



PASEO TENNIS POLICY

PURPOSE:

The purpose of this policy is to regulate the use of the Paseo tennis courts and establish fees for non-resident use.

DEFINITIONS:

"High season" is defined as the period from October 1 through April 30.

"Prime time" is defined as Monday through Friday hours between 8 am and 11 am and between 8 am and noon on weekends during high season.

"Resident" is defined as a homeowner, renter, or registered guest having full tennis privileges.

"Registered guest" is a guest of a homeowner who has registered with Paseo Member Services and has been fingerprinted.

"Renter" is a resident who has entered into a lease agreement in Paseo for a minimum of thirty (30) days.

"Non-registered guest" is anyone who does not qualify as a resident, renter, registered guest, or non-resident season pass holder.

"Non-resident season pass holder" is defined as someone who has paid a \$325 fee.

"Paseo Tennis Club Member" is a Paseo league player that has paid their league membership fees, now eligible to play tennis at Paseo in leagues and clinics.

NON-REGISTERED GUESTS:

Paseo does not charge guest fees. A guest can only play three times during the week at Paseo.

NON-RESIDENT SEASON PASSHOLDER FEES:

\$325 per year: This fee may be prorated based on the season. Non-resident season pass holders shall not have guest privileges to any Paseo amenity, including tennis. Pass holders can reserve courts and invite non-registered guests to play tennis except during prime time. This Passholder is limited to fifteen (15) individuals per year and Master Board approval.

PASEO TENNIS CLUB MEMBER LEAGUE FEES:

\$80: per player, per team, per season. (USTA Leagues)

\$150: per player, per team, per season. (Lee County Men's and Women's Leagues)

All of the above shall not have additional tennis privileges at Paseo except to play team matches. Paseo tennis club members can play as non-registered guests based on the limitations of this policy.

LEAGUES

All Paseo league (Lee County or USTA) team captains will be a Paseo resident. The Director of Tennis can set up team practices however only one of those practices per week can be during prime time. League composition and scheduling will be reviewed annually by the Tennis League Subcommittee. Make-up matches shall be scheduled (not before 11:30am) by the Director of Tennis based on court availability

League captains will provide resident priority if all things are comparable in player abilities and/or ratings.

RESERVING COURTS:

Courts must be reserved using the approved court reservation system. All residents and non-resident season pass holders must obtain access from the Director of Tennis. Courts shall not be reserved for periods in excess of two hours. Usage of courts (walk-ons) not reserved will be subject to a first-come basis and a two-hour time limit.

Reservations should be made in a manner that allows for maximum court usage. On weekdays during prime time, morning reservations shall start at 8:00 am and 9:30 am. On weekends, during prime-time morning sessions are offered in two blocks of time: between the hours of 8:00 am to 10:00 am and 10:00 am to 12:00 pm. All sessions beginning or after 12:00 pm daily may be reserved in blocks up to two hours. The ball machine shall not be reserved during prime time on weekdays between 9:30 and 11:00 am.

Only residents and non-resident season pass holders are allowed to reserve courts up to seven days in advance. Residents and non-resident season pass holders may not book courts for other players if they are not playing on the court.

If a resident or non-resident season pass holder books a court and does not show up within 15 minutes of the start time, they forfeit the court to any walk-on players. If a resident or non-resident season pass holder books a court and does not show up at all, they will receive communication from the Director of Tennis of this infraction. The Master Board will be notified of repeat offenders.

With permission from the Director of Tennis, residents and non-resident season pass holders may reserve more than one court time daily. Residents and non-resident season pass holders who are playing a league match may not book a court weekday mornings for the same day without approval of the Director of Tennis. Courts will be blocked for league play, lessons, and special events by the Director of Tennis.

Court one is designated for the Director of Tennis tennis lessons. Court two may be blocked out as well, but only during certain days to facilitate clinic play. The Director of Tennis shall unblock the times for any court that will not be used for instruction 24 hours prior to that time so the court may be reserved by residents or non-resident season pass holders. All other courts may be available for reservation by residents or non-resident season pass holders. If court two is available two days in advance, the Director of Tennis may block out that court as well.

Court reservations should be canceled as soon as a resident or non-resident season pass holder realizes that they can't play, but not later than 24 hours in advance (except for weather related issues).

As a courtesy to follow-on players, players are asked to groom (brush the court and sweep the lines) their court prior to the next reserved session. Court brushes and line sweepers will be hung on the fence within all court complex tiers.

Report any court issues to the Director of Tennis.

RESTRICTIONS: Only the Director of Tennis and his/her assistant may charge for tennis instruction. Lessons may be provided for non-residents for an additional fee.

Appropriate tennis attire and court shoes only. NO RUNNING OR CROSS TRAINERS (in order to maintain the clay surface).

No one under the age of 14 (fourteen) shall play on a tennis court without adult supervision.

The tennis courts shall be used only to play tennis. Tennis balls only shall be used on the tennis courts.

**Paseo's tennis policy shall be reviewed on an annual basis.

ADDENDUM

ROLES AND RESPONSIBILITIES

DIRECTOR OF TENNIS: As a paid position, the Director of Tennis will manage the Paseo Tennis complex while working closely with KW staff, the Paseo Master Board and the Paseo Tennis Committee. The Director will:

- Enforce the Paseo Tennis Policy and address minor violations (sportsmanship, attire, language, etc.): The Director of Tennis shall issue a verbal warning for first time offenses. Additional offenses and major offenses shall be referred to the General Manager for a recommendation on further disciplinary action. The General Manager may recommend disciplinary action that is consistent with Village Center Policy. Per Village Center Policy residents of Paseo have the right to appeal disciplinary action to the Appeals Committee.
- Receive tennis complex maintenance issues, track requests, making the tracking lists and status available to the Tennis Committee and Master Board liaison member on a by-monthly basis. The Director of Tennis will acknowledge receipt of the request within 48 hours.
- Maintain appropriate hydro water and court surfacing for playable courts, attending to or reporting issues with the courts, fencing, water faucets, brooms, line sweepers, and the tennis complex appearance.
- Provide lessons and clinics for residents, non-residents and league members.
- Work closely with the Paseo Tennis Committee's Social oversight member in planning and implementing events.

RECREATION MANAGER: As a paid position, the Paseo Recreation Manager will work closely with the Director of Tennis, KW management, the Paseo Master board and the Paseo Tennis Committee. The Recreation Manager will:

- Work with the Director of Tennis in the collection of all league, lesson and social event fees and the posting (internet and tennis board) all upcoming tennis events
- Purchase the tennis balls used for tennis instruction from appropriate association funds. Balls should be replaced as needed.
- Approve any supplemental teaching professionals prior to any lessons being provided.
- Collect all non-resident season pass holder and team fees, maintain a record of them, and remit them to the Master Association management company within seven days of receipt.
- Provide league team rosters and team composition information (i.e. residents or Non-resident season pass holder members) to all team captains at least one month prior to the start of any league matches.

PASEO TENNIS COMMITTEE: The Paseo Tennis Committee shall:

- Consist of a maximum of 12 homeowner members
- Includes the Director of Tennis as a non-voting member

- Meet monthly during high season and as needed in other seasons
- Have a Tennis Committee chair leading meetings, communicating with KW and Master Board as required, and providing meeting minutes to the committee and community. Chair will also provide monthly committee and tennis complex plans, issues, events and appropriate information to Paseo residents, KW management and Master Board members; and continue to solicit player feedback and opinions on a regular basis.
- Have a Women's League and Men's League chairs leading each
- Have a Tennis League Subcommittee comprised of the Director of Tennis, men and women's league chairs and the Tennis Committee chair, responsible for league activities
 - Works closely with all Paseo league captains in selecting teams and players for future seasons. The subcommittee shall determine if Paseo has available courts for any tennis team requesting to use Paseo as its home court. Approval for that team shall be based on keeping reasonable court access for residents along with the number of Paseo residents and non-resident season pass holders on the team
- Have a Policy member responsible to craft policy for full committee review/approval
 - Work with appropriate residents and committee members in crafting policy proposals for full committee review.
- Have a Maintenance oversight member responsible to oversee and assist in communicating tennis complex issues:
 - Work with the Director of Tennis, Recreational Manager and the Master Board liaison regarding court issues, equipment, court resurfacing, the tennis complex planning and two-way communication processes to address resident concerns
- Have a Social oversight member responsible to organize events and encourage new entrants to the sport:
 - Work with the Director of Tennis and the Recreational Manager for planning and organizing Paseo round robins and appropriate social events to be placed on the annual tennis calendar. These events may include themed socials, tournaments, exhibitions, round robins and end-of-season dinners. Also, work with the Recreational Manager on periodic newsletters and other communication avenues to Paseo residents regarding tennis activities and tennis complex news.

LEAGUE CAPTAINS: Captains will work closely with the Paseo Tennis League Subcommittee and all other Paseo league captains in selecting teams and players for future seasons. League Captains will:

- Standardize inclusion criteria to remain on a particular roster, e.g., a player should be capable of winning 50% of their matches on the lowest court
- Select the team from the roster on a weekly basis
- Contact with the opponent's team captain regarding future matches.
- Provide the Paseo Recreation Manager with a list of names on the roster prior to the first match
- Collect appropriate fees from each player and remit to Recreation Manager
- Sets and collects the team fee for snacks, balls, refreshments and league fee.

- Organize appropriate team attire for matches if applicable
- Register their team by May 1st of each year and attend end of season Lee County meeting (if practical).

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