

Welcome to the Albany Tennis Club! We are glad that you are a member. This handbook covers club policies and expectation 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/PB Professional

Kelly Baker

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2026 ATC Board of Directors

Robin Evans

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Michelle Nelson

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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 years and older.

Junior: A person 18 years of age or younger.

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

Family Membership: A membership allowing club privileges to a married couple or domestic partnership to include 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 adult participants in club activities.

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

Young Adult Membership: A membership allowing club privileges to adults 19 to 25.

Junior Membership: A membership allowing club privileges to persons aged 18 and 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. For families with children, a summer family membership may add to their membership up to two (2) individuals that serve as additional caregivers as Summer Family Extended Guests. These individuals will be able to visit ATC without incurring a guest fee, when accompanying a current Summer Family member in a caregiving capacity. The primary Summer Family member will be responsible for any concessions or other charges incurred by the Extended Guests.

Seasonal Pickleball Membership: A membership allowing one adult, or couple, 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 November through April for winter and May through October for summer but may be determined annually by the Board.

Equity Membership: A family, couple, parent/child or single membership with equity club ownership in accordance with the ATC bylaws.

Adult Prime Time: (Inside Courts) Monday through Friday 5:30pm to 8: 30pm, Saturday 8:00am to 12:00pm, and Sunday 1:00pm to 5:00pm*.
(*see Reservations)

Junior Prime Time: (Inside Courts) Monday through Thursday 3:00-5:30.

Open Court: A court time not reserved by midnight on the day of use.

Guest: Any person who is not a member of ATC using club facilities with the permission of, and accompanied by, a guest 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. Consumption is limited to 5:00pm or later, unless it is during a special event and has been approved in advance by the Board. No open containers will be allowed outside the upstairs lounge including the pool area. Members are advised that all alcoholic beverages must be removed from the premises at the conclusion of the evening or 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 parent of a junior member.

No child, 14 years of age or younger, shall be in the upstairs viewing area or lounge 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 three (3) months with a maximum of twelve (12) months. A medical leave beyond twelve (12) months will be handled by the Club Manager on a case-by-case basis.
- A processing fee 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 assessed according to the most current fee schedule.
- The member cannot use the ATC 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 processing fee will be charged so the membership can be returned to regular status and the keycard 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 set by the Board of Directors but are subject to change by action of the ATC Board. Dues are payable on the first of each month. A late fee will be assessed on accounts 30 days past due.

See the ATC website for current membership rates and fees.

<https://albanytennisclub.org/membership/>

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

Tennis/Pickleball Guest Fees: For all courts there will be no charge for house guest(s) for the first five (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 five (5) visits per calendar year, each additional visit after five (5) will be \$25.00 per visit.

Pool Guest Fee: 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 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 \$10.00 penalty in addition to the guest fee.

Equity members may request guest passes for prospective new members or out of town family from the Racquet Sports Professional. Guest passes are given out at the discretion of the RSP and may only be used when the guest is accompanying the equity member to the club.

Court Rules

Playing Time: Play will be completed in the time allotted in the court reservation system. Reservations are limited to 30 – 90 minutes for both tennis and pickleball. Restrictions apply during both Adult and Junior 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. Enter and exit through the front door of ATC if a match is in progress on court #2. Pick up all balls (even behind curtains) after playing. Dispose of garbage and collect all belongings.

Beverages: Only water and sports drinks are allowed on the courts. Please use cups/bottles with a top to minimize potential spillage.

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 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. Incidental pointer or suggestions during play between members is allowed. Hitting lessons are considered formal instruction and are not allowed unless sanctioned by the Board of Directors. Confusion or questions as what constitutes formal instruction 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 Club's 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 time with the exception of open court time.

Tennis Ball Machine: A tennis ball machine is available for use by ATC members. Reservations can be made either through Racquet Desk or by contacting the RSP. Verification of tennis ball machine reservations with the RSP are necessary to ensure proper set up of machine. The ball machine is not available during Adult or Junior prime time, unless agreed upon by the RSP. Member's accounts will be assessed an hourly fee. See current fee schedule for rates

Reservations

Reservations must be made on the online court reservation system (go to *albanytennisclub.org* and click on 'Court Reservation'). 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. **Failure to list all members and/or guests will result in a fee charged to the member making the reservation.** Last minute members and/or guests who join play need to be signed in on the guest sheet at the front desk prior to joining play. If you do not properly cancel the time reserved, you may be charged a 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.

Adult members included in each membership may use a court twice a week during adult prime time. Substitution by a member for another will not count as a prime time court use. Members may only have a guest during adult prime time twice per month. Members are restricted to one reservation slot per day during prime time.

Indoor/Outdoor Court Playing Times

- Reservations can be made "free-form" in the reservation system 5:00 am to 10:45 pm in 15 minute increments for 30 to 90 minutes for tennis and pickleball.
- During adult weekday prime time (M-F 5:30pm-8:30pm)*, the only reservation times allowed are 5:30pm-7:00pm and 7:00pm-8:30pm. Any reservation that violates these times will be modified or removed. Open court time can be claimed outside these boundaries. **Prime time reservation restrictions may be shifted anywhere from fifteen (15) minutes to one (1) hour, as well as Court 2 availability, upon the discretion of the pro 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 10:55pm and the alarm to the facility will be activated.

Junior Time: Restrictions on Junior Prime Time reservations have been suspended until further notice and review by the Board.

During junior prime time (3:00pm-5:30pm), adult members are restricted from making reservations a week in advance. Same day reservations, with the approval of the RSP, by adults during junior prime time is allowed. -Juniors may use the indoor courts if accompanied by, and playing with, an adult member during adult prime time (5:30pm-8:30pm). Junior members may also reserve same day available open courts for adult prime time play.

Open Doubles Tennis: Every Wednesday, 7:00pm-8:30, and every Saturday, 9:30 am – 11:30 am, on the indoor courts. Members should sign up under “Activities” in the using the court reservation system.

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

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.

Leagues and Tournaments

The ATC Racquet Sports Professional (RSP) will approve and assist in the formation of all ATC tennis or pickleball league teams. Non-members will be permitted to play on ATC league teams solely at the discretion of the ATC RSP.

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

POOL

All members must sign in at the pool. Guests must be accompanied by a member. Sign in guest(s) by name; and indicate if a house guest or family member. 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, noon to 8:00pm. When school is out, the pool will be open noon to 8:00pm* every day through Labor Day.

**Pool will close at 9:00pm 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 the pool deck area (cemented area around pool).
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 the 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 feet deep).
13. No gum chewing 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. Do not enter the court buildings (except the restrooms) while wearing wet swimsuits.
17. Any child needing a diaper must wear a swim diaper. These are available for purchase from the lifeguards. Your account will be assessed a diaper fee.

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. Only one bounce before diving.
5. No handstand dives, inward dives or cartwheel dives off the diving board.

Consequences

Lifeguards are hired to ensure the safety of pool users, as well as to protect ATC property. They will give a warning to those who are having difficulty following rules. After one warning, 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. If behavior continues or escalates, authorities will be notified.

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, pickleball and tennis with no guest fees. You must sign up with the Aquatics Director or Club Manager to reserve your time slot. You must also fill out the form indicating who will be attending the family night and return it to Aquatics Director or Club Manager at least 24 hours before your party. The Family Night form and waiver forms are available in the office. 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. It is the member's 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. The pool may also close due to unhealthy air quality (e.g. wildfire smoke).

Fees Schedule

Membership Rates – see website

Key Card Replacement:	\$10.00
Sick Leave Processing Fee:	\$10.00
Membership Late Fee:	\$10.00
Guest Fee:	\$10.00 first five (5) visits \$25.00 six (6) + visits
Members/Guests not listed on reservation:	\$10/name first five (5) reservations \$25/name six (6) + reservations
No-show fee:	\$10.00
Equity membership transfer fee:	\$100.00
Sick Leave Monthly Fee:	\$10.00
Membership Set-up Fee:	\$50.00 adult/family \$25.00 junior
Ball Machine Fee:	\$10.00/hr