



Tennis * Swim * Pickleball

MEMBER'S HANDBOOK

Revised January 2024

Welcome to Albany Tennis Club! We are glad that you are a member. This handbook covers club policies and expectations of members. ATC is a non-profit, member-owned club, managed by a member-elected board of directors. Our friendly staff will be happy to answer any questions or concerns you may have.

Club Manager and Head Tennis Pro

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2024 ATC Board of Directors

Kelsey Flory

Andrew Koll

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Sue Wilson

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Albany Tennis Club is open to all individuals, regardless of age, race, color, religion, gender, national origin, sexual orientation, or disability, subject to limitations on numbers of membership.

Definitions

Adult: A person 19 and older.

Child: A person 18 years of age or younger.

Family Membership: A membership allowing club privileges to a married couple or domestic partnership to include dependent children of both or either who qualify to be claimed on the adult member's federal and state tax filing or for whom the adult member(s) is/are paying child support. Foster children or an exchange high school student may also be included in the family membership.

Couple Membership: A membership allowing club privileges to any household with two participants in club activities.

Parent/Child Membership: A membership allowing club privileges to one adult and one junior from the same household.

Single Membership: A membership allowing club privileges to one adult member.

Young Adult Membership: A membership allowing club privileges to adults aged 19 to 30.

Junior Membership: A membership allowing club privileges to persons aged 18 or under.

Family Summer Membership: A temporary membership allowing use of ATC facilities from the last Friday before Memorial Day through Labor Day (or other period as determined by the board of directors) for all family members living at home.

Junior Summer Membership: Same as a Family Summer Membership with club access limited to a single junior member.

Winter Pickleball Membership: A membership allowing one adult use of ATC facilities for pickleball play on specified pickleball courts. Member has unlimited access to regularly scheduled pickleball group events. Membership generally will run from November – April, but will be annually determined by the Board.

Pickleball Punchcard Membership: A membership allowing one adult use of ATC facilities for regularly scheduled pickleball group events. This membership runs concurrently with the Winter Pickleball Membership.

Equity Membership: A Family, Couple, Parent/Child, or Single membership with equity club ownership in accordance with the ATC by-laws.

Prime Time: (Inside Courts) Monday through Thursday 5:00pm to 8:00pm.

Open Court: A court time not reserved more than 24 hours prior to its use.

Guest: Any person who is not a member of ATC using club facilities with the permission of, and accompanied by, a club member.

House Guest: A guest whose residence is more than 25 miles from ATC and who stays at a member's residence for one or more nights.

Club Policies

Alcohol: Limited use of alcoholic beverages is allowed on the premises of ATC. Alcohol cannot be consumed in any areas of the club other than the upstairs lounge and deck area during the times specified and no open containers will be allowed outside the upstairs lounge and deck area. Members are allowed to bring alcoholic beverages for USTA matches, open doubles night, and special events approved in advance by the board. Members are advised that all alcoholic beverages must be removed from the premises at the conclusion of the specified event.

Children: Children 14 years of age or younger are not allowed upon ATC premises between the hours of 5:00 pm and 11:00 pm unless accompanied by, and under the supervision of, an adult member or the parent of a junior member.

No child, 14 years of age or younger, shall be in the viewing area at any time unless accompanied by an adult.

Medical Leave of Absence Policy:

- This policy only applies to “Single” memberships.
- A member must submit a written request to the Club Manager including a medical note from the member’s doctor stating that a medical leave is required.
- The minimum leave is 3 months with a maximum of 12 months. A medical need beyond 12 months will be handled by the Club Manager on a case-by-case basis.
- A processing fee of \$10.00 will be charged to the member. This fee is for change in status, to track special accounts, and to continue sending monthly bills, newsletters, etc.
- Monthly dues during the leave will be \$8.00/month.
- The member cannot use the facilities during the leave period.
- The member’s keycard will be deactivated during the leave period.
- The member must provide a doctor’s release to the Club Manager when the leave is over, and it is the responsibility of the member to contact the Club Manager. A \$10 processing fee will be charged so the membership can be returned to regular status and the keycard be reactivated.

Penalties: The ATC Board may set fine schedules and/or temporarily suspend member privileges for violation of rules and policies established by the Board. In the event of conflicts between Board rules and policies and the Albany Tennis Club Bylaws, the Bylaws shall apply. The ATC Board of Directors is the final authority in interpreting and applying the rules and policies which it establishes.

Membership Fees: Membership fees are currently set as follows but are subject to change by action of the ATC Board of Directors:

- An account setup fee of \$50 is required for all new memberships with the exception of prepaid Summer Family/Junior and Winter Pickleball memberships.
- Monthly dues:
 - Family \$135
 - Couple \$125
 - Parent/Child \$110
 - Single \$95
 - Junior \$35
 - Young Adult Single \$49 (up to age 30)
- Family Summer Membership fee is \$575 paid in full prior to use of the facilities.
- Junior Summer Membership fee is \$249 paid in full prior to use of the facilities.
- Family Winter Pickleball Membership fee is \$600 paid in full prior to use of the facilities.
- Couple Winter Pickleball Membership fee is \$500 paid in full prior to use of the facilities.
- Single Winter Pickleball Membership fee is \$350 paid in full prior to use of the facilities.
- Pickleball Punchcard Membership fee is \$20. Each 10 play punchcard is \$80.
- Equity ownership in the club can be purchased for \$300 for Single, Couple, or Family memberships.

Dues are payable on the first of each month. A \$10.00 late fee will be charged on accounts 30 days past due.

Keycards: One keycard will be issued to single and junior members as a part of their membership. Two keycards will be issued to a family membership. Additional keycards or replacements will be \$10.00 each.

Tennis/Pickleball Guest Fees: For all courts there will be no charge for house guest(s) for the first 5 visits per calendar year, each additional visit will follow the regular guest fee policy. The house guest(s) and the host member must be clearly indicated on the court reservation. For all other guests, a fee of \$10.00 per guest will be charged with a limit of 5 visits per calendar year, each additional visit after 5 will be \$25 per visit.

Pool Guest Fees: For the pool, a fee of \$10.00 per guest will be charged for each visit. Unlimited visits per guest are allowed. The names of all guest(s) and the host member must be clearly indicated on the sign-in sheets. Guest(s) fees shall be paid by the host member. Failure to sign in guest(s) prior to their use of ATC facilities will result in a \$10 penalty in addition to the guest fees.

Court Rules

Playing Time: Play will be completed in time allotted in the court reservation (30min – 1.5 hr (tennis) or 2hr (pickleball)). Restrictions apply during prime time. See Reservations.

Dress Etiquette: Athletic/court attire is the only attire approved for the indoor and outdoor courts. Black-soled tennis shoes must be non-marking.

Court Etiquette: Control your temper. Abusive or profane language is prohibited. Wait until the point is over before walking onto or crossing behind another court. Please pick up all balls (even behind curtains) after playing and dispose of garbage and collect all belongings.

Beverages: Only water and sports drinks, are allowed in the indoor playing area.

Lights and Doors: If you are the last member to leave the club, close all outside doors when you leave. The court lights and doors will automatically shut off and lock when you depart the club.

Parking: Members are encouraged to park in the Club parking lot. Parking along 27th Avenue, although allowed, should be minimized to avoid congestion and must not interfere with traffic or private property. Parking on the south side of 27th Avenue, across from the pool and outdoor courts, is prohibited.

Tennis/Pickleball Lessons: Formal tennis or pickleball instruction can only be obtained at ATC through programs and services provided by or sanctioned by the Club's Board of Directors. Informal instruction and/or "hitting" between family members is allowed. Occasional hitting drills and incidental pointers or suggestions during play between members are allowed. Hitting lessons are considered formal instruction and are not allowed unless sanctioned by the Club's Board of Directors. Confusion or questions as to what constitutes formal instructing as opposed to incidental suggestions or practice drills will be resolved by the Club's Board of Directors. Participation in unauthorized tennis or Pickleball lessons at ATC can be grounds for loss of membership privileges as determined by the ATC Board of Directors.

All tennis and pickleball lesson programs will give preference to ATC members. Members will be given priority on a session-by-session basis, with non-members allowed to fill remaining class vacancies. Participation by non-members in one set of lessons does not guarantee a spot in the next lesson session.

Group lessons (7 or more) are not allowed on courts 1 and 2 during prime times. With the exception of open court time.

Reservations

Reservations must be made on the on-line court reservation system (go to albanytennisclub.org and click on 'Court Reservations'). Court reservations are allowed to be made beginning at 9:00 pm one week prior to the requested day. The names of ALL members and their guest(s), if any, must be indicated on the reservation system. If you do not properly cancel the time reserved, you may be charged a \$5.00 no-show fee. A reserved court will become 'open' if the reservation is not claimed within 15 minutes of the reservation start time and a no-show fee may be assessed.

Indoor/Outdoor Court Playing Times

- Reservations can be made "free-form" in the reservation system from 5:00am – 10:45pm in 15 minute increments for 30 minutes – 1 ½ hours (tennis) or 2 hours (pickleball).
- During prime time, only reservations are allowed from 5:00pm* – 6:30pm and 6:30pm – 8:00pm. Any reservations that violate these times will be modified or removed. Open court time can be claimed outside of these boundaries. **Courts may not be available until 5:15pm when junior lessons are underway.*
- Court lights are on a sensor and will shut off automatically after you vacate the court. Doors to the facility will lock automatically at 10:55 pm and the alarm to the facility will be activated.

Junior Time: During prime time, juniors may use the indoor courts if accompanied by, and playing with, an adult member. Junior members may also reserve available open courts for prime time play.

Open Doubles Tennis: Every Wednesday from 6:30pm to 8:00pm and every Saturday from 9:30am to 11:00am on indoor courts.

Pickleball Drop-in: Days and time vary depending on the season. Check the website or court reservation system for days and times.

A non-member may participate in lessons and/or League events. A junior membership may have guests. All memberships must follow the guest policies (see above).

Scheduled pickleball or tennis tournaments may limit court availability for open play.

Note: Members can reserve indoor court 3 or any outdoor court for pickleball play, in line with the rules above, anytime they are available for reservation.

Pool

All members must sign in at the pool. Guests must be accompanied by a member. Sign in guest(s) by name; and if a house guest, so indicate. All guests must fill out one waiver form on their first visit to the pool. The waiver should be filed in the box under the last name.

Pool Hours: From Memorial Day weekend through the end of the school year, the pool will be open on weekends from noon to 8:00 pm. When school is out, the pool will be open from noon to 8:00 pm* every day through Labor Day. **Pool will close at 9pm during the month of July.*

General Pool Rules

1. Children under the age of ten (10) must be accompanied by an adult.
2. Any child unable to swim must be accompanied by an adult in the pool.
3. No smoking or vaping in the pool area.
4. No food or drink on pool deck area
5. No horseplay in or about the pool or dressing area.
6. No glass, rocks, metal objects, or tennis balls in the pool.
7. No sitting or hanging on the lifeline in middle of the pool.
8. No tire inner tubes are allowed in the pool.
9. All inflatable toys are subject to the approval of the lifeguard on duty.
10. No climbing on lifeguard stand.
11. Shower must be taken before entering the pool.
12. No diving in the shallow end of the pool (less than 5 ft. deep).
13. No chewing gum in pool or on deck.
14. No front or back flips or back diving off the side of the pool.
15. Please notify the lifeguard on duty if you have a non-swimmer in your party so they can observe them more carefully.
16. Any child needing a diaper must wear a swim diaper. These are available to purchase from the lifeguards for \$1.00 each.

Diving Board

1. Only one diver on the board at any time.
2. No hanging underneath the board.
3. Wait until the preceding diver has cleared the area under the board before the next diver goes off the board.
4. One bounce on board before diving.
5. No handstand dives, inward dives or cartwheel dives off the diving board.

Consequences: Lifeguards are hired to ensure the safety of club members, as well as to protect ATC property. They will give a friendly warning to those who are having difficulty following the rules. After one or two warnings, the offender will be asked to sit out of the pool for a brief period. If the same behavior continues, the offender will be asked to leave

the pool for the remainder of the day. Parents will be contacted to inform them of the actions that were taken.

Summer Family Night: One “Family Night” is offered to ATC members during the course of the summer. You may have up to ten free guests for a picnic dinner, swimming, and tennis with no guest fee. You must sign up with the Aquatics Director to reserve your time-slot. You must also fill out the form indicating who will be attending the family night and return it to a lifeguard at least 24 hours before your party. The Family Night form and waiver forms for non-members are available in the guardhouse. Keep in mind that a family night does not give you exclusive rights to the pool at that particular time. The pool and courts will continue to be open to other club members if a family night is scheduled. Again, please remember that it is your responsibility to make sure that your guests are aware of the club rules.

Inclement Weather: On cold and rainy days, the pool may not open or may close early if there are no swimmers. The pool will close when lightning is present or the outside temperature drops below 65 degrees.



TENNIS CLASSES. SUMMER 1961

DON MEGALE. INSTRUCTOR



PATTI O'HEARN
MOLLY O'HEARN
LLOYD BEASLEY
JEFF COFFEE
ERIC JENSEN
MIKE BARRETT
BILL COBURN
MARK LONG
SANDY MCCORMACK
WANDA COBURN
KARIL JENSEN
DON MEGALE

LEE ENDICOTT - MISSING FROM
PICTURE



RONNIE KOOS
KATHY WADE
BRETCHEN BOOCK
BRUCE HILL
LINDA COBURN
JOAN YOCUM
DON MEGALE



Est. 1957