



Chester Recreational Association
P. O. Box 2955
Chester, VA 23831
(804) 748-4397

Tennis Team Participation Policy

This policy applies to teams and participants that will use CRA tennis court facilities to host matches in local organized leagues (e.g., Richmond Racket League; James River Racket League; USTA; etc.).

Team Captain/Sponsor:

1. The Captain/Sponsor of the league team must be a current member of CRA.
2. Prior to CRA remitting league registration fees, the Team Captain/Sponsor will be required to:
 - 2.1. Notify CRA Tennis Committee of his/her intent to organize a team and use CRA facilities to host league matches as well as team practice sessions for the upcoming season.
 - 2.2. Submit or update previously provided information about the league and the relevant team to the CRA Tennis Committee. This information will be used by the Committee for administration and membership recruiting purposes. Such information must include league participation fees and deadlines; start and duration of season; ability level for the team (e.g., NTRP rating); and target and minimum team roster size.
3. As soon as it is available and prior to the season start, the Captain will submit the complete team roster – including full name, phone number(s), and CRA Membership numbers – to the CRA Tennis Committee. Over the course of the season, the Captain/Sponsor is responsible for submitting roster updates to the Tennis Committee as new team members are added or dropped.
4. Upon publication by the league, the team Captain/Sponsor will provide the match schedule to the CRA Tennis Committee and the Facility Manager to preclude facility use conflicts. Scheduled “home” match dates and times will be posted for the membership by CRA.

Team Participation:

1. The CRA Tennis Committee and the team Captain/Sponsor will cooperate to promote awareness, opportunity, and priority for current members of CRA in good standing to join and participate on league teams. Specifically, The CRA Tennis Committee will provide the league team captain(s) with names and contact information for prospective member participants. It is the responsibility of the Team Captain and the Tennis Committee to provide opportunity for member participants to participate in league play consistent with the requirements and ability level of the team and the league in which it is competing.
2. If annual recruitment from the CRA Membership fails to fill the team roster to target levels, then the team Captain/Sponsor can request that Non-Members be allowed to participate on CRA-sponsored teams prior to the start of each season. Non-members may be allowed to participate on CRA league teams only under the following conditions:
 - 2.1. The *Non-Member Participation Request Form* is completed and submitted to the CRA Tennis Committee.
 - 2.2. Approval of the Non-Member’s participation by the Tennis Committee.
 - 2.3. A \$45 team Non-Member participation fee is paid to CRA upon approval and addition to the team roster.
 - 2.3.1. This fee is collected to compensate for facility use and any League fees pre-paid by CRA.
 - 2.3.2. Any refunds of this fee must be requested in writing to the Tennis Committee.
 - 2.3.3. This fee can be credited to Initiation or Membership fees if the Participant decides to join CRA in the same calendar year.
 - 2.3.4. Other fees for league/administration fees not paid by CRA, refreshments, tennis balls, awards, etc. may be collected from individual team members at the discretion of the Team Captain.
 - 2.4. The Non-Member’s use of the facility will be restricted to the tennis courts and restrooms for league matches and team practices scheduled by the Team Captain. The approved period will include the three (3) weeks prior to the first scheduled league match through the final scheduled league match including playoffs. CRA’s Guest Policy will govern all other use of the facility.
 - 2.5. Violation of the guidelines for Non-Member participation on league teams outlined above may result in revocation of team participation privileges and no refunds of fee(s) paid.

Chester Recreation Association
Non-Member Team Participation Request Form

Date: _____

League: _____

Team Captain: _____

Non-Member Participant: _____

Street Address: _____

City, State Zip Code: _____

E-Mail Address: _____

Home Phone #: _____

Work Phone #: _____

Other club affiliation?
(club name & location): _____

Briefly state the reason why the applicant wishes to participate in league play with a CRA team:

Signature of Applicant: _____ Date: _____

Signature of Team Captain: _____ Date: _____