

Algonquin Indoor Tennis Center, Inc.

PO Box 16337 172 Londonderry Turnpike
Hooksett, NH 03106

On Line Reservations: courts.algonquintennis.com
Website: www.algonquintennis.com

INDOOR MEMBERSHIP RULES

1. **TENNIS YEAR:** The tennis membership year shall run from September 1 to August 31st.
2. **TRANSFER OF CERTIFICATE OF MEMBERSHIP:** The Club Manager must be notified of all pending share transfers. No Certificate of Membership shall be transferred until all outstanding balances are paid in full or as otherwise stated in the Bylaws. After the Certificate of Membership has been properly endorsed to the buying stockholder, the original certificate must be mailed to the PO BOX. A new certificate will be issued to the new Stockholder. (See Addendum for Procedure).
3. **WAIVER OF LIABILITY:** All Stockholders and Associate members, spouses and children, 18 years of age or older, who use the facility in any way, are required to sign and date the Waiver of Liability. The intent of this form is not to absolve the Club of all liability. The purposes is to dissuade frivolous lawsuits and to inform player that they should FIRST send all medical claims to their primary health insurance provider for any injuries that may occur anywhere on the Club's premises. ONE form may be used for the whole family. Please add names and signatures at the bottom of the form.
4. **EMERGENCY MEDICAL FORM:** All Stockholders and Associate members, spouses and children, who use the facility in any way, are required to fill out an Emergency Medical Form with at least your name, physician and an Emergency contact person's name and telephone number. Since these forms will be accessible to all people on the Club's premises, all other information is optional. Please fill out one form for each family member. Execution of COVID-19 Release Form required annually by all members and guests.
5. **COURT USE:** The courts shall be open to all members of the Club in good standing and their guest. For the convenience of everyone, a list of all members, with their addresses and telephone numbers, shall be furnished to all Stockholder and Associate members and/or posted on the Club bulletin board or on the ARS.
6. **PAYMENT OF DUES, ASSESSMENTS AND FINES:** All Stockholder members are obligated to pay dues annually. Bills for Annual Dues and Membership Fees will be mailed to Stockholder and Associate members respectively, within the first two weeks of August

and are due on August 31st. All Dues, Assessments or Fines shall be due when notice of same is sent by the Club Representative to the member irrespective of whether or not member plans to use the court facilities that season. (No certificate of membership shall be transferred until Dues, Assessments, Fees and Fines are paid in full). A late charge of fifty (\$50.00) dollars shall be assessed if not paid within ten (10) days of due date (September 10). Should any member fail to pay Dues, Assessments or Fines within thirty (30) days from the date due, the name shall be posted and member shall be suspended from the privileges of the Club. Said members shall be immediately notified by the Club Representative that he/she has been posted and suspended and unless payment is made within thirty (30) days from the date posted, Club privileges shall be terminated. The Board of Directors shall have the power to reinstate the privileges of any such member upon such terms as it may impose. A five (\$5.00) dollar Service Charge may be assessed monthly on all Past Due Balances.

7. **DISPUTE OF FEES, ASSESSMENTS AND FINES:** If you think you should be absolved of any fees, assessments or fines, you must submit it in writing to the President and it will be addressed at the next Board of Directors meeting. You will be notified of the decision.

8. **GUESTS:** Guests shall be allowed the privileges of the Club only when a Stockholder or Associate member is present and is part of the group. Violations will result in a fine of twenty-five (\$25.00) dollars per guest in addition to the guest fee. Associate members are permitted to have guests on open or unassigned times. No person shall be permitted guest privileges more than three (3) times per month. A charge of ten (\$15.00) dollars (for doubles or singles) per playing period shall be made to the host member for each guest. (A playing period is defined as continuous play regardless of the length of play). If a guest plays more than 3 times in the same month, the member who hosted that guest on the fourth or following time (s) will be assessed a guest fee of twenty-five (\$30.00) dollars for each violation. Upon application, the Board of Directors may issue a special permit to temporary house guests. A fine of twenty-five (\$25.00) dollars in addition to the guest fee will be assessed against a member for failing to sign in or to pay for a guest. The Board of Directors may nominate a committee to police the provisions relating to guests by having the sponsoring member as well as the guest sign the log book. All guests must read and sign the Liability Waiver and the Medical Disclosure Form in the log book.

9. PERIODS OF PLAY: Seven days per week – 6:00 AM to 12:00 Midnight.

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| 6:00 AM to 7:30 AM | 3:00 PM to 4:30 PM |
| 7:30 AM to 9:00 AM | 4:30 PM to 6:00 PM |
| 9:00 AM to 10:30 AM | 6:00 PM to 7:30 PM |
| 10:30 AM to 12:00 PM | 7:30 PM to 9:00 PM |
| 12:00 PM to 1:30 PM | 9:00 PM to 10:30 PM |
| 1:30 PM to 3:00 PM | 10:30 PM to MIDNIGHT |

10. ASSIGNED TIME (OCTOBER 1 THROUGH APRIL 30th) AND OPEN TIME: The Assigned Time draw sheet shall be distributed to all Stockholder members with the Notice of Annual Dues. Each Stockholder member (and his/her family) shall be entitled to one period of play as Assigned Time each week. Period of play not assigned to members, or Assigned Time which has been duly released shall constitute Open Time. Continuous failure by members to use Assigned Time, if unreasonable and unexplained, may result in the termination of Assigned Time for a different time assigned to any other member by their mutual agreement. Notice of said exchanges must be given to the Club Manager by September 23rd. Changes are not effective until the Club Manager is notified. NO Changes to the schedule shall be permitted later than September 23rd.
11. COURT RESERVATIONS: Open Time may be reserved by Stockholder and Associate members entitled under the terms of their membership on a first-come, first serve basis. A member making a reservation of Open Time for a court shall have the exclusive right to its use for the playing period reserved. All reservations or cancellations or releases of time shall be made on line using your login and password at courts.algonquintennis.com. No Stockholder or Associate Member shall be entitled to reserve two (2) or more consecutive Open Time playing periods on the same day. A maximum of two (2) reserved playing periods, per member, per day is in effect. Rolling time reservations is also in effect (as of 12/01/2014). Reservations of Open Time may be made on line up to 72 hours prior to the date of play, (i.e. Tuesday at 9 AM for Friday play at 9 AM) for Stockholders. For an Associate member, reservations of Open Time may be made up to 48 hours prior to play, (i.e. Wednesday at 9 AM for Friday play at 9 AM). All reservations must be made in the name of the member. Use of the on line wait list feature on the ARS is encouraged.
12. COURT CANCELLATIONS: Assigned Time or Open Time which is reserved must be cancelled or released if the time is not used. Cancellations of Assigned Time or Open Time shall be accomplished by using the on line reservation system at least three (3) hours prior to the commencement of the period of play involved. A member shall be billed and shall pay a "Late Cancellation Fee" of fifteen (\$15.00) dollars to the Club unless the member cancels or releases his/her Assigned Time or Reserved Time on line

at least three (3) hours prior to the commencement of the playing period at courts.algonquintennis.com. If a court is reserved and cancelled within the three (3) hour cancellation window, a Late Cancellation Fee will be assessed the member, *unless the specific court is re-reserved by a member who was either on the wait list, or who has viewed the schedule and booked the court.

13. **FAILURE TO USE ASSIGNED TIME OR TO KEEP A RESERVATION:** If a member fails to use a court during Assigned Time or as reserved, a member shall be billed and shall pay an "Open Court" fee of fifteen (\$15.00) dollars to the Club unless the member cancels or releases his/her Assigned Time or Reserved Time on line or by notification at least three (3) hours prior to the commencement of the playing period as set forth in Rule #12*.
14. **LOG BOOK:** The name of the person who holds Assigned time for a court, or who has reserved it, together with the name of each guest and the host member, must be entered in the Log Book, which is maintained at the courts, prior to commencing play. Failure to sign the Log Book shall presume that the member failed to cancel or release his/her Assigned or Reserved Time and shall result in an "Open Court" fee of fifteen (\$15.00) dollars as set forth in Rule #13.
15. **PROCEDURE:** At the end of each play period, the players must leave the court immediately unless no one is waiting to play. If the court is not being used, the players may remain on the court. There will be no additional charge in the event there are guests playing during such extended play periods.
16. **CLOTHING:** Only proper tennis attire and tennis shoes will be allowed on the tennis courts. Any shoes which might damage the playing surface of the courts will not be permitted.
17. **PROHIBITIONS:** Positively NO smoking is permitted in the building. No food, alcoholic beverages or glass containers are permitted in the tennis court area. Non-players are not permitted in the tennis court area while games are in progress. The Board of Directors has adopted a carry-in, carry-out trash policy.
18. **SUSPENSION OF MEMBERS:** Any member may be suspended or expelled for due cause at a regular or special meeting of the Board of Directors by a vote of two-thirds (2/3) of all Directors. The Directors shall present him/her with a statement of the charges against him/her. He/she shall receive one week's notice of the meeting of the Board of Directors where the charges will be heard. He/she shall have an opportunity to be heard at this meeting. A member who is expelled may be reinstated upon written application to the Board of Directors and a two-thirds (2/3) vote of all Directors.

19. PRIVILEGES OF ASSOCIATE MEMBERS:

1. All privileges as members except Assigned Time and Voting on Club issues.
2. Reservations of Open Time may be made on line up to 48 hours prior to the date of play (i.e. Wednesday 9 AM for Friday 9 AM play).
3. Seven Hundred Fifty (\$750.00) dollars per year per individual. Addition of spouse - seventy-five (\$75.00) dollars per year; Addition of each child – fifty (\$50.00) dollars per year.

20. KEY FOBS: Additional key fobs are available by contacting the Club Manager. The charge for each additional fob is or to replace a lost fob is twenty-five (\$25.00) dollars.

21. These rules are subject to change by the Board of Directors.

Revised and approved by the Board of Directors 9 September 2003 (Team Tennis)

Revised and approved by the Board of Directors 14 September 2004 (Share Transfer)

Revised and approved by the Board of Directors 24 October 2007 (Court Cancellation)

Revised and approved by the Board of Directors 26 March 2008 (Teaching Pro Policy)

Revised and approved by the Board of Directors 6 January 2011 (Amended Court Cancellation)

Revised and approved by the Board of Directors 14 May 2012 (Team Tennis)

Revised and approved by the Board of Directors 10 September 2013 (Eliminated answering service/key cards)

Revised and approved by the Board of Directors 3 May 2015 (Service charge increase, on line court reservations, rolling time, court cancellation policy, increase in Associate member dues)

Revised and approved by the Board of Directors 1 June 2020 (Covid-19 Release Form)

Revised and approved by the Board of Directors 25 March 2021 (Indoor Rules)

Revised and approved by the Board of Directors and Stockholders at Annual Meeting 14 September 2021 (Increase in guest fee 9-1-21)

ADDENDUM A
PROCEDURE FOR SHARE TRANSFERS

1. Shareholder contacts Club Manager to notify of intent to sell.
2. Potential sellers and buyers are given each other's names for negotiating purposes.
3. Selling Shareholder and Buying Shareholder MUST submit one completed "Declaration of Proposed Transfer of Shareholder Membership" to the P.O. Box. (Form is sent annually to each Shareholder in the annual dues packet, or can be printed out from the website).
4. Board approves or rejects the transfer of Shareholder membership within seven (7) days of the date the Board receives the "Declaration of Proposed Transfer".
5. Buyer is sent (or prints out from the website) a copy of the:
 - A. Rules
 - B. Bylaws
 - C. Shareholder Membership Agreement
 - D. Information Form
 - E. Liability Waiver
 - F. Medical Form for each family member who will use the facility
6. Selling Shareholder sends certificate (properly endorsed to the Buying Shareholder) to the P.O. Box along with a check for any outstanding fees and all key cards. (Shareholder will be reimbursed \$25.00 for each key card in addition to the original one).
7. Buying Shareholder is invoiced for Annual Dues and any other amounts due, if applicable.
8. Buying Shareholder returns to the P.O. Box:
 - A. Payment to Selling Shareholder
 - B. Payment to Club for any amounts due, if applicable
 - C. Shareholder Membership Agreement
 - D. Completed Information Form
 - E. Completed Liability Waiver signed by all adults 18 years of age or older who will be using the facility
 - F. Completed Medical Form for EVERY family member who will use the facility
9. When all payments and required information forms are in order, payment will be forwarded to the Selling Shareholder and a new Certificate and key card will be issued to the Buying Shareholder.

Algonquin Indoor Tennis Center, Inc.

At the Board Meeting held on May 14, 2012 the Board of Directors in attendance voted to:

- 1. Support team tennis.**
- 2. Allow the USTA teams at Algonquin to play league matches on Sundays from 12:00 Noon-6:00 P.M.**
- 3. If requested, reserve Tuesdays, as needed, for NHWITL USTA team tennis from 9:00 A.M.-1:30 P.M. Reserve the right, on an as requested basis, to allow NHWITL to reserve open weekday time for match play.**
- 4. Require all regular Season teams playing at Algonquin to have a minimum of 5 USTA qualified players on that team be members of Algonquin.**

League Tennis Protocol:

- 1. Any member wishing to coordinate a team based out of Algonquin Tennis Center must submit a written request to the President that must include the days and times of match play. The Board of Directors will decide if a team may play at Algonquin.**
- 2. One person must be designated to handle all team correspondence, reservations and guest fees.**

Revised 5/14/12

Tennis Instruction

At a meeting of the Board of Directors on March 26, 2008, the Board adopted the following rule change governing tennis instruction at Algonquin.

1. Tennis Instructors may only teach guests during their assigned contract time. *This means that no guests are allowed for lessons except on the instructor's contract time, and therefore, no guests are permitted in the "off season". No exceptions.*
2. A maximum of four (4) guests/individuals, not including the Tennis Instructor, may be on the contract court for the 1 1/2 (one and a half hour) contract time slot. *Only four guests are permitted during a one and one half-hour slot (i.e. no "split" time lessons).*
3. Participation in unauthorized tennis lessons or improper use of court time for either taking or giving tennis instruction at Algonquin can be grounds for suspension or loss of membership privileges as determined by the Algonquin Indoor Tennis Center, Inc. Board of Directors. *(Courts are to be booked by the instructor or the member using the court, in their name, and they must be on court for the lesson. If the court is booked in the member's name, then the member, members spouse, or member's child must be on the court).*
4. This policy applies for the calendar year, and is not limited to the October through April season. The Board reserves the right to exclude Team Tennis, and Junior Team Tennis from said policy, as these are Club/Board supported activities. The right to revise and review this policy, from time to time, is at the discretion of the Board.