or lease are on the court together.
15. Shareholder/lessee is responsible for their actions and the actions of their family members and guests whenever they are at the Club. Property damage and personal injury are the responsibility of the hosting shareholder/lessee.

## K. SECURITY AND ACCESS

1. Exterior Doors: Keep exterior doors locked and firmly closed when leaving the building. Shareholder/lessee who invites a guest is the only person who should open the door for the guest. Do not open the door for people you did not invite.
2. Security Cameras: Security cameras monitor the parking lot and the inside of the building, except in locker rooms.
3. Key Fob: One key fob for the front door is assigned to each shareholder. The shareholder may request one additional key fob for \$50, billed to the shareholder. No more than two key fobs per share will be activated. The key fob is programmed to identify the share that is using it. The key fob is to be used only by a shareholder, lessee,



or their eligible family members. Do not give the key fob to a guest. A lost key fob should be reported to a Board Member as soon as possible so it can be de-activated to protect the Club. Shareholder/lessee will be billed \$50 for each replacement key fob.

4. Reservation System: Court Reserve, a password-protected reservation system, is provided for shareholders/lessees to reserve courts and contact other members. The Court Reserve smartphone app is highly recommended for easy access. Our website StCroixTennis.com also has a link to the Court Reserve log-in page.

## **L. OTHER EXPECTATIONS**

1. Ball Machine: Members and their children who are 16 years and older can reserve and use the ball machine. Children under age 16 may use the ball machine with adult supervision. If not familiar with using the ball machine, ask for assistance or contact one of the help numbers posted on the machine.
2. Damages: Any destruction, damage or vandalism to Club property, whether deliberate or accidental, caused by shareholder, lessee, their family members or guests will result in penalties to be determined by the Board of Directors. Members should report problems to the Board of Directors as soon as possible.
3. Penalties: Violation of SCVITC Club Rules may result in a monetary fine to be determined by the Board of Directors. Continued or repeated violations may result in suspension of membership privileges for a period to be determined by the Board of Directors. The offender will have the opportunity to discuss the issue(s) with the Board if membership has been suspended.
4. Special Requests: Special requests may be submitted in advance to the Board of Directors to consider and approve or deny. Examples include team practices, league reservation blocks, tournaments, local sponsorships, alternative uses of the facility or the property.
5. Be friendly, respectful and have fun! If someone at the Club needs a reminder to adhere to a Club rule, ask them politely and respectfully. Tennis is a friendly sport, even when it's competitive, and this is a friendly club for you, your family and friends to spend time together. Have fun!

## **M. COURT RESERVE**

Every person playing at SCVITC must have a Court Reserve account. We use this tool to make court reservations, contact other members, communicate club news, and check-in upon arrival at the club.

1. EXISTING Court Reserve Account: If a shareholder, lessee or guest already uses Court Reserve for other clubs: navigate to "My Organizations," click "Add Organization," type "St. Croix

Valley Indoor Tennis Club” in the search field, then select “Continue.” Be sure the correct organization is selected for all future use of Court Reserve.

2. **MULTIPLE EXISTING Court Reserve Accounts:** If a shareholder or lessee has multiple family members already using Court Reserve for other clubs, only one of them should complete this process, then ask the SCVITC Board Secretary to assist with merging the other family members to the SCVITC account.
3. **NEW Court Reserve Account for Shareholders and Lessees:**
  - a. Each family share/lease needs to select one adult as the “Primary” person to begin the registration of their Family account.
  - b. Primary person can register in the Court Reserve app on a smartphone or with the link shown on StCroixTennis.com. The new registration is typically approved within 1-2 hours.
  - c. Primary logs into Court Reserve and electronically signs the required waivers.
  - d. Primary navigates to the profile page, selects “My Family,” then adds each eligible family member. Include a password for any member who is allowed to reserve their own courts.
  - e. Each family member with reservation privileges can then log into Court Reserve with their own password and electronically sign the required waivers. Parents must sign waivers on behalf of minors.
  - f. Each person registered in the family account can click the bar code next to their name to see their unique Member ID Number. Each person needs this Member ID number to check-in electronically at the club prior to going onto the courts for a reservation.
4. **NEW GUEST Account in Court Reserve:**
  - a. Guest can register in the Court Reserve app on a smartphone or with the link shown on StCroixTennis.com. The new registration is typically approved within 1-2 hours.
  - b. Guest will be prompted to electronically sign required waivers the first time they log in.
  - c. Guest will have their own Member ID number for check-in each time they’re at the club.