Tacoma Lawn Tennis Club

Member Manual

Table of Contents

Welcome to the club 1

New Member Forms 2

A Brief History 3

Important Websites & Passwords 4

TLTC Staff 5

What We Offer at the Club 6

GameTime - Booking System 8

Interested in USTA? 10

Membership 12

Billing 15

Tennis/Pool/Gym Rules 16

Welcome to the club!

Welcome to the Tacoma Lawn Tennis Club! We are thrilled to have you join our community of tennis, swim, and fitness enthusiasts. We hope that the club becomes a second home to you, where you'll find not just a place to play sports but a community that feels like family.

Hours of Operation:
The office is open during the following hours:
Monday through Friday 9:00am to 8:00pm.
Saturday and Sunday 12:00pm to 8:00pm (hours may be modified during off season).

Gym Hours:
Ages 21 and under - 8am to 9pm
Ages 21 and up - 5am to 10pm

Member Key:
Your member key can open the side member door when the front doors are locked. Make sure you bring your member key during hours that the office isn’t open, and holidays. This key also opens the honor bar and snack bar.

New Member Forms

As a new member, we need you to fill out a few forms!

If you would like to sign up for autopay you must fill out an autopay form (linked below)

Credit Card Autopay Form*

Checking Autopay Form

*There is a 3% surcharge fee on all credit card charges. To avoid these charges, use a checking account or debit card for autopay.

Please fill out this "Consent to Electronically Transmitted Notifications" form. Having this on file, allows us to send notifications for Bylaw Changes, Articles of Incorporation Changes, etc. by email instead of paper, which is much more environmentally friendly.

A Brief History

A prestigious past is the only way to properly describe the Tacoma Lawn Tennis Club. In 1886, a group of women began playing tennis. In 1890, twenty men joined them officially forming their own private tennis organization. They shared four grass courts located at the intersection of Division Ave. and N. Yakima St and became one of the oldest private tennis clubs in the West.

In 1903, the Tacoma Land Company offered the current site of the Club. Seven clay courts were constructed along with the original clubhouse. During the rainy season the courts turned into a muddy field and were used as a skating rink when it froze.

After World War II, the clay courts were replaced with hard courts. The original clubhouse was demolished in 1967 and replaced. The current indoor court building was built in 1975, allowing members to play year round.

In 1991, the outdoor courts were resurfaced going from seven courts to six, allowing for a more professional space. The addition of the first two-court tennis dome was constructed in the fall of 1994 giving the Club four indoor courts. In 2012, a second two court dome was installed, giving the Club six indoor courts.

Members, both past and present, have in some way been responsible for the longevity and prosperity of Tacoma Lawn. It is due to their hard work, dedication, and love of the game that the pleasant atmosphere and beautiful surroundings of the Club have thrived over the years.

Important Websites & Passwords

GameTime

GameTime is our booking system where you can book tennis courts and swim lanes or sign up for classes and events.

URL - tltc.gametime.net

Username and password will be emailed to you upon joining the club. If you need your password reset, contact the office.

TLTC Website

The TLTC website is a useful tool to see the current classes and events being offered at the club. There is a **member page** located on the website where you can find the bylaws, board minutes, financials, and the member directory.

Member page password - Winterswim2016!

Mailchimp & Eblasts

Mailchimp is the emailing service that we use to send out current information to our members. We send urgent alerts, upcoming events/classes, policy reminders, and more! All members are added to mailchimp when they join the club. If your primary email changes, please contact the office and we will add your new email to mailchimp.

Socials

Instagram - tacomalawntennis

Facebook Member Page - click here

TLTC Staff

& Contact Info

General Manager

Tom Peterson

Email - tompeterson@thetltc.com

Office Staff

Michelle Inglin - Office Manager

Ashley Nelson - Member Relations

Email - office@thetltc.com

Phone - 253-383-5934

Aquatics Director

Tim Yen

Email - thetltcswimteam@gmail.com

Tennis Pros

Nick Moxley, Ryan Paul, Kyle Cruzat, Callan Peterson, and Jared Zaugg

TLTC Offerings

Tennis/Swim/Fitness/Social

Tennis

Whether you're an experienced player or just picking up a racket, our club is the perfect place to hone your tennis skills. Enjoy our state-of-the-art tennis courts, participate in adult or junior classes tailored to all levels, and engage in thrilling USTA and UTR matches.

Aquatics

Dive into a refreshing experience with our swimming facilities unlike any that you'll find locally. Our pool is heated to 85 degrees in the off season to ensure year 'round pool use. We offer open swim in the Summer and Lap Swimming all year long. We also have adult and junior swim classes and lessons. Our aquatic programs cater to swimmers of all levels, from beginners to those seeking advanced training. Our pool is great for both competitive swimmers, leisurely swimmers, and children looking to play. Embrace the water and make a splash at Tacoma Lawn Tennis Club!

Fitness

Elevate your overall well-being with our fitness offerings. We have three fitness areas all with differing focuses. There is a cardio gym, a cross fit inspired gym, and a weight room. From group fitness classes to personalized training sessions, our fitness programs are designed to help you achieve your health and wellness goals.

TLTC Offerings pt. 2

Check out our current tennis, swim, and fitness programs.

Tennis Programs

The Adult Tennis schedule can be found here

The Junior Tennis schedule can be found here

Our **Swim Program** information can be found here

Information on our **gym** can be found here and our **fitness classes** can be found here.

Our social events can be found in our eblasts, on our instagram, and on the bulletin board.

GameTime Info

Website URL: tltc.gametime.net

First Time User:

Once you reach the login page, type your username and temporary password (this was emailed to you when you first joined the club) into the required boxes. You can change both of these later in your account settings if you wish.

Navigation:

When you click on the “TENNIS, PICKLEBALL and LAP SWIM,” buttons, it will take you to the booking page for that sport. There is also a tab “CLASSES & EVENTS”, where you can register for club activities.The top row of the page is where you will see dates you can select for booking. We operate on a 7-day rolling schedule.

Booking a court:

Any squares that are the cream color and don’t have a name in them are available to be booked. Any other colors have already been booked.

Click on the time you would like to book and your name should be preloaded into the “Player 1” box. For tennis, if you would like to play with the ball machine, it is available to use on Indoor A and B. There is a small check box on the booking page that says “Ball Machine” - check that box, and you are good to go! You can also add another member to your booking by typing their last name in the “Player 2” box.

To complete your booking, scroll to the bottom of the screen and click “BOOK.” You will see a green check mark at the top of the page confirming your booking and you will also receive a confirmation email.

GameTime Info pt. 2

Booking Classes & Events:

To book a class or event, find the class or event your would like to attend under the “classes & events tab.” You can use the drop down tab on the upper left to organize it and only show either “Tennis, Aquatics, Fitness, or Social.” Then click on the class you would like to attend. Adjust how many participants you are signing up. Then click register. If you are just registering yourself, type in your member name (last/first), then click register.

How to book two people under the same membership:

First, register yourself by typing your last name in the participant box. Once you are registered, register the other person as a guest by selecting "0 members" and "1 guest" in the dropdowns. Then, enter their last and first name, email, and phone number. Add your membership account in the billing box. You can check the class participants to ensure that both members are registered. For visual directions, click here.

Interested in USTA?

Getting involved with the United States Tennis Association (USTA) is a fantastic way to immerse yourself in tennis and become apart of our amazing community of passionate players. Here are the steps to get involved:

USTA Membership: Start by becoming a USTA member. Membership provides access to exclusive resources, discounts, and eligibility for USTA tournaments and leagues. You can join online at the USTA website.

USTA Rating: When you first join USTA as a beginner your rating will be 2.5. As you compete in matches and improve, your rating may increase. If you are joining USTA, but you are not a beginner (played in college, etc.) you can self rate. Then after several matches, you may receive a computer rating. This rating is more accurate than the initial self-rating since it's based on actual performance rather than a self-assessment.

USTA's Rating Scale:

1.0 - 2.5: Beginner to advanced beginner

3.0 - 3.5: Intermediate players with consistency but still developing strategy

4.0 - 4.5: Advanced players with dependable strokes and competitive experience

5.0 and above: Highly advanced to professional levels, with strong technical skills and strategy.

USTA pt. 2

Finding a USTA Team: We have many USTA teams of all levels here at the TLTC.

Contact Michelle in the office or one of the tennis pros to be connected with team that fits you best.

Participate in USTA Leagues and Tournaments: USTA leagues are available for players of all ages and skill levels. There are also various tournaments throughout the year, from local events to national championships, offering both competitive and social opportunities. View tournaments HERE!

For additional USTA information, check out the USTA tab on the TLTC member page on our website.

Membership

Types of Membership

Tennis - includes tennis courts, pickleball courts, pool, gym, and social events.

Tennis memberships are broke up into individual, couple and family.

Social - includes pickleball courts, pool, gym, and social events.

Membership upgrades and downgrades

Members may upgrade or downgrade their type of membership.

Upgrades

To Upgrade, you will need to pay the difference in initiation fees.

Example: Individual ($4,500 initiation) to Family ($5,500 initiation) the upgrade fee is $1,000.

You can only upgrade if you have been a member for the length of the additional wait time.

Example: the individual waitlist is 1 year and the family list is 4-6 years. You may upgrade from individual to family after 3 years of membership.

You may **downgrade** at any time, but if you want to move back to your original membership, you will have to pay the upgrade fee.

Membership pt. 2

Aging out of membership

At age 25 people fall off their parent's membership, but can obtain their own membership after paying the initiation fee.

Leave of Absence - Any member may be granted, for good cause shown, a leave of absence for a continuous period of no less than 3 months and not more than one year.

Dues - During the period of absence the member shall pay 25% of the dues chargeable to his or her category and upon reactivation of membership the member shall forthwith pay in full any assessments levied during such period.

Extension - Upon good cause shown the leave of absence may be extended within the limits prescribed above.

Use of Facilities - Members on a leave of absence shall not have use of any Club facilities. Use of the Club by members on leave of absence will terminate the leave period and reactivate the membership.

Non-resident - Any member may be granted non-resident status defined as residing more than 25 miles from the Club.

Dues - During the period of non-residence, the member shall pay 25% of the dues chargeable to his category and upon reactivation of membership the member shall pay in full any assessments levied during such period.

Use of Facilities - Members on non-resident status shall have no use of any Club facilities. Use of the Club by members on non-resident status will terminate the same and reactivate the membership.

Membership pt. 3

Rules for member parents with non-member kids

- The children of Individual and Couple Members may only use the TLTC premises and facilities under the terms of the TLTC Guest Policy. The TLTC Guest Policy permits guests to use the TLTC premises and facilities no more than 3 times per year.
- When a child of an Individual or Couple member uses TLTC premises or facilities under the Guest Policy they must be registered as a guest with the TLTC office and established guest fees will apply. Non-member use of the TLTC as a guest is limited to 3 visits to the TLTC each year.
- The Guest Policy does not permit guests to use the gyms and fitness rooms, and therefore children of Individual and Couple memberships may not use these workout facilities.
- The Guest Policy permits guests to use the tennis courts, including children of Individual and Couples memberships. Paid tennis lessons are allowed for non-members and therefore paid tennis lessons are not considered guest use and do not count against the 3 times per year Guest Policy.
- Individual and Couple members' children will not be eligible to participate in the summer swim team or swim lesson program. Summer swim programs are for TLTC members only, with the exception that if the swim team during the school year does not fill with members, non-members may be allowed to sign up for the youth swim team during the school year.

Billing

- Statements are sent out by email around the second week of each month.

  The statement will show charges from the previous month.

  - Example: If it is currently April, I will receive an invoice with my March charges

- There are a few different ways to pay your bill.
  - Autopay
    - Credit Card on file*
    - Checking account on file
  - In person at the front office with a card.*
  - Over the phone with a card. 253-383-5934*
  - Mailing or dropping off a check

***a 3% surcharge will be imposed on all credit card charges.**

For any billing questions, please contact the office by email or phone (253-383-5934)

Tennis Rules

Guests

Non-members are allowed to use the tennis courts if they come as a guest of a current member. Non-members can take unlimited classes and private lessons at the club but booking courts is restricted.

An individual can come 3 times per year. Even if they are a guest of different members, they may only come a total of 3 times each calender year. Our current guest fee is $15. The member may pay for the tennis guest or the guest can pay the fee at the front desk.

When you have a non-member joining your court, you must add their name to the booking. When booking the court, write your name under “player 1” and their name under “player 2” then check the box marked “guest” next to their name.

Walking through courts

When walking through a court with active players, please wait until there is a pause in playing before crossing through the court so as to not disturb the players.

Ball machine

The ball machine can be booked in the two indoor courts. To book the ball machine, check the box next to “ball machine” on your reservation. The ball machine cannot be booked between 5:29-6:46 PM. There is a ball machine tutorial on our Instagram, or you can follow the link here.

Please make sure to vacuum tennis ball fuzz after using the ball machine.

Pool Rules

- Similar to tennis guests, non-members can come to the club as pool guests 3 times per year. The pool guest fee is $14. To check in your guest, go to the pool check-in person on the pool deck.
- The last 15 minutes of each hour of open swim are “Adult Swim.” This is a time where only adults are allowed in the pool. This gives children a chance to rest and rehydrate while also allowing adults to enjoy a child-free pool.
- Non-members can do swim team and swim lessons in the off season (September-May). During the summer, our swim team and swim lessons are reserved for members only. This includes children who have parents who are members.
- All members must check in with the lifeguards when the lifeguards do sign in rotations.
- All guests must be signed in with the lifeguards. Guests first and last names must be documented.
- No reserved seating. The staff will be removing towels/items that appear to be reserved.
- No wet swim suits on the nice furniture.
- You must be 21 or over to be in the covered structure.

Pool Rules pt. 2

BBQ’s: The black Weber grills are all on gas. The silver and brown Weber grills are on propane. All gills are set in place and are not to be moved. BBQ tools are located next to the guard room. Please return your tools to the correct bin (i.e. dirty BBQ tools or clean BBQ tools).

No glass on the pool deck. Cups provided by club.

The honor bar in the covered structure is for adults only. Please sign your name when taking a beverage.

The TV’s will only be on in the evenings for sporting events. These events will be listed next to the TV. Example: Mariners game at 6:00pm. The TV’s will not be on daily or at other times.

The pool will close at 10:00pm daily. Members will be asked to start cleaning up their area and preparing to leave at 9:45pm.

Parents – please watch your children. Children must be 11 years old or older to be at the club by themselves.

Nannies are allowed to watch children in place of the parent, however, they are not allowed to use the gym or tennis court facilities.