

GENERAL CLUB RULES

1. Hours of operation for clubhouse, office, swimming pool, tennis and paddle courts vary with the seasons and will be posted in the newsletter (Racquetteer).
2. Memberships include only the husband, wife, and their children under the age of 25. Children 25 and older may request their own membership. (Please note that the membership directory lists only the children who are age 24 and under.)
3. Children under the age of 10 must be accompanied at all times by a parent, responsible adult or designated baby sitter who is responsible for the acts and safety of the child.
4. No bicycles, tricycles, skates or skateboards may be ridden on the premises.
5. The Club is not responsible for money or valuables of members and guests.
6. Guests must be accompanied by a member and registered. All members are reminded to explain Club rules and procedures to their guests.
7. The Club is a smoke-free facility.
8. Pets are not permitted on Club property.
9. Requests, complaints or suggestions incidental to the operation of the Club and its activities should be made in writing and addressed to the Board President or Club Manager.
10. Please check current newsletters, Club bulletin boards or the Club website for information regarding Club activities.
11. Deposit all garbage and recyclables in the containers provided.
12. **Billing:** Monthly statements are dated the last day of the month. They include dues for the coming month and member charges for the month just ended.
Payments: Payment is due upon receipt of the monthly statement and is considered past due 30 days after the billing date.
Arrears: A member's account will be considered to be in arrears if not paid within 30 days of billing. The bill submitted at the 60-day time will advise the member that the member's account is in arrears and that if not paid by the end of this billing period the member's privileges will be suspended according to the provisions of the By-Laws. The new Club policy on overdue bills is as follows:
Bills 30 days overdue – A late fee will be assessed in the amount of \$15.
Bills 60 days overdue – An additional late fee will be assessed in the amount of \$25. (A \$25 late fee will be charged continually each successive month until the account is cleared.)
Bills 90 days overdue – The Club Manager will initiate contact to collect overdue Bills. Existing Club By-Laws (Article II, Section 4) state that outstanding bills of 90 days shall result in a suspension of Club privileges.
Suspension and Termination: As called for in Article II, Section 4, of the By-Laws, should a member's account have a charge outstanding after 90 days of billing, the Treasurer shall advise the member by letter that Club privileges are suspended, and that unless the outstanding bill is paid within 60 days the membership may, upon notification, cease. The member shall be made aware that dues will accrue during that 60 day period. Should the bill remain unpaid after those 60 days, the Treasurer shall advise the member by letter that the membership is ceased.
13. To avoid billing problems, please instruct all family members to sign the charge slips. Any disputed charges must be brought to the attention of the office within thirty (30) days of receipt of your billing statement.
14. All reservations for events, social or athletic, must be cancelled before the reservation deadline or tournament draw (usually 48 hours in advance) or you may be charged for the event.

HOUSE RULES

1. The Main Room is intended for the use of adult members and their children 18 years or older. Younger children are welcome when accompanied by their parents or at special events.
2. The Bar, the deck area adjacent to it, and the television set in the bar lounge are for the use of adult members only. All alcoholic beverage service must be purchased from the bar. Service of alcoholic beverages is limited to persons 21 years of age or older.
3. The Recreation Room is available for all members and their families. Use of the facilities in this room is on a share and share alike basis. Food is not permitted in the Recreation Room.
4. The Men's and Women's Locker Rooms are restricted to persons 18 years of age and older, and small children when accompanied by an adult. Clothing and equipment should not be left in any locker room, unless stored in a locker. The lockers in the Girls and Boys Locker Rooms are available to the children at no charge. Food or candy is not permitted in the locker rooms.
5. The Snack Bar is open from Memorial Day weekend through Labor Day, weather and staff permitting. Payment is made by Club charge or by cash. Hours of operation are Monday through Friday 10:30 AM - 8:30 PM; Saturdays, Sundays and Holidays 10:30 AM - 7:30 PM.
6. Food may be eaten on the patio, the deck outside the Snack Bar, the upstairs deck, in the Main Room, and on the tennis deck overlooking the tennis courts. The upstairs deck and the Main Room are reserved for the use of adults; children may use these areas only when accompanied by an adult. Exceptions to these rules will be considered by the Club Staff.
7. Appropriate dress is required in the clubhouse. Cover-ups are required over bathing suits in the upper area of the clubhouse. Wet bathing suits are not permitted on the upstairs deck.
8. The facilities of the clubhouse may be rented by members or others who are sponsored by members. Costs and conditions of rental are available through the office.

TENNIS RULES

GENERAL

1. The Director of Racquet Sports or a designated member of the Racquet Sports Staff shall have charge of all play on the courts and will supervise all playing times. **Members and guests are required to follow the instructions of Staff in regard to tennis facility utilization. Members and guests who disregard instructions by these staff members will be asked to leave the courts.** Continuous disregard will result in disciplinary action by the Board of Governors.
2. Courts will be ready for play from 8:00 AM until dusk. **All players must register at the Tennis Center before using a court.** This rule will ensure fairness of playing time and will facilitate the maximum usage of the tennis courts by the maximum number of members.
3. The tennis staff is not employed to baby sit. Small children must not be left unattended in the tennis area. Children not playing tennis are not permitted on the courts.
4. When booking a singles court, both names must be given. When booking a court for doubles play, four names are listed.

5. The FCRC policy is that the Director of Racquet Sports and the Racquet Sports Staff *only* are permitted to give racquet instruction on FCRC courts. Other racquet professionals are not permitted to teach on FCRC courts.
6. Please dispose of tennis can tops, paper cups and other trash properly.
7. **Since no set of rules can be written to equitably cover the myriad of situations that arise, members are requested to please cooperate in conforming to the spirit of the rules. The Director of Racquet Sports and the professional staff are authorized to interpret the rules as they apply to specific situations. If the Director and the staff deem the situation appropriate, they will defer the situation to the Tennis Committee and Board of Governors. We ask for your cooperation. U.S.T.A. standards of conduct, Standing Order, Article VII, covering court etiquette, fair play, good sportsmanship, etc., apply as a Club rule.**

TENNIS ATTIRE

1. All players are required to wear 80% white tennis attire. Decorative color used appropriately on tennis clothing is acceptable. Questions regarding appropriate attire may be directed to the Director of Racquet Sports.
2. Players must wear smooth-soled tennis shoes. Basketball shoes, waffle-treaded shoes, or running shoes may damage the Har-Tru surface.

TENNIS COURT USE

1. Scheduled Club events, including tournaments, clinics, men's, women's and mixed events will take precedence over normal court scheduling procedures.
2. There are nine tennis courts available for play. (Courts may be reserved two days in advance.) **Advance reservations can be made by signing up at the Tennis Center, by signing up on the Club web site at www.foxchapelracquetclub.com, or by phoning 412-963-9626 after 9:00 AM. Calls coming before 9:00 AM will not be honored.** For example, if you want to play on a Thursday morning, you can call the Tennis Center on Tuesday morning after 9:00 AM. The time of your call will be recorded. Courts are assigned for one hour or 1-1/2 hours. Tennis courts will be assigned in the order of the amount of play on each court. Requests for a specific court will be permitted, but may be refused due to the amount of play or maintenance work.
3. A member may make only one advance reservation per day. A reservation is forfeited after a 10 minute grace period for late arrivals. Courts cannot be reserved on the same day by the same foursome or the same twosome under different names. **Please cancel your reservation if you are not able to play.**
4. Court 3 is reserved for tennis instruction. It may be used for general play only when approved by the Director. Use of the automatic ball machine is available on court 9 only and is also under the direction of the Director.
5. Play shall be with either three or four balls. Six balls may be used during warm-up. A ball hopper is permitted only on courts 3 and 9, or when the adjacent court is vacant.

JUNIOR PLAY

1. A junior player is defined as anyone under 18 years of age. Junior players may sign up for a court according to the guidelines outlined for adult sign-ups.
2. Junior players are encouraged to play tennis during the week from 11:00 AM to 5:00 PM. Juniors may sign up for a tennis court and may not be bumped except on weekdays after 5:00 PM, and all day on weekends and holidays. Junior players are generally scheduled on Courts 8 and 9.

GUESTS

1. All members are reminded to explain the rules and procedures to their guests. Do not embarrass your guests by not advising them of these regulations. Guests must dress appropriately and follow the same tennis attire guidelines as members.
2. **Guests of members are welcome when playing with members. Guest fee is \$8.00 per guest. Members must use discretion in inviting the same guest. Guests (except visiting out of town house guests) are limited to three visits per month, regardless of whose guest they may be. Failure to register your guest will result in your being bumped, the imposition of an additional penalty, and/or other disciplinary action.**
3. When signing in your guest, please register your name, your membership number, the date, and the name of your guest at the Tennis Center. **Your guest must be registered before playing.** Please indicate if your guest is a junior player. Our tennis staff has been instructed to make every effort to ensure that all guests are registered. Please be helpful when asked for names, etc.
4. Racquet instruction professionals may not be guests of members without prior approval of the Director of Racquet Sports or the Club Manager.

PADDLE RULES

GENERAL

1. Players must wear non-marking, tennis-oriented shoes.
2. Contact the Club office if any maintenance problems arise.
3. Scheduled Club and Inter-Club functions have court priority. Courts may not be reserved during these times. If feasible, during Inter-Club functions, the Club will set aside one court for use by the membership.
4. Courts 1 and 2 are the lower courts. Courts 3 and 4 are the upper courts. Court 5 is located directly across from the paddle lodge.
5. The last person leaving the paddle lodge must turn out all lights, make certain the fireplace is turned off, and check that all exterior doors are locked and secured.

RESERVED COURTS

1. All courts may be reserved for play. Any court is available for use on a "walk-on" basis as long as it has not been reserved in advance. Courts should be reserved for one-hour or one and one-half hour periods.

Consecutive reservations by the same foursome in different names are not permitted. Failure to comply may incur the loss of reservation privileges.

2. Four courts are available for league play. The fifth court is to be set aside for reservations, or walk-ons for recreational play, or lessons with the Club Pro. If the fifth court is not reserved or being used at the time of league play, the league team may use the court. Exception: when two home teams are playing, all five courts will be used by the teams.
3. Courts may be reserved up to a week in advance, using the Club web site at www.foxchapelracquetclub.com or by calling the office between 10:00 AM and 4:00 PM.
4. Advance reservations on all courts may be held by fewer than four players for up to ten minutes after the hour. A reservation is forfeited after the 10-minute grace period.
5. If you elect to use the paddle court on a non-reserved basis, please sign up for the court before you play.

COURT CANCELLATIONS

1. To cancel an advance reservation, cancel using the web site or call the office between 10:00 AM and 4:00 PM.
2. As a courtesy to all members, please cancel your paddle court reservation as soon as possible. Repetitive instances of failure to cancel a reservation may incur loss of reservation privileges.

JUNIORS

1. Children are subject to all Club rules. It is the parent's responsibility to ensure that their children are aware of all Club rules.
2. Junior players may make advance reservations in accordance with the adult rules.

REGULARLY RESERVED COURT EVENTS

1. Under the sponsorship of the West Penn Platform Tennis Association, the Club will field both men's and women's teams to compete in Inter-Club play. No regular member of any FCRC team in such league may be a non-Club member.
2. Courts will be reserved for Inter-Club match play as listed below. Four courts will be used during these times. Occasionally, matches may last longer on some courts than scheduled, but usually play has finished on one or more courts earlier than scheduled. Again, the fifth court is to be set aside for non-league play or for member lessons.

| | | |
|----------------------------|------------|--------------|
| Men's Inter-Club Matches | Mondays | 7:00-9:00 PM |
| Women's Inter-Club Matches | Tuesdays | 9:30 AM-Noon |
| Men's Inter-Club Matches | Tuesdays | 7:00-9:00 PM |
| Women's Inter-Club Matches | Wednesdays | 9:30 AM-Noon |
| Women's Inter-Club Matches | Wednesdays | 7:00-9:00 PM |
| Women's Inter-Club Matches | Thursdays | 9:30 AM-Noon |
| Men's Inter-Club Matches | Thursdays | 7:00-9:00 PM |

3. It is the team's responsibility to leave the paddle lodge clean and neat after a match.

GUESTS

1. Member's guests are welcome when playing with members. Members must use discretion when inviting the same guest. Guests (except visiting out of town and house guests) are limited to three visits per month, regardless of whose guest they may be.

PRIVATE PADDLE PARTIES

1. **Paddle Lodge and up to three paddle courts (3, 4, and 5) may only be rented by a FCRC member during the off-season. Reservations are made by calling the Club office and requesting a reservation date. Reservations must be submitted for Club Manager approval.**
2. Rental cost of the Lodge in all cases will be \$75.00.
3. Paddle Lodge is not available for rent during the season (September 15 through April 30).
4. After paddle season (May 1 through September 14) the Lodge is available for rental any time, with the approval of the Club Manager.
5. Additional charges will be applicable if paddle lodge is not left in a clean condition, or if the Club is involved in providing services for the event. Such charges would be determined by the Club Manager.
6. Members may bring their own food and beverages, or may contract service through the Club.

PADDLE COURT LIGHTS AND HEATERS

1. The controls for operating the lights for paddle courts one and two are located next to the door to each court. Each court has three operating switches for the three sets of lights. The switches for the lights for paddle courts three, four and five are located in the paddle lodge first floor closet on the left side wall. There are three light switches, one for each court, and they are marked accordingly.
2. Heaters are to be used only for light snow and ice removal. They are not designed as "foot warmers". Heavy snow must be removed first before operating heaters. The heaters for Courts 1 and 2 are located next to the light switches. Heater controls for Courts 3, 4 and 5 are located on the outside of each court to the right of the court doors.
3. **Members are responsible for turning off the lights and heaters, when play is finished.**

AMERICAN PLATFORM TENNIS ASSOCIATION (APTA)

1. You must be a member of the American Platform Tennis Association to play in Regional or National Tournaments. For information on membership, contact the Paddle Chairman or the Director of Racquet Sports.
2. Official rules regarding the play of paddle are published by the APTA. Copies of these rules are on file in the Club Office. A copy is also posted inside the paddle lodge. Please do not remove it.

POOL RULES

GENERAL

1. Use of the pool is permitted only when a lifeguard is on duty. Weather permitting, regular pool hours are Monday through Friday, 11:00 AM until 8:00 PM; Saturday, Sunday and Holidays, 11:00 AM until 7:00 PM. During pool events, which include the time needed for setting up and hosting home swim meets, the pool will not be available for general member use. Please check the sign-in station when you arrive at the pool, the pool bulletin board outside the locker rooms, the current Racqueteer, and the Club website for important schedule reminders regarding pool events and schedule changes.
2. All members, including each family member, must sign in when entering the pool area. Members must also sign in their guests at this time. **This is a state law.**
3. Members and guests must abide by all swimming pool rules that are posted at the pool. They must behave responsibly while inside the pool area. Rough housing, horseplay, unsafe conduct and rude or disrespectful language will not be tolerated. Members and their guests should be models of good behavior and sportsmanship and must respect the authority of the Pool Staff in their effort to maintain the safety of everyone in the pool area. The Pool Staff is authorized to expel from the pool area anyone who fails to cooperate in maintaining safety and respect for others in enjoying the pool.
4. Locker rooms are available for changing clothes. They provide more private dressing areas for boys, girls, ladies, and men. There is a changing table for diapering infants in the boy's locker room and the ladies locker room. Proper cover-ups are required when entering and leaving the parking lots, while in the clubhouse, and on the clubhouse deck. Swimsuits are permitted at the snack bar and its immediate vicinity. Swimsuits may be worn at the pool deck only and not at the tennis or clubhouse deck.
5. Diving is permitted only where the water is more than five feet deep. Running dives are not permitted. Diving or jumping off the side of the diving board is not permitted. Please allow one bounce on the board per dive. One person is permitted on the diving board at a time.
6. Personal Property: The Club is not responsible for theft, loss of or damage to personal property of members or their guests on Club premises.

HEALTH AND SAFETY RULES

1. Anyone known to be a carrier or suspected of being infected with a communicable disease, eye, nose or throat infection, skin disease, and/or open cuts or sores, will **NOT** be admitted to the swimming pool area. **This is a state law.**
2. All swimmers, especially children and younger guests, must demonstrate their swimming ability to the satisfaction of the pool staff before being permitted in the deep end of the pool. This includes being able to swim two consecutive lengths of the pool, to tread water for one minute, and to show enough confidence in the water to satisfy the pool staff.
3. Glass containers are not permitted in the pool area. Only food and drinks in plastic or paper are permitted. Please dispose of all trash in the trash cans.
4. Infants must wear disposable swim diapers or swim pants and a swim suit to use either pool. For the health, safety and enjoyment of all swimmers in the infant pool and the big pool, young children who are not toilet trained must wear disposable swim diapers (swimmies) and swim suits. Parents, sitters, and guardians must

be especially attentive and watch children carefully to prevent soiling accidents in our pool area. FCRC follows strict public health procedures for removing soiling or vomiting accidents from our pools. Should such an accident occur, parents, sitters, or guardians must speak with a lifeguard immediately.

5. The use of any large flotation device is prohibited in either pool.
6. The Club Manager determines whether the pool remains open when the air temperature does not reach 68 degrees and also during inclement weather. Please check at the sign-in station, call the pool office at 967-0328, or check the website before dropping off your children. The pool could be closed with little or no notice to the membership.

USE OF POOLS BY CHILDREN

1. At the beginning of the season, parents must complete an emergency card for their children and return it to the office.
2. Even when a lifeguard is on duty at the infant pool area, parents, adults, and sitters must provide close supervision of children in the infant pool. Children may not be left at the infant pool unsupervised.
3. Parents and sitters are responsible for supervision of children in the pool area and anywhere on Club property.
4. Only children 8 years old and younger are permitted in the infant pool.
5. **All children 10 years and under** must be accompanied at all times in the pool area by an adult. Baby sitters must be at least 12 years of age; this includes members' children watching younger siblings. Regular baby sitters must be registered in the Club office. There will be no guest fee for **registered** sitters.
6. All children 6 years and over must demonstrate their swimming ability to the satisfaction of the Pool Staff before being permitted in the deep end of the pool. Qualifications include the swimmer being able to swim two consecutive lengths of the pool, treading water for one minute, and showing enough confidence to satisfy the instructor.

GUEST RULES

1. Guests are to be accompanied by a member while using the pool facilities. Members are responsible for signing in their guests, and for the conduct of their guests.
2. Guest fees are \$8.00 for adults and children over age 6.
3. Members are permitted to invite the same guests two times per week.
4. Guest fees will not be charged for grandchildren, visiting out of town family members and baby sitters **as long as the member has registered them in advance with the Club Office.**

MEMBERSHIP DIRECTORY

1. The Club Directory is published on the following pages. We have only listed children who are age 24 and under.
2. Family telephone numbers and e-mail addresses are listed with husband first, then wife, then children.

3. Please notify the Club Office at 412-963-8331 if you would like to make any additions or changes to your listings.
4. The year of joining FCRC is listed next to the family name.
5. The pages near the end of the directory list FCRC children and their year of birth.