

# Boeing Employees Tennis Club Operations and Procedures (Revised 10/15/19)

## Code of Conduct

1. BETC is committed to providing a welcoming environment for all of our staff, members and guests. To ensure safety and comfort for all, BETC requires individuals to act appropriately at all times when they use our facilities or participate in our Tennis Programs. BETC requires all persons using the Club to behave in a mature and responsible way and to respect the rights and dignity of others. Our code of conduct does not permit language or action that can hurt, threaten, insult, abuse, frighten or belittle another person in any manner or that generally falls below a generally accepted standard of conduct. Our Workplace and Harassment Policy provides details of the expectations, responsibilities and consequences of our employees, members and visitors in assuring we have a positive environment for our Club activities. Please let us know if we can share the details of our policy with you. See *Disciplinary Actions for Violations*.
2. Players must wear proper tennis clothing consisting of warm-ups, t-shirts, tank tops, skirts or shorts and court shoes. Items not allowed include halter-tops, mesh shirts, shoes that mark the floors, and low hanging tank tops.
3. Unless for an emergency, cell phones shall remain turned off while participating at BETC.
4. Food and gum are not allowed on the courts. Beverages taken onto a court must be in unbreakable, sealed container approved by BETC. Use of tobacco products, marijuana, alcohol, or illegal drugs on Boeing Property is not allowed.
5. When you enter the Club, keep your voice low and do not distract ongoing matches. Always use the areas behind the backdrop to enter the courts. Warm-up time prior to your session may begin 15 minutes early at no charge if a court is available. To warm up prior to 15 minutes in advance, you must pay for the extra court time up to the session starting time. If players on adjacent court are playing, please do not disturb them by standing at the curtain opening or by the net pole near their court.
6. A maximum of 4 players per court is allowed at all times. Extra players and spectators should wait in the viewing area or in any other off-court area. Only persons taking a lesson or renting a court may be on the court. Occupancy of the benches in the court area is forbidden during play with exception of those by court 7.
7. If one party wants to draw curtain closed and the other party wants curtain open, the curtain must remain open unless next to a ball machine or lesson.
8. Children under the age of 7 must be accompanied by someone at least 12 years old at all times. Parents are responsible for their children's behavior. Disruptive behavior is not acceptable.

## Disciplinary Actions for Violation of Standard Court Etiquette and Policies

1. Upon 1st violation, the offender will receive a verbal warning and if warranted, an immediate ejection from the Club for the remainder of the court session. Court fees will not be refunded.
2. Upon 2nd violation, the offender will be immediately suspended from the Club for 30 days and a written slip explaining the violation will be issued. Court fees will not be refunded.
3. Upon 3rd violation, the offender will be immediately suspended from playing at the Club for 1 year.
4. Upon 4th violation, the offender will be permanently banned from the BETC Club and property.
5. During suspensions, court fees will not be refunded, dues are not applica-

ble and all violations will be reported in writing to the violator and kept on file at BETC. outstanding fees incurred will be refunded upon written cancellation request.

## Membership Eligibility and Privileges

All memberships subject to approval by the Boeing Recreational Council.

### Boeing Share Membership

*Eligibility* - Boeing employees, retirees and their spouses and dependents (see Definition of Spouses and Dependents). Government, customer contract and vendor personnel assigned full time to support Boeing including their spouses and dependents are also eligible; company badge required. *Rates:* Pay member rates anytime. *Booking Privileges* - 1 Prime Time tennis reservation per membership 4 weeks in advance (starting at 7 am). 1 additional tennis reservation per membership 8 days in advance (starting at noon). 2 more tennis reservations per membership 7 days in advance (starting at noon). Maximum 3 tennis reservations per membership a day. Unlimited racquetball reservations 14 days in advance. *League, Blocks, USTA and Cups* - Participate in leagues at any time on a space-available basis. First priority is to Share Members. Substitute into leagues at no charge. Participate in blocks. Substitute into blocks at no charge. Participate in USTA/Cup teams as a member. *Monthly Classes and Private Lessons*- Participate in monthly classes and private lessons and register as far in advance as is available. (See *Private Lessons and Classes*)

### Associate Membership

*Eligibility* – Persons age 18 and older and their spouses and dependents (see Definition of Spouses and Dependents) who are not affiliated with the Boeing Company. *Rates:* Pay member rates anytime. *Booking Privileges* - 1 tennis reservation per membership 8 days in advance (starting at noon). 2 more tennis reservations per membership 7 days in advance (starting at noon). Maximum 3 tennis reservations per membership a day. Unlimited racquetball reservations 14 days in advance. *Leagues, Blocks, USTA and Cups* - Participate in leagues at any time on a space-available basis, however, first priority is to Share Members. Substitute into leagues at no charge. Participate in blocks. Substitute into blocks at no charge. Participate in USTA and Cup teams as a member. *Monthly Classes and Private Lessons* - Participate in monthly classes and private lessons and register as far in advance as is available. (See *Private Lessons and Classes*)

### Junior Affiliate Membership

*Eligibility* – Individuals and individuals within an immediate family who are under the age of 21. Note: Upon his or her 21st birthday and within 6 months, he/she must convert to an Associate Membership to continue membership. *Rates:* Pay member rates anytime. *Booking Privileges* - 3 tennis reservations per membership a day 5 days in advance. Unlimited racquetball reservations 14 days in advance. *Leagues, Blocks, USTA* - Juniors under 18 years may participate in junior leagues and may sub in adult leagues (only after all attempts at finding an

adult sub are exhausted). Once 18, Junior Affiliate members may participate in adult leagues, however, first priority is to Share Members and then to Associate Members. Once 18 years old, participate in USTA teams as a member.

*Monthly Classes and Private Lessons* - Participate in monthly classes and private lessons and register as far in advance as is available. (See *Private Lessons and Classes*)

### Summer Membership - Memorial Day through Labor Day

*Eligibility* – Persons age 18 and older and their spouses and dependents (see Definition of Spouses and Dependents) who are not affiliated with the Boeing Company. *Rates:* Pay member rates anytime. *Booking Privileges* - 3 tennis reservations per membership a day 5 days in advance. Unlimited racquetball reservations 14 days in advance. Make an unlimited number of racquetball reservations up to 14 days in advance. *Leagues, Blocks, USTA* - Participate as a regular in leagues at any time on a space-available basis according to priority levels (priority goes to Share and Associate members). Participate in USTA as a member. *Monthly Classes and Private Lessons* - Participate in monthly classes and private lessons and register as far in advance as is available. (See *Private Lessons and Classes*)

### Boeing Share Racquetball & Fitness Membership

*Eligibility* - Boeing employees, retirees and their spouses and dependents (see Definition of Spouses and Dependents). Government, customer contract and vendor personnel assigned full time to support Boeing including their spouses and dependents are also eligible; company badge required. *Rates:* Pay member rates anytime. *Booking Privileges* - Unlimited racquetball/handball reservations 14 days in advance. *Leagues* - Participate in Racquetball leagues.

### Public Associate Racquetball & Fitness Membership

*Eligibility* – Persons age 18 and older and their spouses and dependents (see Definition of Spouses and Dependents) who are not affiliated with the Boeing Company. *Rates:* Pay member rates anytime. *Booking Privileges* - Unlimited racquetball/handball reservations up to 14 days in advance. *Leagues* - Participate in Racquetball leagues, however, first priority is to Share Members.

### Guest/Non-Member

*Rates:* Pay guest rates. Pay only one guest fee per day regardless of the number of playing times that day. *Booking Privileges* - 3 tennis reservations a day per family. Unlimited racquetball and Wallyball reservations the same day of play. *Leagues, Blocks, USTA* - Substitute in Leagues (after search attempts for a member sub have been exhausted) and Blocks and pay the guest fee. Participate on BETC USTA teams as a guest according to the USTA guidelines and pay the guest rate. Since BETC teams must have a certain percentage of members, a guest's participation needs to also meet BETC guidelines. *Monthly Classes and Private Lessons* - Participate in monthly classes and

private lessons and register one week in advance. (See *Private Lessons and Classes*)

## Definition of Spouses and Dependents

In the Share and Associate memberships, spouses and dependents shall be entitled to full use of the facilities determined by their membership and these Operations and Procedures. Dependents may continue using privileges of chosen membership as long as they are under the age of 26. Dependents defined by Boeing Policy include biological, adopted and foster children and any child under age 26 living in the household receiving 50% living expenses from the member (ex: exchange students). At the end of their birthday month, dependents who turn 26 will no longer qualify as dependents on their family membership and will have non-member status. The club will offer these 26-year-olds the opportunity to purchase their own membership at a 50% reduction in the Joining Fee (Capital Improvement Fund). This offer is good for a 6-month period after which, they can purchase a new membership at full rate.

## Share Deposit

Share members are required to pay the Share Deposit in full when joining BETC. Upon leaving the club Share members may request in writing / email that the deposit be refunded.

## Membership Dues

All Share, Associate, Junior and Summer members are required to pay dues to remain active and receive the privileges of their membership. Dues payments are due the first day of the year if paying annually or the first day of the quarter if paying quarterly and are subject to late fees after two weeks of non-payment. Dues payments delinquent by one (1) month will result in loss of membership privileges. Share or Associate members not eligible for payroll deduction may choose to pay their dues quarterly or annually. Members over the age of 70 may request a 20% dues discount. In addition to membership dues, court, lesson and other activity fees apply. Dues and fees subject to change.

## 70 and Better Members

Share and Associate Members over the age of 70 may request a 20% reduction in dues. This discount must be requested by the member in writing and is not retroactive.

## Medical Leave Eligibility

Any member who requests absence for a medical reason must do so in writing. Medical leave must be for at least 6 months and is intended for a major medical procedure. A note from the treating doctor is required.

## Membership Change Fee

Each change in membership type comes with a \$50 Change Fee.

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## Share Memberships – Inactive Status or Reactivating a Membership

Share members may choose to become inactive for any reason by writing BETC. Membership Reactivation fee is \$100. This fee may be waived for company transfers or other involuntary situations at the Club Director’s discretion.

## Canceling a Membership – Thresholds

Share members – A Share membership is non-transferable to anyone except BETC. A membership threshold of 400 exists as of August 1983. A share deposit refund is available on a one-for-one basis and only if the total membership is above the 400 threshold. A refund request of a share deposit must be made in writing. Share members on lay-off status with the Company may continue their membership through the end of the calendar year. Share members terminated by the Company will be required to notify the Club Director within 30 days of this change in employment status for a refund. Terminated employees have 6 months to apply for an Associate Membership. The current membership threshold of TRB Share members and TRB Associates members combined is 660. Associate, Junior, or Summer (if applicable) members may request a cancellation of membership in writing. Any prepaid portions of dues less outstanding fees incurred will be refunded (monthly proration) upon written cancellation request.

## Club Activities

1. Only BETC members may sign up for activities such as leagues and blocks. Players must be at least 18 years for all adult leagues. Members under the age of 18 may participate in an adult league upon the approval of the Club Director and League Coordinator. Priority goes to adult members.
2. Players may play in a maximum of two prime time leagues and/or an unlimited number of non-prime time leagues.
3. To play in a league which is skill level specific (4.5, 4.0, 3.5, etc.), players must have a Club rating. See additional rating information at BETC or online.
4. For leagues which allow 2 skill levels, 50% of the players must be at the higher level.
5. For leagues which accept all skill levels, players do not need a rating. For these leagues, the selection process uses membership classification (Share followed by Associate) and the order of league sign-up. Some doubles leagues require players to sign up as a team. See sign-up sheets for more information.
6. New leagues are formed 4 times per year. Look for specific sign-up dates on the bulletin board, in the monthly newsletter or online.
7. The number of courts available to each league determines the number of participants. As a means of accommodating more players, the League Coordinator may choose to use byes or have the last eligible sign-ups share a position. During the summer months (July 1 – August 31) there are no prime time court allocation/activity restrictions except deemed necessary by the Club Director.
8. Club members may substitute in leagues and blocks at no charge (see specific membership type for restrictions). If a member substitute cannot be found, a non-member may substitute and a guest fee would apply.
9. Other selection policies and league rules exist. Look for league guideline information posted at BETC or on the website.

## Block Times

Members may acquire block times in non-prime time hours only at the discretion of the Club Director. Block times are scheduled to run four times per year simultaneously with the BETC league sessions. Scheduling a block time assures the group of a reservation at a certain day and time; the number of courts may vary. Only Share and Associate members can be regulars in most blocks. Guests may substitute in block time and will be charged the applicable guest fee. Block time participants are expected to support the reservation year-round. Regular court fees apply. Prior to the start of each session, the full Block fee will be billed. Payment due on first day of new session.

## Interclub Activities

### Interclub Activity Fees and “Home” Teams

The following special rates apply: USTA Leagues \$5.50/member and \$15/guest; All Cups \$4.50/member and \$15/guest. Non-members on a BETC team pay \$15. Fees subject to change.

### Home Team Parameters

Any BETC team wanting to use BETC as their “Home Facility” must maintain a 80% membership level.

## Lesson Program Policies

### Class Sizes

The number of students per class varies and is listed in the lesson brochures. A class is considered full when it reaches the listed maximum amount of students.

### Class Registration

Members currently enrolled in a month-long class may pre-register for the next session of the same class on the 15th of the month. Open registration for members not currently enrolled in a month-long class begins on the 20th of the month. Guest registration begins 7 day prior to the date the month-long class begins.

### Pricing

Class pricing varies and is listed in the lesson brochure. When registering for a month-long class, students will be charged for the number of classes remaining in that month.

### Guest Fees

For lessons and classes, non-members pay an additional \$15 guest fee per day. The daily guest fee is \$6 For 10 & Under students.

### Lesson Late Cancellation Fees - How to avoid

To cancel a lesson, month-long class or prepaid drop-in, please contact the Front Desk. Cancellation at least one day in advance avoids all charges. Cancellation on the day of a lesson prior to the scheduled start time will incur a 50% charge. Lesson no-show or cancellation after the scheduled start time will incur full applicable fee. Students who cancel a month-long class after it has started will be refunded all but drop-in fees for concluded classes.

## Court , Guest, and Other Fees

A member must intend to use/play on any reservation made. Guests must pay their portion of the total court fees prior to playing. Members may pay their portion of the court fees prior to playing. Any unpaid guest’s fees are the responsibility of the member. Fees subject to change.

Tennis	Total Court Fee	Per Guest Fee*
1 ½ hrs doubles	\$16.00	\$15.00
1 ½ hrs singles	\$15.50	\$15.00
Racquetball (1 hr)	\$5.00	\$4.00 ????
Wallyball	\$9.00	N/A

\*Guests pay only one guest fee regardless of how many times they play in one day.

### Tennis Ball Machine Usage and Rate

The Club maintains four tennis ball machines. In addition to the court fee, ball machine rental fee is \$4.25.

### Late Cancellation Fees - How to avoid

To avoid a late cancellation fee, tennis reservations must be cancelled 1 day in advance. Reservations made less than 48 hours in advance must be cancelled within 6 hours. Reservations made the same day must be cancelled 3 hours in advance. Racquetball cancellations must be made 6 hours in advance.

### “No Show” Definition and Fees

A member or guest who does not appear for the reservation will be charged the appropriate court fee even if other courts were open.

### Returned Check Fee

\$25 will be charged for each returned check.

### Late Fees

Dues and Fees that are past due are subject to the following late fees:

1st notice = \$10

2nd notice = \$20

3rd notice – Membership is subject to cancellation.

## Club Hours

**Regular:** M/T/W/Sa/Su 8am-9:30pm; Th/F 8am-11pm

**Summer:** M/T/W/Th/F 8am-9:30pm; Sa/Su 8am-8pm

In the event there are no reservations, the club may close early or open later without notice.

### Tennis Prime Time Hours

Prime time is Monday through Thursday 5-9:30pm. All other hours are non-prime time. In making prime time reservations, a share member must not only intend to play, but have participated in at least 67% of the last 6 prime time reservations.

### Racquetball Hours

All hours are considered non-prime time.

### Special Holiday Hours

New Year’s Day 8am-5pm, Easter 8am-5pm, Memorial Day 8am-5pm,

4th of July 8am-2pm, Labor Day 8am-8pm, Christmas Eve 8am-2pm,

New Year’s Eve 8am-5pm. BETC is closed Thanksgiving and Christmas.



# Operations & Procedures

*Revised 10/15/19*

## Regular Club Hours

Mon/Tues/Wed/Sat/Sun 8 am - 9:30 pm

Thurs/Fri 8:00 am - 11:00 pm

## Summer Club Hours

July 1st through August 31st

Mon/Tues/Wed/Thurs/Fri 8 am - 9:30 pm

Sat/Sun 8:00 am - 8:00 pm

## Location

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Kent, WA 98032

## Phone

(253) 872-5545

## Website/Email

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