

CHILLIWACK TENNIS SOCIETY (CTS)

Indoor Tennis Sessions – Policies & Procedures

Date approved by the CTS Board of Directors: Wednesday January 21, 2026

Reviewed & Amended: August 12, 2026

1. Purpose

The purpose of this document is to outline the policies and procedures used by the Chilliwack Tennis Society (CTS) to organize and administer indoor group tennis sessions. These policies are guided by the principles of equity, fairness, transparency, and fiscal responsibility.

This document will provide a clear outline of the various procedures governing the organization of the indoor tennis sessions.

It will guide decisions, and provide a document players can refer to.

2. Background

The CTS rents indoor court time to provide organized group tennis opportunities for members during the indoor season, typically running from October through March, with the possibility of an additional short spring session (April–May).

Members register for scheduled weekly sessions and are expected to commit to the days and times selected.

The requirement for this document has arisen through the need to ensure the costs of court rentals are fully covered and the reality that all sessions are managed solely by volunteers.

The CTS needs to have a predictable income stream, and a manageable workload for the people who are willing to give their time to organize the sessions. This will ensure the ongoing ability of the CTS to provide organized indoor tennis sessions.

3. Definitions

- a. *Regular Player*: A CTS member registered for a specific weekly session for the entire season.
- b. *Long-Term Spare*: A CTS member who can commit to specific days for a substantial portion of the season.
- c. *Spare*: A CTS member who substitutes on an as-needed basis.
- d. *Spare Fees*: fees to play for *Long-Term* and other *Spare*s.
(NOTE: *Spare Fees* are based on the same per day *Fees* paid by *Regular Players*).
- e. *Session*: A scheduled weekly block of court time.
- f. *Indoor Seasons*: Fall (October–December), Winter (January–March), Spring (April–May).

4. Eligibility

All participants must be current CTS members.

5. Procedures

a. Registration & Placement

- i. *Regular Players* sign up in September for both the Winter & Fall Seasons. Sign-up for the Spring Season will be in February-March
- ii. Wherever possible, returning *Regular Players* who register by the advertised deadline will be given placement priority in the **same sessions** they played in the previous season.
- iii. Remaining regular spots are filled in order of registration submissions.
- iv. *Long-term spares* are placed only after regular placements are finalized.
- v. *Spares* may sign up at any time, and are assigned on a daily basis as needed.

b. Fees, Payment, Refunds

- i. *Regular Players* pay in advance for all registered sessions. No refunds are provided for individual missed sessions.
- ii. *Long-term spares* will be expected to pay at the beginning of the season.
- iii. Refunds will only be considered for extended absences due to medical reasons, including illness or injury.
- iv. Spare fees will be tracked over the season and due at the END of the season.
- v. Non-payment of fees will result in loss of playing privileges.

c. Exceptions

Exceptions to any of the above procedures require CTS Board approval and will be guided by equity, fairness, and financial sustainability.