

BURLINGTON TENNIS CLUB

MEMBER HANDBOOK

Revised 2005

**Burlington Tennis Club
East Terrace
South Burlington, Vermont
802-863-3439**

Dear Members of the Burlington Tennis Club,

The Board of Directors of the Burlington Tennis Club would like to welcome you to the Club!

Founded in 1957, the Burlington Tennis Club is a member owned, non profit recreational club, featuring eight clay courts, an eight lane swimming pool, clubhouse facilities, and childcare. The club relies on the generous energy and efforts of its members to keep the club in operation year round.

As a new or returning member, you may have questions concerning the rules and operations of the Club. This Handbook explains the historical background, lists the past directors and recipients of awards, and describes the programs, events, policies, rules, and regulations of the Burlington Tennis Club.

Please retain this handbook and refer to it as needed. Each year you will be informed of changes in Board of Directors, Staff, rules, fees, and schedules through mailings and club postings. A membership list will be available at the Burlington Tennis Club by mid June. The Board of Directors of the Burlington Tennis Club reserves the right to change any of the programs, events, policies, rules, and regulations at any time.

With sincere pleasure, we welcome you to the Burlington Tennis Club. We encourage you to participate in the programs offered, attend the scheduled social events with new and old members, and most of all enjoy the summer in Vermont at BTC. Let us hope for a warm, sunny, and relaxing summer.

Sincerely,

The Board of Directors, BTC

PRESIDENTS

1958 John H. MacDonald	1959 John H. MacDonald	1960 M. Coleman Twitchell
1961 Willet S. Foster	1962 Robert L Burger	1963 John T. Carpenter
1964 Webster S. Thompson	1965 Howard A. Allen	1966 Jonathan K. Woods
1967 Thomas R. Hatchett	1968 Stokes Gentry	1969 Albert A. Ingalls
1970 Robert Patterson	1971 C. Irving Meeker	1972 Stuart Hall
1973 David A. Jenkins	1974 Charles D. Ordway	1975 John J. Coons
1976 Barry Stone	1977 Elden Decker, Jr.	1978 Elden Decker, Jr.
1979 John J. MacDonald	1980 Harold W. Hill	1981 Harold W. Hill
1982 Michael G. Furlong	1983 Carolyn Swiatek	1984 Steven Limanek
1985 Grant Bush	1986 Bob Vinson	1987 Dale Loeffler/ Si Axtell
1988 Pam Linton	1989 Pam Linton	1990 Steve Waltien
1991 Steve Waltien	1992 Joan Briggs/Jamie Coffrin	1993 Lisa Hadley
1994 Ed Kent, Jr.	1995 Joan Materna	1996 Kevin Plette
1997 Nancy C. Furlong	1998 Sam Hoar	1999 John Conroy
2000 Kate Purcell	2001 Nancy Fisher	2002 Nancy Fisher
2003 Tag Carpenter	2004 Gene Richards	2005 Gene Richards

Each year the Burlington Tennis Club presents two awards of great significance, the Kusserow Award and the Carpenter Award.

Dr. Bert Kusserow was an early member of the Club noted for his playing ability, but above all else for his sportsmanship and manners on and of the tennis court. He suffered an untimely death in an automobile accident. In his memory, the Club established the Kusserow Award, presented annually to the adult member who best combines outstanding qualities of sportsmanship along with genuine goodwill toward humankind. The award is presented at the annual meeting.

BERT KUSSEROW AWARD

1976 Stokes Gentry	1977 Stuart Hall	1978 John Carpenter
1979 Ann Coffrin	1980 Robert Patterson	1981 Robert Kelly
1982 Evelyn Trono	1983 Harry Hill	1984 Connie Carpenter
1985 Mary Jane Gentry	1986 Michael Furlong	1987 Barry Stone
1988 Meredith Babbott	1989 Ellen Wilkins	1990 Jim Ross
1991 Nancy Furlong	1992 Betty Woods	1993 Ed Kent
1994 Carol Stone	1995 Carolyn Swiatek	1996 Jean Selvig
1997 Kevin Plette	1998 Allyson Bolduc	1999 Susie Cruse
2000 Tom Cavin	2001 John Conroy	2003 Lori Smith
2004 Jon Limanek		

Professor Fred Carpenter of the University of Vermont was one of the earliest proponents of organized tennis competition in the Burlington area. Professor Carpenter was Coach of the UVM tennis team for over 25 years and an original founder of the University Tennis Club, predecessor to the Burlington Tennis Club. His interest in the Club's junior development program led to the establishment of the Professor F.D. Carpenter Award for junior players. Professor Carpenter regularly presented this award into his late eighties. This award is presented annually to the junior member, selected by the Tennis Pro, who best exemplifies the qualities of good sportsmanship.

PROFESSOR F.D. CARPENTER AWARD

1975 Andrew Peisch	1976 Judy Stone	1977 Karl Kusserow
1978 Brett Decker	1979 Paul Calhoun, Jr	1980 Gary Ouellete
1981 Kim Maley	1982 Jeff Swiatek	1983 Chris Dewhan
1984 Jeanine Sell	1985 Rick Sell	1986 Lisa Nalchajian
1987 Leland Hart	1988 Nikki Giannaccini	1989 Cheryl Frank
1990 Peter Ozarowski	1991 Cate Gregory	1992 Clara Rosenthal
1993 Jessica Scott	1994 Tim Hadsel – Mares	1995 Jennifer Levanchy
1996 Andrew Samara	1997 Emily Furlong	1998 Andrew Bolduc/ Hunter Thayer
1999 Taylor Wilkins/Alex Knapp	2000 Jaafar Rizvi/Mitra Luce	2001 Laura Coffrin

INTRODUCTION

The Burlington Tennis Club is a family sport and social club. It was founded in 1957 as the Burlington area's first organized tennis club with its own permanent home. Presently, memberships consist of families, couples, singles, and juniors. The club is governed by an elected 9 member Board of Directors plus the Past President. Officers and most standing committee chairpersons are selected from the Board of Directors. The Club offers a range of tennis, swim, and social events, with active junior tennis and swim programs.

FACILITIES

The club maintains 8 clay tennis courts, 1 paddle tennis court, a hard surfaced tennis practice area with backboard, a 25 yard supervised pool, pool house with men's and women's locker rooms, pool side picnic and game area, a supervised children's play area, and a clubhouse with lounge, snack bar, men's and women's locker rooms.

The tennis courts are opened for play each year in the beginning of May, weather permitting. The Clubhouse and locker rooms are open by the last weekend in May. The courts are playable until weather becomes inclement, but the clubhouse is closed in late October. The swimming pool opens on weekends beginning Memorial Day weekend and opens daily starting the weekend local schools close for summer. The pool closes for the season the day after Labor Day. The paddle court is available year round with an additional fee for winter play.

CLUB HISTORY

A historical summary of the Burlington Tennis Club would not be complete without looking back to earlier tennis club activity in the Burlington area prior to World War II and during the dozen or so years following.

State tournaments, inter-city matches, and local resort tourneys were popular in the thirties. Professor Fred Carpenter of UVM helped to organize the first area Burlington Tennis Club to play teams from Montpelier, Barre, St. Albans, Brattleboro, Oakledge, Basin Harbor and Thompson's Point. In 1946, the University Tennis Club came into being with the rental use of six clay courts at UVM's Centennial field. The courts were fine, but no facilities were available for changing, showering or shelter. Many of the later founders of our BTC kept the program going for a dozen years. During this period, the Vermont State Open was a popular tournament and regularly attracted a strong field of ranked players, including several Canadian Davis Cup players. A junior development program and a large demand by families ultimately led to exploring the need for new, independent and more complete recreation facilities.

The Burlington Tennis Club, Inc was formally organized on December 11, 1957 by Robert J. Adsit, Jr., Dana S. Bray, John T. Carpenter, James E. Simpson and M. Coleman Twitchell, as subscribers to the original Articles of the Association. These incorporators elected the first Board of Trustees consisting of Adsit, Bray, Carpenter, Simpson, Twitchell, Albert W. Coffrin, Willet Foster, John H. MacDonald and Jere S. Messerole, who formulated and adopted the original BTC by-laws. Prior to formal organization, many months was spent in search for a suitable location. The existing site was settled upon from plans laid out by local architect Ben Stein. Construction of the first six courts began on November 26, 1957 in order to prepare a proper foundation before winter set in. Sufficient advance preparations were achieved to allow spring completion and a opening date of July 1, 1958. Of the original 5 1/2 acre site upon which the Club's facilities are now located, Dana Bray generously donated part of the land and the balance was acquired for \$5,000. The club later acquired additional strips of land near Williston Road and exercised an option to acquire additional acreage to the South for protection and future growth.

Because of existing residential zoning restrictions, many months were spent gaining the approval of adjoining property owners to permit a tennis and swimming recreational facility.

The cost of the first six tennis courts was \$16,874. The original estimate for the pool, clubhouse, parking and landscaping, as well as land and courts, amounted to about \$75,000. The sale of \$100 debenture bonds in 1958 and 1959, coupled with loans from a bank and a trustee, produced enough money to begin building a pool and a bath house, to erect fencing, and to begin construction on a clubhouse. Some 214 bondholders invested in bonds totaling \$48,500 to make possible the facilities we enjoy today.

The Club's first Tennis Manager was Dana S. Bray, Jr., a former Yale tennis player, working the "Pro Shop" which was a utility shack located near court 6. First year salaries and wages were \$1,357. There were 170 members the first year producing \$6,200 in dues income, based upon a \$100 family, \$50 single, and \$15 junior membership.

The 1960's were years of growth at BTC, especially in the junior programs, initiation of doubles, baby-sitting service, swimming instruction and swim team activities, and tennis tournaments. Improvements in the grounds and parking and continuous maintenance

of the pool, courts and clubhouse were major concerns of the trustees. Two new all-weather courts were built in 1961 at a cost of \$11,000, only to be converted in the late 1970's to more popular clay courts.

The Club's junior development program produced many outstanding junior players who carried on the BTC tradition of excellence and sportsmanship not only at the club but on courts throughout the New England Junior circuit. The successes of these boys and girls and the club's growth during the 60's and 70's did not happen without dedicated leadership and direction from a large number of volunteer, officers, committees, trustees, and parents, as well as the young people employed to direct the tennis and swim programs and to maintain the courts, buildings and grounds.

During its first 35 years, BTC highlights have included hundreds of social events, award ceremonies, the Burlington Invitational Games matches, Don Budge and Bobby Riggs Exhibition, New England junior tennis matches, annual local junior tournaments, Club Championships, Ladies' Days, Junior International Challenge Bowl, Summer camp regionals, international swim meets, parent/child tournaments, "lob and Lager" socials and scrambled doubles.

In the history of BTC, the presidents have directed the affairs of BTC, facing a variety of challenges from the Club's specific needs arising each year to a host of unsung members who have kept the books, labored on the property, worked with and transported juniors, promoted memberships, organized mailings, and performed those hundreds of necessary jobs to keep the Club alive and flourishing. Members now active in the club will most certainly guarantee its future for many decades to come.

PROGRAMS

PLEASE CHECK THE CLUBHOUSE BULLETIN BOARDS FOR SPECIFIC INFORMATION ON ALL PROGRAMS AND EVENTS

TENNIS

Courts are open from 6:30AM to 8:30PM daily, weather and court conditions permitting. Decisions on court playability will be made by the Club Manager. Reservation can be made in person or call 863-3439.

The Tennis Pro and the staff are on duty full time from June to Labor Day. They are available for private lessons and offer clinics for children and adults throughout the season.

Scheduling the use of the courts shall be regulated by the Tennis Committee and Club Manager. Special events scheduled by the Tennis Committee shall supersede the tennis reservation book. Advance notice of such special events shall be given and every effort will be made to leave Courts 1 & 2 available for reservations.

Tennis Court Reservations & Regulations

Courts 7 & 8 are priority courts for lessons and clinics. If they are not in use by the Tennis Pro or staff, they may be reserved on a same day basis.

ADULT POLICY (18 & OVER)

1. Reservations are accepted 6 days in advance from 8:00AM -6:00PM by phone or in person.
2. All players names must appear in the reservation book. Members may not have their name registered for a court more than three times during the sign-up period.
3. Please call cancellations, so others may sign-up.
4. An adult playing with a junior is considered an adult reservation.
5. Reservations made "in person" or over the phone, take priority over recorded messages.

JUNIOR POLICY

1. Junior reservation will be accepted for play between 8:00AM - 4:00PM, Monday through Friday.
2. Reservations may only be made the same day of play beginning at 8:00AM
3. All players' names must appear in the reservation book.
4. Juniors may play 15 minutes after the start of a court time if no one shows up, with permission from the manager.

REGULATIONS

1. Tennis shoes only may be worn on the court.
2. Players must wear shirts on the courts. There is no "white or collar" rule in effect, however the Tennis Committee encourages appropriate tennis attire.
3. Tennis Courts may not be crossed while games are in progress.
4. Children not playing tennis are not allowed on the courts.
5. All courts must be swept by members leaving the courts in time for the next reservation period.

WEEKENDS

Courts 1 & 2 are unreserved on Saturday and Sunday until 12:30PM and are available to adults on a first come, first serve basis. If players are waiting, those on the courts must give way after one hour of play.

Tennis Team

The Tennis Team is directed by the Tennis Pro and operates with the guidance of the Tennis Team Committee and parent involvement. Many parents are needed for various jobs and contribute to its success.

The Tennis Team uses courts 3 through 8 each afternoon for practice and match play. Friday matches are played with other tennis teams and may be coordinated with the Champlain Valley Tennis League. Schedule of practice days, times, and matches will be determined by the Tennis Pro and Tennis Team Committee.

BTC Adult Club Championships

This tennis tournament allows members the opportunity to play tennis matches organized by events in a ladder. The events include men's and women's, mixed, A & B, singles and doubles. Members are allowed to enter multiple events. The BTC Adult Club Championships begin around July 1 and all matches must be completed by Labor Day weekend. The tournament committee schedules the players and posts the tournament schedule in the club house. Every effort should be made to complete your match by the dates posted. There is a consolation round for players who lose in the first round. There is a minimal charge to enter the Club Championship and at the time of each match, each player or team brings a new can of balls. The winner of the match receives the unopened can of balls and the loser of the match will keep the used tennis balls. Prizes are awarded to the winners of each event at the Ad Out Party. Entry forms and the tournament rules are mailed to all members and the tournament committee encourages your participation.

SWIMMING

The swimming pool is staffed with a Head Lifeguard, Assistant Lifeguards, Swim Team Coach and Assistant Coaches. The BTC Swim Team and Red Cross qualified swim lessons begin in mid June. The BTC Swim Team competes at scheduled meets with other area swim teams culminating in Leagues and the State Championship Meets in late July and early August.

Pool Schedule & Regulations

The swimming pool opens on weekends beginning Memorial Day weekend and opens daily starting the weekend local schools close for summer. The pool closes for the season the day after Labor Day.

Please read all rules regarding the use of the pool. It is essential that everyone who uses the pool be familiar with the rules. Please remember to inform your guests of them also.

- Children under 10 years old must be accompanied by an adult or babysitter who is present on the Club
- Swimmers must shower before entering the pool
- No running, pushing or roughhousing on pool deck
- No smoking
- No diving in shallow end
- Proper bathing suit attire is required
- Swimmies or other similar arm flotation devices are NOT allowed
- Adult only swim will be called for 15 minutes each hour
- Non adult swimmers must shower and change in the poolhouse, not in the clubhouse
- Strict attention must be given to lifeguard when whistle is blown
- Swimmers with skin diseases or infections may not enter the pool
- Spitting, nose blowing or use of cosmetics in the pool is prohibited

The Club manager and lifeguards have authority to suspend pool privileges to any member breaking the rules and will consult with the Pool Committee for further action.

The Club manager and lifeguards have authority to close the pool during periods of inclement weather

Swim Team

The Swim Team is directed by the Swim Team Coaches and operates with the guidance of the Swim Team Committee and parent involvement. Many parents are needed for various jobs and contribute to its success. A Swim Team Handbook will be made available to member families and includes all the information about the Swim Team.

The Swim Team practices are scheduled each morning, Monday through Friday according to age groups. Swim meets are held Tuesday and Thursday evenings at BTC and other area swimming pools. Schedule of practice times and meets will be determined by the Swim Team Coaches and Swim Team Committee. Leagues and the State Championship Meet are the culminating events for the the Swim Team. The BTC Swim Team has been highly competitive over the years with State Championships won most recently in 1980, 1982, 1984, 1985, 1986, 1988, 1990, 1992, 1993, 1994, 1995 and the 2001 Leagues champions.

BABY SITTING

The play area behind the pool house is staffed with a baby-sitter from mid June through mid August, Monday through Friday, 8:45AM until 12:15PM. There is a seasonal fee per child to use this service. Non member guests may use this service for up to 2 hours for a daily fee per child while playing tennis.

Baby sitting Rules

- Parents and children using the baby-sitting service must be members of BTC or their guests, and have paid the seasonal or daily fee.
- Baby-sitting hours are Monday - Friday 8:45 am to 12:15 pm from mid June to mid August.
- Members are allowed to leave a child for no more than 2 hours per day.
- Members are encouraged to sign up in the Club House for babysitting. If the baby sitting area is too full, families with babysitting memberships and people who have signed up will have priority over drop ins.
- A parent must be on Club premises while the child is in the baby-sitting program.
- During the hours of the baby-sitting program, the play area is reserved for children registered with the service for that day. The caregivers reserve the right to allow or restrict non-registered children accompanied by a parent or guardian.
- While in the care of the baby-sitting program, a child will not be allowed to leave the play area except for a scheduled swimming lesson.
- A baby-sitter will not be on duty on rainy days.
- A guest fee is not required for a personal baby-sitter brought to BTC to baby-sit a member's children.
- Parents must leave appropriate equipment for the sitter to care for their child (diapers, diaper wipes, snacks, blankets, etc.) Please do not bring small snacks, such as popcorn, nuts, or uncut grapes which present a choking hazard to infants and small children.
- Members are reminded to close the gate when entering or exiting the baby-sitting area.

DONATIONS OF OUTDOOR TOYS, GAMES, BALLS, BOOKS, ETC. FOR THE BABY-SITTING AREA ARE GREATLY APPRECIATED!

SOCIAL EVENTS

The official opening of the club is marked each year with an opening "Ad-In" adult cocktail party on Saturday in early June. This fun, successful party is organized to kick off the tennis and swim season and to get acquainted and reacquainted with new and old members.

The end of the summer is celebrated with the "Ad-Out" cocktail party and awards ceremony on Labor Day weekend. The annual meeting and dinner is held each year in the Fall. Other social events throughout the summer have included the following:

- Monday night grill nights
- bingo by the pool
- ladies luncheons
- mixed scrambled doubles
- mother/daughter luncheon
- mother/son luncheon
- father/daughter brunch
- father/son brunch
- ladies round robins
- teen dance
- swim & tennis banquet & awards ceremony

Information about social events will be mailed to you and posted on the bulletin board.

GENERAL CLUB POLICIES

- Pets are not allowed in the Club.
- Children under 10 years old must be accompanied by an adult or babysitter who is present on the Club.
- No parking around the inner circle of the driveway.
- The Club reserves the right to close early on rainy days.
- No loud horseplay or music inside the Clubhouse or around the courts.
- All garbage and trash must be picked up and put in trash cans. All games and toys must be picked up.
- Individual locks on lockers are not permitted overnight.

Financial Policies

- All members must check in at the front desk for all programs, lessons, merchandise purchases, and sign-ups.
- All season long programs such as tennis team and swim team must be paid prior to first day of program. Late fees will be charged after a determined date.
- Refund policies
Refunds for Programs, Teams, Baby Sitting, and Events are determined by the appropriate committees and the BTC Board. See current application and registration forms for dates and charges.
- Tennis and/or Pool membership
Membership categories and rates are determined each year by the BTC Board. Members must join as Tennis and Pool members if they plan to play tennis and/or participate in any tennis clinics or lessons. All Pool only members must pay a \$5 court fee to play tennis. After five times, Pool only members must upgrade to Tennis and Pool member and credit will be given for fees paid.
- Initiation Fee
There is a one time only Initiation Fee, the first half payable the first year joining BTC and the second half payable the next consecutive year. Fee is determined each year by the BTC Board.
- Guest Fees
All non-members must pay a guest fee between the dates of the pool opening and Labor Day for tennis, clinics, lessons, or area use upon arrival. Chittenden County Vermont residents are limited to three visits per year. Visiting family and friends are not limited and the following rates apply: Child is defined as 18 years old and younger.

Family Tennis and Pool	\$30/day	Family Pool only	\$15/day
Adult Tennis and Pool	\$15/day	Adult Pool only	\$7/day
Child Tennis and Pool	\$10/day	Child Pool only	\$5/day

Non Member Tennis Lessons \$10/day (Limited to 3 times)

- Accounts
Members may only charge to their own account which is listed by only one last name.
Payment can be made directly to the front office staff or mailed to PO Box 143, Burlington, VT 05402

GUIDELINES AT THE BURLINGTON TENNIS CLUB

Acting with integrity, honor, and good sense is a learning process for all ages, as well as a developmental challenge, that comes more easily to some children than others. The essence of good sportmanship involves abstract concepts that are sometimes difficult for children and even adults to comprehend. Yet ultimately, we all know in our hearts and spirits, the appropriate conduct that enhances ourselves and our environment.

For minor indiscretions, the BTC staff will speak directly to the member. For continued patterns of misconduct or for more serious misconduct, a member may be asked not to participate for that day or weekly lesson or event.

- Good sportmanship, honesty, and fairness are expected at all times, on and off the court. Respect the rules of the sport and regard them as agreements. Inappropriate language and gestures are unacceptable.
- Please be punctual for club events, lessons, or tournaments, bring the proper gear, and adhere to the dress code. Swim suits only in the pool, and proper tennis attire on the courts; i.e. proper footwear and shirts are to be worn, no swim suits allowed.
- Walking behind courts while points are in progress, loud conversations, and other inappropriate behavior are not allowed. Please wait until the point is completed then cross quickly. If your ball goes into the next court, wait until their point is complete to either ask for the ball or to retrieve it.
- Always sweep the court and lines when you are finished playing.
- Children should use the areas by the pool and ping pong tables for games. The grass lawn in front of Courts 1 & 2 is not a play area.
- Children under 10 years old must be accompanied by an adult or babysitter who is present on the Club.
- Personal and community property are to be treated with respect. Any items found should be turned in at the front desk or lost and found. Community spaces should be left neat and free of litter. When finished with cans and bottles, please place in recycle cans; dispose of your garbage in the garbage cans.
- Children are to use the Pool House locker rooms; the Club House locker rooms are for adult use.
- Treat other persons as you know they should be treated and you would like to be treated. Whenever possible help and encourage others and demonstrate supportive and proper behavior to those younger and less experienced.
- Support the Club management Team by words and actions. The ultimate responsibility for a child member remains with that child and his or her parents or guardians.
- Whenever possible, get your first serve in and on a hot day, have a refreshing dip in the pool. And most importantly, Have a Great Summer!