

**PROVINCETOWN TENNIS CLUB  
GENERAL RULES AND REGULATIONS  
2021**

**Overall Policy**

The Provincetown Tennis Club (“PTC” or the “Club”) is committed to providing a welcoming environment for all of our members and guests. To ensure safety and comfort for all, PTC requires individuals to act appropriately at all times when they use our facilities or participate in our Tennis Programs. All members and guests are required to read and sign the ‘Requirements and Use of Premises’ form before playing. In addition, members must pay the appropriate membership fees before using the Club’s facilities. Specifics of each year’s fees and types of membership are summarized in the “PTC Brochure”, which is available in the Club House & on our web site ([www.provincetowntennis.org](http://www.provincetowntennis.org)).

PTC requires all persons using the Club to behave in a mature and responsible way and to respect the rights and dignity of others. Our code of conduct does not permit language or action that can hurt, threaten, insult, abuse, frighten, or belittle another person in any manner or that generally falls below a generally accepted standard of conduct.

**Rules and Regulations**

1. The use of the Club’s facilities shall be restricted to members and guests.
2. Any car in the parking lot not owned by a member, or a guest, or a DNA Gallery renter/guest is subject to being towed away at the owner’s expense. Two spaces are reserved for the Gallery. Parking is on a first come, first served basis. Car owners should leave their car keys at the desk. Bicycles should be placed in the racks provided.
3. Persons eating on Club premises are expected to put their refuse and waste paper in the trash receptacles and to make sure that no bottles or other breakables are left on courts, porch, or surrounding grounds.
4. Dogs are not allowed on court. Dogs are permitted on the porch and the Club House. Owners are responsible for taking care of their dogs and cleaning up after them. Dogs must not be disruptive. Any dog judged by the Club Manager to be disruptive will be banned from The Club. Incidents will be treated as a violation of policy (see page 2).
5. There is no smoking allowed on the Tennis Club premises.
6. Consumption of alcoholic beverages by minors is not permitted.
7. The Club is not responsible for personal property left on the Club’s premises.
8. Club members or guests who willfully damage any property or disobey Club rules or otherwise engage in unacceptable behavior/conduct shall be subject to immediate

discipline ranging from reprimand to ejection from the premises by the Club Manager or a staff member or by one of the Board of Governors. The Board will decide whether suspension or revocation of membership is appropriate.

9. All players must wear appropriate tennis shirts, shorts or dresses as well as rubber-soled tennis shoes. Players may not play bare-chested, and sports bras must be covered.

10. Regular club business hours are from 8 a.m. to 6 p.m. During July and August, hours are 8 a.m. to 7 p.m. The Club Manager or a staff member will make the ultimate decision on whether courts are in condition for playing during these hours.

11. Unless otherwise instructed by staff, clay courts must be swept and line-cleaned at the end of matches so that they are ready for the next players on court or for watering.

12. Members may reserve courts up to one week in advance. Reservations during prime time (8 a.m. – 12:45 p.m. Saturdays, Sundays and holidays) is limited to FT season members. Courts may be reserved for one and a half hours during prime time. Please refer to the web site or the current season's rate card for a definition of prime & non-prime hours.

13. The Club has a "No Refunds of Membership Dues" policy with one exception. FT members who become disabled within two weeks of joining the Club and whose disability prevents them from playing again during the current season, will be given credit for the following season only. "Joining the Club" assumes that the FT member has paid the current year's membership dues in full. In the following year, the member will be required to pay any difference in dues. In such cases, FT members will be required to produce a doctor's note confirming the member's inability to play again during the current year. In addition, the Board will determine any additional refund policies in the event that the club has to close due to circumstances beyond the club's control.

14. Members are not allowed to speak on their cell phones when they are on the court. Phones must be put in 'vibrate' or 'off' mode during play.

15. Members should not walk through courts until the current players complete their game or set, or switch sides. It is expected that the players on court will indicate when this is appropriate.

16. Periodically, the PTC's Board of Governors holds meetings. FT members who wish to read the Minutes or read the Bylaws/Constitution may do so. Requests should be addressed to a Board member or the Club Manager.

17. Only full members are allowed to participate in the Club Championship at the end of the summer.

18. In addition to full memberships, the Club offers monthly memberships. Clinics and court times may be reserved one week in advance and players get unlimited court time. However,

only FT members are allowed to participate in the Club Championship

19. The Club has the right and authority to deny access and playing privileges to anyone who refuses to sign the 'Requirements for Use of Premises' form or pay the appropriate membership fees before playing. In addition, membership and/or playing privileges will be denied to individuals who refuse to obey Club rules and who harass or threaten other tennis players, staff members, or Board members verbally or physically.

20. If a member or guest displays unacceptable behavior, the Club Manager or a staff member or Board member will immediately advise the offender that this behavior is out of order. Should the offense continue, the offender would be asked to leave the Club. If the offender refuses to leave, the Provincetown Police will be called.

### **Procedures to be followed in response to violation of the above Rules and Regulations:**

**Warning:** Within 10 days of an incident, after consultation with other Board members, the Rules and Regulations Committee will send a letter to the offender defining Club policy regarding unacceptable behavior and issue a warning that any future unacceptable behavior will result in suspension. The Appeals Process will be outlined.

**NOTE:** Depending on the severity of the incident (e.g., physical or verbal abuse of another member) the Board has the right to bypass the Warning stage above and proceed directly to Suspension or Expulsion.

**Suspension:** If a second incident occurs after receipt of the warning letter, the Board of Governors will vote on possible suspension and the length of the suspension period. A certified letter will be mailed within seven days of the vote defining the suspension period (if any) and the appeals process. This letter will also include a warning that further incidents will result in permanent exclusion from the Club.

**Expulsion:** If a third incident occurs, the Board of Governors will vote on permanent exclusion from the Club. Within ten days of the vote, a certified letter will be sent explaining the reasons for expulsion and defining the appeals process. If the appeals process is requested and expulsion upheld, a letter will be sent to Club members that the offending player is no longer allowed on Club premises.

**Administration of this policy:** Members who witness unacceptable behavior are responsible and encouraged to immediately report it to the Club Manager or a Staff Manager or a Board member. The Rules and Regulations Committee is responsible for documenting the event for the Board's review. If the Board approves disciplinary action, the Committee will send warning/suspension/expulsion letters to the offender. The Board is responsible for reviewing and acting on the incident. For second or third incidents, or for appeals, the President or Vice President is responsible for calling a meeting of the entire Board of Governors. At this meeting, specifics of the incident(s) will be reviewed and a vote will be taken. A quorum is needed to approve the Board's decision. A member of the Rules and Regulations Operations Committee will notify the offender of this decision.

**Appeals Process:** After receiving a warning, suspension or expulsion letter, the offender may, within ten days, by certified letter, request a meeting with the Board to appeal their decision. The Rules and Regulations Committee will send a written notification of the meeting to those involved in the incident. During the period between the incident and the appeals meeting, the offender will not be allowed to play at the Club or to be on the Club's grounds. At the conclusion of the meeting, the Board will vote on whether to uphold or rescind their earlier decision. If a suspension or expulsion is rescinded, the offender may immediately resume playing at the Club and frequent the Club's grounds.

Members shall have no further remedy beyond this appeals process. No membership fees shall be refunded to any members expelled from the Club.

**Note:** The Board of Governors reserves the right to amend the Rules & Regulations at any time.