

MARTIN'S LANDING RECREATION TENNIS AND PICKLEBALL POLICIES AND PROCEDURES

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1. FACILITIES

At Martin's Landing (ML), tennis and pickleball are one of the most popular amenities within our community. We are fortunate to have three scenic locations for our residents and recreation members to enjoy playing at throughout the year. Other attributes of our facility include:

- Access to league play for everyone through ALTA, USTA, and Flex leagues such as T2, League Tennis, etc.
- Junior tennis lessons and summer camps are offered for kids of all ages.
- Access to approved pros under contract with MLF. Please contact the MLF Office or the Committee for information regarding pro availability.
- Recreation memberships for non-residents.

Court-specific reservation and team policies may be found elsewhere in this document.

Lake Courts

4 hard tennis courts
Hours 8:00am – 11:00pm

North Pond Courts

6 pickleball courts
Hours Sun – Thurs 7:00am – 10:00pm
Friday & Saturday 7:00am – 11:00pm

River Courts

9 tennis courts:
7 hard courts and 2 clay courts
Hours 8:00am – 11:00pm

All courts are to be reserved online.

River Court 7 is to be reserved when using the ball machine.

2. MEMBERSHIP

2.1 Martin's Landing Members

A Martin's Landing Recreation member (ML Rec) is defined as:

- 2.1.1 Martin's Landing residents, and residents of their household, who have paid their annual MLF association dues and are in good standing.
- 2.1.2 Non-residents who have completed an annual application and waiver and paid the annual dues to become an MLF Recreation Member; all applications must be approved by the MLF Board.

2.2 Non-Resident Recreation Membership Dues

See the Martin's Landing Property Management Office for dues schedules or applications.

- 2.2.1 Dues are required in full along with completed waivers and application by the date designated and announced each year by Martin's Landing Board. If an applicant cannot pay upon that date, he/she may not use the facilities until payment in full is received at the ML office.
- 2.2.2 Non-Resident Recreation memberships are based on a full year. Both ML Residents and Non-Resident Recreation Members (ML Rec) who have selected the tennis/pickleball option and are in good standing, are eligible to use any of the tennis/pickleball facilities for League play (ALTA, USTA, Intra-Club, Flex Leagues) in accordance with the Tennis and Pickleball Rules.

3. COURT RESERVATION POLICY

- 3.1 Online Reservations for all courts may be made up to seven (14) days in advance. Request online access to <https://www.reservemycourt.com> *Failure to sign up may lead to the players being asked to leave by a set of players who have signed-up and have priority for the same court.
- 3.2 Prime Time reservations are limited to 2 per week. Prime Time is defined as Monday - Thursday 4pm - 8pm, Friday 2pm - 8pm, Saturday and Sunday 8am - 8pm.
- 3.3 League play court reservations are made by the team captain at the start of the season by contacting the appropriate Tennis Chair (men's, women's, juniors or mixed) and providing the season schedule. The Tennis Chair will assign courts with the appropriate league name. *Note that while you may reserve a court following a League reservation, if the match runs long, you will not be able to take the court.
- 3.4 Court time for league matches (including make-up matches) takes precedence over court reservations for practice and/or fun and is automatically extended if the match is not completed within the reserved time, regardless of whether another party has reserved the court.
- 3.5 No one may book more than two consecutive reserved periods. Thus, it is not allowed for a single group of players to sign up for consecutive time periods under different names and dominate court time.
- 3.6 Failure to appear within 10 minutes of the start of the reservation forfeits the reserved court.
- 3.7 The person making the reservation **must use the court**. If a reservation cannot be used, please remove the name from the reservation system immediately **and cancel the court so that other members may reserve it**. This can be done on any smart phone.
- 3.8 Rain make-ups for both individual and team matches may be scheduled by each team online.
- 3.9 When courts are full and there are players waiting, non-match play is limited to:
 - 30 Minutes for one person
 - 60 Minutes for singles
 - 90 minutes for doubles

4. BALL MACHINE

- 4.1 For use on River Court #7 only.
- 4.2 It is kept in the storage shed on court #7 and the lock code can be obtained from the Committee.
- 4.3 To use the machine, sign up online, reserving court 7.
- 4.4 Any child under age 18 using the machine must be supervised by an adult.

5. GUEST POLICY

- 5.1 Any ML Rec member in good standing may bring a guest to any of the MLF Tennis facilities.
- 5.2 A ML Rec member must always accompany guest(s) and play on the same court as their guest(s). There is a limit of 3 guests per court with a member.
- 5.3 Local residents playing as a guest may play at a Martin's Landing Tennis facility a maximum of six times per calendar year.
- 5.4 The guest limit is not included in special events such as Serve for the Cure, etc.
- 5.5 At the Tennis Committee's discretion, courts may be rented out for special events when not in conflict with member play.

6. TENNIS/PICKLEBALL LEAGUES & TEAMS

- 6.1 Teams will consist of ML Rec Members in good standing.
- 6.2 If the team cannot be filled completely by ML Rec members, a maximum of 3 non-members will be allowed to play on teams. Each non-member must pay a user fee as determined by the MLF BOD, be approved by the tennis committee prior to final roster submission and are not permitted to use any facility except for team practice and league matches.
- 6.3 A non- member may only play one league season and will need to become a member to play in any future seasons.
- 6.4 Teams with non-members must be approved by the Tennis/Pickleball Committee.
- 6.5 The Committee has the right to refuse a team with non-members if there are not enough facilities to support the team.
 - 6.5.1 Contact the Committee, tennis@martinslanding.org, for the name of the tennis team coordinator.
 - 6.5.2 Tennis team coordinator will recommend the member to an appropriate team captain.
- 6.6 A member on any team should inform the team captain of their availability in advance (at the beginning of the season).
- 6.7 The team captain will ensure that the player is in the line-up for at least 2 matches in a season.
- 6.8 All teams intending to play league tennis (ALTA, USTA, Ultimate or other league) are required to notify the Committee four weeks prior to the roster due date so that eligibility can be confirmed.
- 6.9 Each team captain will submit a roster, downloaded from the league websites for approval.
- 6.10 Changes to the roster must be submitted as soon as possible.
- 6.11 A team member cannot play in a league match until their membership is validated and their fees are paid. The respective Coordinator will work with the MLF Property Manager to obtain approval.

- 6.12 Teams will play at the assigned facilities.
- 6.13 Once approved, the team captain will receive home court assignments from the Committee Coordinator.
- 6.14 If a player is discovered not to be in good standing, they must pay the full annual membership or HOA fee before they may play again.
- 6.15 All team Captains are required to make the corresponding MLF Coordinator a designee for their team.
- 6.16 Failure of a Captain to abide by the rules will result in removal as a Captain and not allowed to Captain another team for at least two years. The person must request reinstatement approval from the Committee before captaining another team.

7. COURT ETIQUETTE

- 7.1 Only Martin's Landing Residents and Recreation members in good standing may have access to the courts, along with their guests as outlined in the Guest Policy.
- 7.2 If you haven't signed up for your court, be courteous if asked to leave the court by anyone who has reserved that court.
- 7.3 Players who have signed up appropriately for a court may not be asked to leave the court or exchange courts for any reason, except for inappropriate or disruptive behavior, or other safety issues that may be determined by a member of the Tennis Committee or other responsible adult.
- 7.4 Proper attire is required at all times.
 - 7.4.1 Shoes only which do not scuff or leave marks on the courts.
 - 7.4.2 No street shoes, basketball or jogging shoes allowed.
 - 7.4.3 Shirts are required at all times.
- 7.5 The court gates must be shut at all times.
- 7.6 Pets are not allowed on any court surface and must be on a leash and under control of the owner at all times, per Martin's Landing guidelines and City of Roswell ordinance.
- 7.7 Bicycles, skateboards, roller skates/blades or any wheeled vehicle are not allowed on court surfaces, between tennis courts or any deck or court area.
- 7.8 No food, smoking or glass is permitted on the tennis courts.
- 7.9 No children under eight (8) years of age are allowed in the court area at any times unless under the direct supervision of their parent/guardian. Parents and guardians are not allowed to play while these children are unsupervised.
- 7.10 Players are responsible for maintaining their area i.e., place trash in the caddies, rollers on the fence, lower and secure umbrellas, and cover grills.
- 7.11 The river clay courts (Nos. 3 & 4) must be dragged FENCE TO FENCE after each match and the lines are to be brushed to prevent surface damage.
- 7.12 Lights must be turned off when courts are not in use.

7.13 For safety reasons, all non-players must remain outside the fence.

8. THE TENNIS/PICKLEBALL COMMITTEE

- 8.1 If possible, the Tennis/Pickleball Committee (hereinafter referred to as The Committee) will consist of an even number of voting members plus the Chair in the event of a tie vote.
- 8.2 The Committee will have a maximum of 10 voting members, plus the Chair. All voting members must be Martins Landing homeowners.
- 8.3 The Chair and co-Chair must be MLF homeowners.
- 8.4 Every effort should be made to have the committee represent a balanced cross-section of the tennis community, with 2/3rds of the Committee being ML residents, for example:
 - 8.4.1 Men's and women's tennis coordinators.
 - 8.4.2 ML Rec members in good standing including both tennis and pickleball players.
- 8.5 The Martin's Landing Foundation (MLF) Board of Directors (BOD) in accordance with the MLF By-Laws must approve the Tennis/Pickleball Committee members, including the Chair, Co-Chair, and Secretary.
- 8.6 Committee members should be elected in October for the following year, including elections for the Chair and Co-Chair.
 - 8.6.1 The committee membership and officers will be submitted to the MLF BOD for approval in their December meeting.
 - 8.6.2 Committee members are expected to commit to a one-year term, but members may be removed or added at any time during the year as needed (with approval of the MLF BOD).
- 8.7 Sub-committees may be established as needed by the Committee. For individual social events, sub-committee members and their assistants are not required to be members of the Committee but must have someone on the sub-committee assigned as a liaison to the Committee.

- 8.8 New members may be recommended or can volunteer to be a part of the committee. The committee then decides if the person is needed and will maintain the proper balance of representation and vote upon the membership.

9. TENNIS/PICKLEBALL COMMITTEE ROLES & RESPONSIBILITIES

- 9.1 Provide leadership and organization for Martin's Landing Tennis and Pickleball.
- 9.2 Ensure smooth operation and maintenance of the tennis/pickleball facilities at Martin's Landing.
- 9.3 Report any maintenance issues to the MLF Property Manager.
- 9.4 Solicit and present ideas, recommendations, improvements for all the tennis facilities.
- 9.5 Vote on any proposed changes to the tennis program.
- 9.6 Organize (if required) tennis/pickleball related social programs.
- 9.7 Communicate activities, decisions, and other information to the tennis community through the MLF various newsletters and to the MLF Board.
- 9.8 Prepare the annual budget and submit it to the Finance Committee by September and then to MLF BOD for approval.

10. COMMITTEE CHAIR

In addition to member responsibilities:

- 10.1 Provide guidance to the Committee.
- 10.2 Develop the agenda and facilitate monthly Committee meetings.
- 10.3 Document, publish and forward minutes of the Committee meeting to the MLF BOD.
- 10.4 Provide an update of the Tennis/Pickleball Committee to the MLF BOD at their monthly meetings or designate a committee member to do so.
- 10.5 Work with the treasurer to manage the tennis/pickleball budget. Approve all expenses within financial approval limits.
- 10.6 Assist the MLF Property Manager and/or other Recreation management in maintaining the facilities.
- 10.7 Address any complaints and resolve issues related to the MLF facilities.
- 10.8 Work with committee members to ensure eligible membership and appropriate alignment of teams.

11. COMMITTEE CO-CHAIR

In addition to member responsibilities:

- 11.1 Provide backup for the Chair in case of the Chair's absence or inability to perform his/her duties.
- 11.2 Take over the Chair position upon the Chair's resignation.
- 11.3 Prepare to step into the Chair position upon the completion of the Chair's term as defined in the Committee membership description.

12. TENNIS COMMITTEE MEETINGS

- 12.1 Tennis/Pickleball Committee meetings will be held monthly on a designated day and time. *Additional meetings may be called by the Chair as needed.
- 12.2 An agenda will be published in advance – in addition to regular business include any proposed changes to the rules, facility issues to be discussed or membership related complaints.
- 12.3 Guests are welcome to attend committee meetings for observation only.
- 12.4 Committee members and guests may submit new agenda items by contacting the committee chair at least one week in advance of the next meeting.
- 12.5 The chair may choose to open a meeting to members and guests to submit new agenda items after all other agenda items are addressed.
- 12.6 Votes
 - 12.6.1 Only ML homeowners of the committee are eligible to vote and must attend 3 meetings before they can vote.
 - 12.6.2 The Committee must have a quorum defined as more than 1/2 of the committee + 1 of the members present to vote. Conference calls and internet meetings permitted.

12.6.3 Members not able to attend can send in their comments to the Chair but will not be considered present to form the quorum.

13. PROCESS TO CHANGE RULES

- 13.1 The Chair of the Committee maintains this document.
- 13.2 The Committee will review rules annually (or when any changes are identified). The proposed schedule will be to submit any rule changes to the MLF BOD for approval and make them effective upon MLF BOD approval.
- 13.3 Request must be submitted to the Committee Chair and the requestor must work with the Chair to collect facts, information, and documentation as applicable.
- 13.4 The request will be added to the Committee agenda (based on time availability).
- 13.5 The Chair presents it to the Committee, or the chair may invite the requestor to present it on their own behalf.
- 13.6 A member of the Committee must make a motion to adopt the new/changed/deleted rule and a member of the Tennis/Pickleball Committee must second the motion.
- 13.7 The motion is discussed as needed.
- 13.8 The Chair calls for a vote.
- 13.9 The Chair will update this document and send it to the MLF Board for review and approval.
- 13.10 A final updated and approved copy of the policies and procedures is sent to the Property Manager at the ML Office.