

Cambridge Tennis Club Rules

Court Use

1. Court Reservations:

Full Members may reserve a court four days in advance; Honorary Members two days in advance. Reservations can be made either online or by telephone. *Please make every effort to book courts via the online system.*

A. **Online.** You may reserve a court through Club Automation.

B. **By Telephone.** Reservations may be made over the phone by speaking directly to a staff member after 8:00 am. Please note that phone coverage is not guaranteed. If you leave a message, a staff member will call back promptly. Reservation details left in a voicemail will not be honored. A staff member can only make reservations in the online booking system when speaking with the member directly.

2. Court Availability:

Courts are reserved on the hour or half-hour.

A. Singles may reserve for up to one hour during prime time and up to one and one-half hour outside of prime time.

B. Doubles may reserve a court for up to two consecutive hours at any time.

C. Ball Machine may be reserved for up to one hour outside of prime time and may not be reserved during prime time. Cost is \$10 per reservation.

3. Prime Time:

A. 8:00 am to 10:00 am and 5:00 pm to 8:00 pm on weekdays; 8:00 am to noon on weekends. Note that if any portion of the court time is during prime time, then the whole reservation is considered prime time.

B. Restrictions:

1. **Play.** During prime time, members are restricted to a total of one hour of singles play or two hours of doubles play per day, and to a total of four hours of play during weekday prime time (Monday through Friday). These restrictions *exclude* Tournament Play and Organized Play (Weekly Doubles, Round Robins and other events organized by the pros). Honorary Members may play during prime time only twice per month.

2. **Tournament Play.** A limit of two courts total per evening may be used for any tournament play scheduled during evening prime time unless superseded by Board communication.

3. **Lessons.** Lessons will not be offered during prime time unless superseded by Board communication.

4. Exceptions on Court Use:

a. Empty Court Exception. *An unreserved or unclaimed court (at time of play) may be played upon without regard to the daily or weekly restrictions on prime-time play.

b. Lessons. Lessons may be scheduled on unreserved courts on the day of play dependent on pro availability.

5. **Fines and Penalties.** Members exceeding the limits on prime-time play are subject to a fine. Repeated violation of prime-time rules may result in suspension.

4. Unclaimed Reservations, Unreserved Courts and Cancellations:

A. **"Late Show."** A reserved court will be held for 15 minutes from the reserved start time. The court may be held longer with a phone notification (within that 15 minutes) of the player's intended arrival time. If there is no player and no notification of impending arrival, the court will be released for play to any members, with priority for members who have not yet played or scheduled to play that day.

B. **Unreserved Courts.** If courts remain unreserved starting 24 hours before the time of play, they may be reserved by members without regard to prime-time limits. Club pros may schedule lessons on courts that are unreserved for the same day.

C. **Cancellations & Cancellation Fee.** Members who cancel reservations less than 24 hours before the time of reserved play, including "No Show" will be fined \$25 per reservation.

5. **Signing In:** All players should check in at the desk every time before play.

6. **Guest Policy:** Members may host guests with the guest fee charged directly to the Member's account. Upon entering the Club, Members are expected to register the guest's full name with the Front Desk Staff before starting play. Non-members may attend clinics and take lessons if there is open space.

A. **Guest Fee** (per guest, per reservation):

\$20 unless otherwise specified for a special event

B. **Limits on Guest Play:** A guest may play a maximum of five times per calendar month, only one of which may occur during prime-time hours. Guest privileges are extended only when the club member (host) is present. Clinic attendance will not count toward the limit.

7. **Evening Play under Lights:** Courts are equipped with floodlights. These lights must be turned off at 10:00 pm.

8. **Footwear & Attire:** Appropriate tennis attire and tennis shoes are required on the courts. Running shoes, track shoes, or other footwear damage clay courts and will not be permitted.

9. **Pets:** Pets are not permitted on the Club

premises.

10. Behavior: Inappropriate language or behavior is never acceptable. Members should demonstrate respect to other members and staff, represent the club appropriately to all members, guests and the local neighborhood in a way that reflects well on the Club.

11. Rule Violations: Violators will be subject to a fine, suspension, or expulsion at the discretion of the Board.

MEMBERSHIP

12. Eligibility:

Cambridge residents 21 years of age or older are eligible for election to Membership in the Club. Persons under the age of 21 are considered Junior members and have rights and privileges outlined below.

13. Classes of Membership:

A. Duo Family. A Duo Family Member is entitled to full use of the facilities and enjoyment of the privileges of the Club, subject to rules from time to time adopted by the Board of Governors. A Duo Family Membership includes one or two adults permanently residing together at the same address, in the same dwelling..

B. 3+ Family Membership is entitled to the same use of the facilities and privileges of the Club as a Family Member (above). A 3+ Family Membership includes unmarried children of either Family Member, who are under age 26 and who permanently reside with them. Children ages 12 through 20 are considered Junior Members. Children under 12 must be accompanied by an adult at all times. Members of the Club who have grandchildren permanently residing with them may include them in a Family Membership. If a grandparent has a Single Membership, s/he may choose to change from Single to Family through a formal request and approval as described below.

Junior members are entitled to full use of the Club facilities and enjoyment of the privileges of membership throughout the course of the year, with 2 exceptions: (1) all Junior members below the age of 12 must be accompanied at all times by an adult (CTC pros & staff do not serve as that adult) and (2) no Junior members may play during prime time hours unless playing on the court with an adult Member.

C. Single. A Single Member is entitled to the same use of the facilities and privileges of the Club as a Family Member (above).

D. Non-Playing. Members who are unable to use the Club during the year due to absence from the area or for reasons of health may maintain their membership by applying for temporary Non-Playing status. A written request for this change in status, stating the reason for this request, must be made to the Secretary of the Board when membership renewal is due and no later than opening day. Non-Playing Members may not use the Club's tennis

facilities except as paying guests and are limited to playing four times a season.

E. Porch. A member who does not expect to utilize the Club's tennis courts but desires to maintain an ongoing social relationship with the Club, may request Porch status. Porch Members may not use the Club's tennis facilities except as paying guests and are limited to playing twice a season. A member electing Porch status may not reapply for full membership for three years. A written request for reinstatement to Member status must be made to the Secretary of the Board and must be approved by the Board of Governors and requires payment of a new initiation fee if and when they reapply for full membership. Only Club members are eligible to become Porch members.

F. Honorary. Honorary Memberships may be granted by the Board of Governors. Such memberships are year to year. Honorary Members are entitled to play without paying a fee, but may reserve a court not more than two days in advance of the date of play, and may play during prime time only twice per month.

14. Change of Address and Other Contact Information:

It is the duty of each member to keep Club management informed of his/her current mailing address, email, phone, and payment information. To do so, please update information in Club Automation.

15. Changing Class of Membership:

Members may request a change in their class of membership per the instructions given at the beginning of the Membership renewal process. Upon approval by the Board of Governors, this request will go to the top of the waitlist. After the Membership Committee has confirmed the approval of the request, the member's account will either be charged or credited the difference between the two membership rates. *No changes in membership status will be possible after the date set by the Board of Governors.*

The following guidelines apply to changes in class of membership:

A. Single to Family. Full Single Members may confer membership privileges on his/her spouse or domestic partner and/or their children by converting to Family Membership status if the spouse/partner/child(ren) satisfies the Cambridge residency requirement at the time of conversion. Such persons will go to the head of the waitlist. The differential in initiation fees as well as the difference in membership dues between the two types of membership must be paid at the time of acceptance to Family Membership.

B. Initiation Fees. Once granted a Family membership and with payment of initiation fees, a member can request a change to the class of membership in writing to the Club Secretary when membership renewal is due and no later than opening day. Members are permitted to change from Family to Single to Family as many times as their circumstances

require. No subsequent initiation fee is required and no refund of a payment of initiation fee is due to the member.

16. Applying for Membership:

A proposal for new membership may be submitted at any time during the year.

A. The electronic application for membership may be found on the club website at cambridgetennis.org under the "Membership" tab. A candidate must be at least 21 years of age and a resident of Cambridge, both at the time of application and at the time of admission. There is no fee to apply for membership. In the spring of each year, the number of club openings is determined by the vacancies left once current members have requested non-renewal. Waitlisted individuals are then offered membership according to the number of vacancies and their placement on the waitlist. Please see further instructions online.

B. Children of a Family or Single member between the ages of 21 and 25 (inclusive) may become Members without letters of recommendation or payment of initiation fee. To be eligible, all such candidates must have participated as part of a Family Membership and make a written application to the Club Secretary when membership renewal is due and no later than opening day.

C. Children of a Family or Single member between the ages of 26 and 34 (inclusive) have the same privilege to become Full members, except that they must pay one-half of the initiation fee. To be eligible, all such candidates must have grown up as part of a Family Membership and make a written application to the Club Secretary when membership renewal is due and no later than opening day.

D. Waitlist process: The Priority of the waitlist is as follows:

A. A direct abutter of the Club. (The Board of Governors decides the definition of a direct abutter).

B. Single members asking for Family membership with the sequence based on the written request date.

C. Full members who resigned in good standing and who reapplied with the sequence based on the written request date.

D. New applications by Cambridge residents, and the sequence of these requests is based on their written request date.

17. Reinstatement of Membership:

A Full member who resigns in good standing may reapply for membership by writing to the Board Secretary requesting reinstatement. The application must be received prior to the end of the annual membership renewal period, generally by March 15, and must confirm current Cambridge residency.

[Such persons will go to the head of the waitlist.](#) Full Membership privileges will be restored when an opening occurs and after payment of a new Full initiation fee and applicable Full Membership dues.

18. Expulsion or Suspension:

A member may be suspended or expelled for due cause at a regular or special meeting of the Board. A vote of two-thirds of the Board is required to suspend or expel a Member. Such Member shall be given notice of the charges against him/her and shall be given the opportunity to be heard before the Board. Upon suspension or expulsion, all rights and privileges as a member of the Club will cease.

D U E S & F E E S

19. Annual Dues and Initiation Fees:

For the calendar year 2025, the Board has established the following fees and dues for the different classes of membership:

Initiation Fees:

Single - \$1,900

Duo-Family - \$3,000

3+Family - \$3,000

Dues

Duo-Family - \$1,500

3+ Family - \$1,600

Single - \$950

Non-Playing - \$400

Porch - \$150

Honorary* \$0

*Honorary Memberships are given year to year at the discretion of the board.

20. Liability for Dues and Initiation Fees:

A. Renewing Full Members: Annual dues are due and payable on or before March 1st of that year for *renewing* Full Members. From time to time, the Board of Governors may change the renewal period and will provide members with the information in the annual renewal email, circulated no later than the end of February each year.

21. Late Fees:

Receipt of the membership form, dues or initiation fee after the end date of the annual renewal period, as notified to members in their renewal email, will result in a late fee of \$50.

22. Nonpayment:

If a member fails to pay indebtedness owed to the Club within 30 days of receipt of a second written notice of the amount due, members shall be denied the privileges of the Club until the full indebtedness (membership fee plus late fee) has been paid. Failure to pay obligations to the Club after the second written notice of the amount due is grounds for membership revocation.

23. Payment Information:

All members are strongly encouraged to have their credit card or bank

account on file for billing purposes. On the first of each month, the Club will email the member's account statement for the month just ended; the

balance is due by the 15th of the following month. CTC will automatically charge the credit card or bank account on file on the following business day. If a member does not have payment information on file, their balance must be paid in full by the 15th of the month. If a member does not pay their balance in full by the 15th of the month, they may lose Club privileges. A pattern of late payments will impact a member's good standing and will be considered as part of upgrade and renewal processes. A member may call the Club Manager about a billing problem at any time.

24. Liability Waiver:

All members must sign a liability waiver as a condition of membership.