

BROOKWOOD MANOR HOMEOWNERS ASSOCIATION, INC.

TENNIS AND PICKLEBALL COURT RULES AND REGULATIONS

- The purpose of these rules is to provide the greatest flexibility and fairness to all members in the use and availability of the tennis/pickleball courts. Some rules are based on the “honor” system. The United States Tennis Association Rules will apply and the USLTA Booklet “The Code” shall further guide conduct and ethics.
- The recreation facility is for the use of the members and their guests only. Guests from outside the designated membership area must be accompanied by a paid member. A guest is one who does not reside within Brookwood Manor. People who reside in Brookwood Manor, but who are not current in their dues cannot participate as a guest.
- Brookwood Manor Homeowners Association, Inc. (hereafter also referred to as “BMHOA”) are not responsible in any way for injuries sustained while using or visiting our tennis courts as a player or spectator.
- **The address of our facility when calling for emergency services is 1390 Holly Brook Rd. – Brookwood Manor Recreational Area.** It is important to distinguish that Holly Brook is two words.
- The Tennis/Pickleball Committee referred to in this document shall consist of at least three Brookwood Manor residents appointed by the HOA Board.

GENERAL COURT RULES

Abuse of any of the following tennis/pickleball rules may result in a review by the Tennis/Pickleball Committee and suspension of court privileges.

1. **Court Hours** – 7:00am – 11:00pm
2. **SIGN UP FOR COURT USE:**
 - a. Before using our tennis/pickleball courts, **you must reserve them using the web application [Reservemycourt.com](https://reservemycourt.com).**
 - b. **To use this application**, you must first create a log-in. To complete the log-in, you will need our unique code number. It can be obtained from the Tennis/Pickleball Committee. Their telephone number is posted on the bulletin board located within the covered Pavillion area of our courts.
 - i. When reserving any court indicate your last name & type of play (match play, recreational play, coaching session) in the Notes section of the website.
 - c. **Adult Members** – Husbands and wives or head of households and dependents 18 years and older may reserve courts.
 - d. **Junior Members** – Dependent members from 10 – 17 years old may use courts signed up by an adult in their household and with the knowledge of the adult member of their household. Adult members or head of households are ultimately responsible for the conduct of any minor members using our tennis courts. No one under the age of 10 will be granted use of the court without adult supervision.
3. **Appropriate attire** is required while using the courts.
 - a. Shirts must be worn at all times.
 - b. Only regulation, non-marking tennis shoes will be permitted within the fenced, court area.
4. **Conduct by all tennis/pickleball players and spectators** will be displayed in an **appropriate, sportsmanlike** manner. Loud, distracting or quarrelsome conduct or profanity will not be tolerated. Offenders will be asked to leave the Recreation premises.
5. **No glass containers** are allowed within the fenced, court areas.
6. **No bikes, skateboards, roller blades, soccer balls, jump ropes or any other toy-like conveyance or apparatus will be allowed inside the fenced, court area.**
7. **No radios** or other music devices are allowed to be used by players or spectators if it is distracting to any player.
8. ALTA prohibits the use of **cellphones** during match play. Other players should limit cell phone use. If you are a spectator, please lower the volume or silence your phone so as not to distract a player during match play.
9. **Court Clean up** -- Following match play, clean up of the court and pavilion area should be followed as is dictated to team captains who are signed up to use courts for League play within our Recreation area. As part of clean up, pickleball players must roll the portable pickleball nets to the nearest fence side.
10. **Rule Violations** -- **It is the responsibility of each member to report court rule violations and court abuse. Please report violations in writing to any Board member or Tennis/Pickleball Committee member. Allegations need to indicate the time, date, location of the infraction and must be signed. Please do not call in complaints – write down the information and submit as requested.**
- 11.

Reserved Court Policy and Procedures

1. During tennis League play, team captains may sign up a maximum of three courts for home match play for a total of four hours. If two courts are reserved, the total time cannot exceed five and half hours. If a match needs to be played in advance, the total court time reserved during the designated League play time must be reduced accordingly (e.g. 1 hour time reduction for 3 court usage and 1.5 hour time reduction for 2 court usage).
2. Court 4 can be signed up for singles or doubles recreational play, but not for coaching or practice and must adhere to the following rules:
 - a. Court 4 must be reserved by Member using Reservemycourt.com & must not exceed 2 hours of play.
 - b. Members may reserve only one two hour court slot per day.
 - c. No more than three balls may be used in the course of play on this fourth court.
3. Tennis/Pickleball Leagues (ALTA, USTA, T2, FlexLeagues and Make-up matches) have priority over individual sign-ups and/or team practices. In the event an individual sign-up needs to be canceled the team captain for the League team should contact the Tennis/Pickleball Committee as far in advance as possible.
4. Practices and/or Coaching sessions will be limited to two hours per week. If inclement weather cancels practice or coaching, it may be rescheduled with the approval of the Tennis/Pickleball Committee.
5. Every effort should be made to schedule any make-up matches during non-practice times as indicated on the website: Reservemycourt.com. If no time slots are available other than already scheduled practice or match play, captains should use their own practice time slot first for make-ups over other teams practice time. As always, common courtesy should dictate these decisions and actions.
6. Any reservation that will not be used must be canceled in advance to allow other members the opportunity to reserve said courts.
7. For tennis and pickleball players, members may invite no more than 4 non-member guests.
8. Similar to tennis League reservations, pickleball League practice and matches may reserve up to four pickleball courts (e.g. 2 tennis courts) per session for up to two hours.
9. Recreational pickleball reservations are limited to 1 pickleball court (e.g. one side of one tennis court) per reservation. Should another recreational pickleball reservation be made at the same time by another member, they must take the other side of the same court that is used for the first pickleball reservation.

Open Courts

1. An open court is defined as any court which is not reserved on the website Reservemycourt.com OR any reserved court which has not been occupied by the reserving member after ten minutes past the reservation time.
2. Open courts are on a first come/first used basis. Any qualifying member may sign up for any open court. Time limits remain the same as for a reserved court.
3. Open court players must relinquish the court at the end of the reserved time. Players cannot be bumped from an open court unless the time limit conflicts with a previously scheduled court reservation.
4. When reserving any court or signing up for an open court on the website Reservemycourt.com, indicate your last name & type of play (match play, recreational play, coaching session) in the notes section of the website.
5. All actions taken which represents a League team – Roster submissions, Practice times & other sign-ups must be approved & scheduled through the Tennis/Pickleball Committee or the HOA Board prior to each new season.

Scheduling Courts for ALTA and USTA League Playoffs

Due to multiple leagues and divisions within ALTA and USTA, there exists the possibility of over-booking our courts during Playoffs. When a court scheduling conflict occurs, it is the captain's responsibility to try to remedy the situation through proactive and courteous actions with the other team captain and the Tennis/Pickleball Committee.

If a scheduling conflict cannot be resolved then it is the policy of Brookwood Manor Homeowners Association, Inc. that the Tennis/Pickleball Committee will determine preference. Any team playing out of Brookwood Manor will agree to abide by the final decision of the Tennis/Pickleball Committee as a condition of their membership.

Tennis/Pickleball Teams

1. The formation of a new tennis or pickleball team must first be approved by the Tennis/Pickleball Committee. Each season, established Brookwood Manor team captains for all League teams (tennis and pickleball) must secure approval for the upcoming season prior to submitting rosters to their League.
2. If any team cannot be filled with BMHOA members, players from outside the BMHOA membership area may be added to a roster.
 - a. An outsider's fee of thirty-five dollars (\$35) per person per team per season will be charged to any non-member participating on a team (effective as of November 1, 2001). Fees will be collected by the team captain and submitted to the Tennis/Pickleball Committee before the first match of the season. If a player is on more than one team in a season, they will pay \$25 for the second team membership and \$15 for a third team membership. Total fees per season are capped at \$75.
 - b. If a player withdraws from a team before the first scheduled match, a 100% refund of BMHOA tennis fees will be issued.
3. Team captains must submit their League roster (e.g. ALTA, USTA), indicating each team members name and membership status (e.g. member, non-member) prior to the start of the season. Teams will not be allowed to play home matches until rosters and all team members dues are submitted to the Tennis Committee.
4. For tennis, two tennis courts may be reserved for practice/coaching sessions for one season at a time using Reservemycourt.com. The maximum amount of time is two hours and the maximum number of weeks per season for blocking is ten weeks. Teams participating in playoffs may be extended as needed.
5. For pickleball, two pickleball courts (1 tennis court) be reserved for practice/coaching sessions for one season at a time using Reservemycourt.com. The maximum amount of time is two hours and the maximum number of weeks per season for blocking is ten weeks. Teams participating in playoffs may be extended as needed.
6. A team member may not reserve a court before or after a designated practice session. There must be a two-hour window between a team practice session and a team member's individual reservation.
7. When signing up for a recreational match on a court beside a League match, please use common courtesy. No coaching or practice sessions will be allowed on a court beside a League match.

Team Captain Responsibilities

Team captains are responsible for the management and overall conduct of their respective teams. The following list represents the typical duties and responsibilities that a team captain must perform.

1. **The team captain or co-captain must be a member of the Recreational Association. Only a member captain or member co-captain may reserve court time for practice or match play.**
2. The team captain must establish a target competitive playing level for the team. For example, such levels are:
 - a. ALTA levels: AA through C
 - b. USTA levels 5.0 through 2.5
 - c. Jr. Teams – by age group
3. The team captain must submit a team League roster indicating all players names and membership status to the BMHOA Tennis/Pickleball Committee for approval prior to registration of a team roster to ALTA or USTA.
4. The team captain must obtain appropriate team application forms from ALTA or USTA to create and/or register your team.
5. The captain is responsible for selecting an available 2-hour practice slot after consulting with the Tennis/Pickleball Committee. If a coach is used by the team during their practice session, BMHOA will not be involved in any financial arrangements or payments to said Coach. Each team must take responsibility for organizing and arranging payment to a team Coach.
6. The captain is responsible for submitting a final team League roster, match schedule, and pay out-of-neighborhood fees before the first scheduled team match. Failure to pay fees to the Tennis/Pickleball Committee will result in a loss of team privileges such as reserved court practice times and court reservations for matches.
7. When players are added after the team League roster has been submitted, it is the captain's responsibility to notify the Tennis/Pickleball Committee and pay any fees associated with the player's eligibility to play before the new player participates in a League match.
8. The captain is responsible for conveying the BMHOA Tennis/Pickleball Rules and Regulations to all team members. The team captain is also responsible for policing the actions of the tennis team as well as the Visiting team, to make sure all rules and regulations are followed.
9. The captain will serve as the team's representative to the BMHOA Tennis/Pickleball Committee.
10. The team captain or co-captain will set up weekly match line-up details.
11. Team Captains will ensure that court maintenance responsibilities are completed after matches. These include:
 - a. Trash baskets at each court used are emptied before and after matches.
 - b. Courts are free of debris and ready for play prior to home matches.
 - i. Any tools used to clean or dry the courts should be returned to its storage position after using.
 - c. Court Lights are turned off after practice sessions or matches that occur in the evening or night.
 - d. Bathrooms are left in order and locked.
 - e. Pavilion Responsibilities:
 - i. Trash can liners are in place before and after matches.
 - ii. Chairs that are made available to players and guests are returned to a stacked position and secured after the match ends.
 - iii. All trash cans are emptied and new liners replaced.
 - iv. Lights & Ceiling Fans are in the OFF position.

The responsibility for making and keeping Brookwood Manor Homeowners Association, Inc. Recreation Area an excellent place to play and enjoy tennis and pickleball resides with each player participating – not just the team captain or Tennis Committee. We must all do our part to ensure that our area is clean and well maintained!