

The Irvington Club Member Guide

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1. Introduction

Welcome to the Irvington Club. We are pleased to have you as a member. We've structured this guide to help you to take advantage of all the benefits that your membership offers you.

We are a member-led club with a tax exempt 501(c)7 status. This means that we have a member-elected Board of Trustees which provides strategic oversight as well as a full-time general manager in charge of operations and staffing. For more details on how our club is run and how decisions are made, see our club [bylaws](#).

Our mission is to share among our members and all communities a love of tennis that is distinguished by friendliness, diversity, equity, inclusiveness, and accessibility.

Hours of Operation:

Sunday-Saturday 6:30 a.m. to 10:30 p.m.

Contact Us:

Front Desk: (503) 287-8749

Court Reservations: (503) 287-2000

Website: www.irvingtonclub.com

General Manager	Beth Moore	bmoore@irvingtonclub.com
Tennis Director	Walter Seidel	walterseidel@irvingtonclub.com
Tennis Co-Director	Cris Valverde	cvalverde@irvingtonclub.com
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Billing & Accounts Specialist	Anita Palodichuk	apalodichuk@irvingtonclub.com
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Member Support Specialist	Chris Best	cbest@irvingtonclub.com
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Standards of Conduct

The Irvington Club Code of Conduct

- We agree to act in accordance with our mission: To share among our members and all communities a love of tennis that is distinguished by friendliness, diversity, equity, inclusiveness, and accessibility.
- We treat all people respectfully, showing integrity, honesty, trust, and acceptance.
- We are good sports with our on-court behavior.
- We acknowledge our errors graciously.
- We respect the Club staff and their authority.
- We respectfully remind others if they fail to practice our code of conduct.
- We speak directly with others in our Club community when we have a concern about their conduct, and we work to resolve our conflict amicably.
- We bring our concerns to Club management for redress when necessary.
- We involve ourselves in making our community a vibrant and welcoming place by volunteering to serve on committees.

Weapons and Firearms Policy

Possession of a weapon on Club premises is prohibited. Members and guests may not bring any type of weapon including guns, explosives, and other potentially dangerous items onto Club premises.

Non-Smoking Premises

The Irvington Club is a non-smoking facility. There is no smoking anywhere in or around the premises, including the pool and outdoor courts.

Pets Policy

Well-behaved pets are invited to visit the Club patio. For the safety and comfort of our members and guests, only service animals are allowed in the Clubhouse and on the Pool Deck. No animals are allowed on the outdoor or indoor courts.

Dress Code

In the welcoming spirit of The Irvington Club community, it is not the intent of this dress code to embarrass or harass anyone. As always, please be respectful.

Tennis: Proper tennis attire is required. Only non-marking sole tennis shoes are allowed on the courts.

Swim: In all lobbies and lounge areas other than poolside, a swimsuit cover-up or shirt is required. Footwear is also required in these areas. Please dry off completely before entering the building.

Workout Room: Proper athletic attire is required – athletic shoes, shorts/skirt/leggings, and top.

In all areas of the Irvington Tennis Club, inappropriate printed graphics or language are not allowed.

2. Tennis

There are four indoor tennis courts and two outdoor courts. The indoor courts accommodate both singles and doubles play. There is one outdoor court where both singles and doubles can be played and one that is a singles-only court. The outdoor singles-only court is also lined for two pickleball courts. (For more details on playing pickleball, see [Section 4](#).)

Courtesy on the Courts

In order for everyone's tennis experience to be congenial, we ask that you adhere to the following expectations:

- Enter the court at your reservation time; court 1 from the lounge area, courts 2, 3, 4, and the outdoor courts from behind the east curtain. Once players have begun warming up, please do not walk across the courts to enter your court.
- Walk quietly behind the curtains to get to your court.
- When entering or leaving your court or the bleachers, wait until there is a break in play.
- If you are watching a match, wait for a break in play before entering the bleachers area. When watching from the bleachers, please do so quietly so as not to disturb play.
- Please strive for a quiet, calm demeanor on the court, especially when play on adjacent courts is in progress. Refrain from loud and improper language.
- When your ball rolls onto another court, wait until play on that court has stopped before asking for or retrieving the ball. Likewise, when a ball from another court rolls onto your court, wait until play has stopped before politely bouncing or rolling the ball back.
- When your court time ends, leave your court promptly.
- When using the ball machine, allow enough time to clear the court so that it is available for play at the next court time (see section on ball machine for details on clearing the court).
- Please do not lean on the net or hit balls against the walls or curtain.
- When you wish to use the mesh nets dividing the courts, ask the adjacent court players for their permission.
- If questions arise, please ask a staff member for clarification.

Outdoor Courts

- When using the outdoor court, wait until your reservation time to enter unless it is not being used prior to your assigned time. Close the door/gate when you leave.
- When using the singles/pickleball court, please exit from the door at the NE corner behind court #4.
- Playing music is not permitted on the outdoor courts.

Reservations

Reservations may be booked online at ic.clubautomation.com or by calling the reservation line (503-287-2000).

Adult (age 18 and over) Reservations may be made starting at 8:00 a.m. two days prior to their desired court date.

Junior (age 11-18) Reservations may be made starting at 10:00 a.m. two days prior to their desired court date. Junior reservations are defined as booking of court times when only juniors are on the court. Parents may not use adult reservation privileges (8:00am booking) to book for juniors. Parents will receive a friendly reminder for violation of this policy. Subsequent occurrences will result in a \$12 penalty.

Only one court reservation may be made per booking (online or over the phone).

Members may play on as many as two court times in one day, but only one of those times may be during prime time hours (see Prime Time Hours below.) Members will receive a friendly reminder if this Prime Time rule is broken once. Subsequent noncompliance will result in a \$12 penalty each time.

If a member would like to book the outdoor singles court for tennis (instead of pickleball), please call the front desk so that both pickleball courts can be reserved.

Cancellations: If a court reservation needs to be canceled, the cancellation must happen 24 or more hours before your scheduled court time. If you cancel within 24 hours of the court time, the court fee will be charged, unless another member books the court. Members who do not show up for a court time and do not cancel, pay the court fee plus a \$7 penalty.

Court Charge

The Club assesses each reservation at the current court charge allocated equally among the members playing.

Prime Time Hours

Prime hours are the most popular court booking times. In order to make those times available to the maximum number of members, no one may book or play on two prime time reservations on the same day.

Monday, Tuesday, Wednesday, Thursday: 8:15 a.m., 9:30 a.m., 5:00 p.m., 6:15 p.m., 7:30 p.m.

Friday: 8:15 a.m., 9:30 a.m.

Saturday & Sunday: 8:15 a.m., 9:30 a.m., 10:45 a.m.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
7:00 a.m.							
8:15 a.m.							
9:30 a.m.							
10:45 a.m.							
12:00 p.m.							
1:15 p.m.							
2:30 p.m.							
3:45 p.m.							
5:00 p.m.							
6:15 p.m.							
7:30 p.m.							
8:45 p.m.							

Ball Machine

The ball machine is available for courts 3 & 4 only. *It may not be booked during prime times or league match play.* Call or visit the front desk to reserve the ball machine. Pick up the key and remote at the front desk when you arrive for your reservation.

The court needs to be clean and ready for the next court reservation. Begin your cleanup about ten minutes prior to the end of your reservation period. Please be sure to leave the court free of ball fuzz and place all balls in the ball machine's hopper. Small sweepers are available by the ball machine for cleaning fuzz off the court.

Remember to return the key and remote to the front desk. If you need assistance with the ball machine, just ask the front desk attendant for help.

Men's, Women's, and Teen Open Play

The following times are reserved for open play:

Women:

Monday	5:00 p.m. to 8:15 p.m. (Courts 1 and 2)
	6:15 p.m. to 8:15 p.m. (Court 3)
	7:30 p.m. to 8:15 p.m. (Court 4)
Wednesday*	9:30 a.m. to 10:45 a.m. (Courts 1, 2 and 3)
	10:45 a.m. to 2:30 p.m. (Courts 1 and 2)

* On Wednesdays with scheduled City League matches, Women's Open Play ends at noon.

Men

Wednesday	2:30 p.m. to 6:15 p.m. (Courts 1 and 2)
	6:15 p.m. to 10:00 p.m. (Courts 1-4)

Teens

Monday	8:15 p.m. to 10:00 p.m. (All Courts)
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Open Play Rules

Adult Open Play is open to all levels of players and is self-governed.

Teen Open Play is open to juniors 13 and over who know the rules of tennis and can serve. Juniors under 13 may participate with the Pros' approval.

Junior Participation in Adult Open Play:

Juniors are welcome to play during Men's & Women's Open Play when courts are not filled by adult players; juniors must cede their court position when an adult arrives to play; adults' playing takes precedence. A full evening of tennis during adult Open Play is not guaranteed to Juniors.

Guest participation in Open Play

Guests are welcome to attend Open Plays with the boundaries of four guests at any Open Play session and one guest per member. See [Guest Policies](#) for more details.

Lessons with our Tennis Professionals

The Irvington Club has extensive adult and junior programs. Both adults and juniors range from beginners to open level tournament players. USPTA certified pros Walter Seidel and Cristobal Valverde impart solid fundamentals to their students, while maintaining a fun and engaging learning environment. For all programming details, including adult weekly and monthly junior lessons, please refer to the Club website (irvingtonclub.com). To pursue private lessons, please contact the pros directly.

For information about Adult Lessons, visit: irvingtonclub.com/adult-lessons

For information about Junior Lessons, visit: irvingtonclub.com/junior-lessons

League Play Opportunities

Our Club also provides many opportunities for members to join tennis teams and participate in leagues.

The Irvington Club offers members access to year-round adult and junior leagues. Adults participate in both USTA and City League while juniors have the opportunity to compete in USTA's Junior Team Tennis. For details about the different leagues, please refer to this Club website page: irvingtonclub.com/adult-leagues

3. Pool

The Irvington Club has a seasonal swimming pool that is open from May through September for lap swimming, recreational open swim, swimming lessons, and swim team. Schedules are posted on The Club website. Click on this link to check the pool schedule: irvingtonclub.com/pool-rules-schedule

Swimming Pool Rules

These policies are made for the safety/benefit of all, in compliance with the State of Oregon Administrative Rules for Swimming Pools:

- CHILDREN UNDER 11 MUST BE ACCOMPANIED BY AN ADULT.
- ALL MEMBERS AND GUESTS MUST SIGN IN before entering the pool deck.
- NO RUNNING or ROUGH PLAY. This includes wrestling and sitting on others' shoulders in the pool.
- NO DIVING, except under the supervision of a certified instructor.
- NO ANIMALS in the pool area except for working service animals.
- All swimmers, including children, must TAKE A CLEANSING SHOWER before entering the pool and after using the toilet. Please wipe off excess lotion/oil before going in the water.
- SWIMMERS MUST WEAR SWIMSUITS. Shorts and sports bras are not to be worn in the pool. Long hair must be secured.
- Swimmers who are not toilet-trained must WEAR A SWIM DIAPER.
- PROTECT OUR WATER -- Please do not use the pool if you have had diarrhea in the past two weeks or a disease communicable by water.
- Swimmers MUST BE 16 YEARS OF AGE TO USE HOT TUB WITHOUT AN ADULT.
- IMMUNOCOMPROMISED PEOPLE SHOULD USE CAUTION when using a public pool.
- FOOD & DRINK (including chewing gum) can be enjoyed in the pool area MORE THAN FOUR FEET FROM POOLSIDE.
- Patrons may bring FOOD & NON-ALCOHOLIC BEVERAGES IN PLASTIC, WOOD, OR METAL CONTAINERS to the pool deck. No glass, ceramic, or containers or dishes that will shatter are permitted.
- WATER AND ALCOHOL DON'T MIX. No person under the influence of alcohol may use the pool.
- ONLY INFLATABLE BEACH BALLS IN THE POOL. Nothing tennis ball-sized or smaller, and no footballs, soccer balls, etc. are allowed in the pool.
- PLEASE LISTEN AND COMPLY WITH INSTRUCTIONS FROM LIFEGUARDS. They are the most qualified people to make decisions in this environment.

- LIFEGUARDS HAVE FULL AUTHORITY to enforce all regulations and are empowered to ask patrons to leave when pool rules are repeatedly violated.

Lap Swimming Lane Reservations

Lanes for lap swimming are reserved similarly to tennis courts in Club Automation. Change the top left dropdown box from “Tennis” to “Swimming Pool” to see the available lanes. Two reservations are available for each lane in each time slot. Lane reservations are 40-60 minutes in length, depending on the time of day. Reserve at ic.clubautomation.com. Lanes may be booked one day in advance, starting at 9:00 a.m.

During lap swim, the pool is not guarded. All swimmers should be accompanied by another adult or junior who is at least 14 years old during this time. Adult observers may sit on the deck.

Open Swim

Open Swim is unstructured recreational time at the pool. There are trained lifeguards on duty during all open swim times. Parents and guardians of young swimmers should also remain vigilant.

Approved toys and swim accessories are allowed in the pool during Open Swim. Swim accessories must be approved by the lifeguards, and they must be larger than a tennis ball to ensure that they don't get caught in the pool filters. Hard athletic balls are prohibited for safety reasons. During peak times, patrons may be asked to take large flotation devices out of the water.

Adult Swim is a regularly scheduled period at the top of every hour when only patrons over 18 may be in the pool. This time serves as an opportunity for adults to use the pool and also as a break for children to get out of the pool, rehydrate, and take a few minutes out of the sun.

Any swimmers wishing to swim in the deep end must pass a swim test proving that they can swim the length of the pool without struggle. Lifeguards will give this lap test during adult swim. Anyone wishing to take the swim test may go to the snack bar to coordinate with the lifeguards.

The Irvington Club is not responsible for the loss of valuables at the pool. Lockers are available to rent. Please see the front desk for availability.

In the event of a thunderstorm with nearby lightning or other severe weather, the pool may be closed for safety reasons. The pool deck may also be closed for necessary maintenance or staff training events. In the event of any scheduled pool closure, the Club website will be updated with this information [HERE](#).

Pool Guest Policies

Members are invited to bring guests to Open Swim. Guests are not allowed during lap swim times.

Members may bring up to 4 guests to the pool per membership per visit, as long as an adult member is present. Guests must be accompanied by a member unless accommodations are made in advance with the General Manager.

Unaccompanied juniors (ages 11-18) may bring 1 guest each to the pool.

The daily guest fee is \$7.00 per guest. All guests must sign-in at the snack bar before entering the pool. The snack bar does not accept cash; guest fees will be charged to member accounts.

If the pool deck reaches high capacity, Club management will restrict access to Members Only. When this occurs, a notice will be posted on our website: irvingtonclub.com/pool-rules-schedule. The information will also be available at the front desk for call-in purposes.

Food & Drink on the Pool Deck

There's a variety of food and drink available for purchase at the pool Snack Stand, which can be charged to member accounts. No cash is accepted at the pool. You are invited to bring food and non-alcoholic beverages to the pool, as long as they are in non-breakable (no glass or ceramics) containers. There are gas grills available on a first come, first served basis as well. Beer and wine are available for purchase at the lobby bar and may be enjoyed on the pool deck, but no outside alcohol may be brought onto the premises.

Reserving a Table

One pool deck table will be available daily to reserve during Open Swim. Table reservations may be booked by Members for parties with up to 10 guests on the pool deck for a cost of \$20 plus pool guest fees. Call or stop by the front desk to make your reservation.

Swim Team and Swimming Lessons

The Irvington Club has an active summer [swim team](#) for all levels of youth swimmers from pre-team to advanced competition. Group and Private Individual [swim lessons](#) are available throughout the summer.

4. Pickleball

The outdoor singles court at the far north end of the club is lined with two pickleball courts. Pickleball court reservations are made the same way tennis court reservations are made: reserve online at ic.clubautomation.com or by calling 503-287-2000.

- Hours of pickleball play are between 9:30 a.m. and 7:30 p.m.
- Pickleball paddles and balls are available for rent at the front desk.
- When accessing the pickleball courts, please enter and exit from the door at the NE corner behind court 4.
- Please strive for a quiet, calm demeanor on the court, especially when play on adjacent courts is in progress. Refrain from loud and improper language.
- Playing music is not permitted on the outdoor courts.
- Please contact the neighbor if your pickleball goes over the fence. Her number is on the wall of the court.

5. Spa

The spa is located between the first-floor women's and men's locker rooms near the pool entrance. The Spa hours are 6:30 a.m. – 10:00 p.m. The following spa rules are intended for the safety and benefit of all and are in compliance with State of Oregon Administrative Rules. Please familiarize yourself with these policies prior to using the spa. This helps to ensure a safe experience for everyone.

- Take a cleansing shower before entering the spa.
- Swimsuits are required.
- Sign out a key from the front desk for spa access. Return the key when done.
- Feel free to bring a plastic container of water with you to the spa area. Other food and drinks are not permitted in the spa area.
- A maximum of 6 people are permitted in the spa area at any time.
- Always have at least one other person with you in the spa.
- Children aged 3 and under are not yet ready to enter the spa.
- Children and juniors 4-15 must be accompanied by an adult.
- Anyone who suffers from a communicable disease or who is under the influence of alcohol or drugs may not use the spa.
- Pregnant women should not use the spa without consulting their physician.
- 15 minutes in the spa is a safe limit for one session.
- Elderly persons and those suffering from heart disease, diabetes, high blood pressure, or those using prescription medications should consult their physician before using the spa.
- Refrain from running or playing around in the spa area.
- Bare feet or flip-flops are acceptable in the spa enclosure. Please do not wear street shoes in spa area.

Thank you for your cooperation to ensure everyone's experience in the spa may be safe and enjoyable.

6. Sauna

The sauna is located in the basement, accessible from the showers in both the women's and men's basement locker rooms. The sauna hours are 6:30 a.m. – 10:00 p.m.

Please read through these expectations prior to using the sauna. This helps to ensure a safe experience for everyone.

- Take a cleansing shower before entering the sauna.
- A maximum of 4 people are allowed in the sauna at any time.
- Children aged 8 and under are not yet ready to use the sauna.
- Juniors ages 9 - 15 must be accompanied by an adult in the sauna.
- You may bring a plastic container of water into the sauna. No food or other drinks are permitted.
- Pregnant women and persons suffering from heart disease, diabetes, high or low blood pressure, circulatory or respiratory problems, seizures, or epilepsy should not use the sauna without consulting their physician.
- Prolonged use of the sauna is not recommended. Limit yourself to a maximum of 15 minutes.
- It is not safe to use the sauna while under the influence of any type of alcohol, drugs, anticoagulants, antihistamines, vasoconstrictor, vasodilators, stimulants, hypnotics, narcotics, or tranquilizers.
- The surface of the rocks, heater, and surrounding area can be extremely hot. Exercise caution!
- Leave the sauna immediately if you experience any nausea, dizziness, hot flashes, cold chills, headaches, or other discomfort.
- Wear a clean swimsuit and bring in a clean towel to sit on while in the sauna.
- Remove all metal jewelry prior to entering the sauna.
- Please use only one spoonful of water per sauna session.
- Drink plenty of fluids before and after leaving the sauna.
- Turn off the sauna light if you are the last person leaving the sauna.
- When finished, please refill water bucket and keep spoon in water to prevent spoon from cracking.
- If you notice any problems with the sauna, please inform the front desk staff.

Thank you for your cooperation to ensure everyone's experience in the sauna will be safe and enjoyable.

7. Weight Room and Fitness Classes

The weight room is available for all members to use. There are orientation sessions, and all members are encouraged to receive an orientation prior to using the equipment. Check at the front desk or the club website for when sessions are scheduled.

Joey Smith offers personal training, fitness, and body sculpting classes. For more information, email Joey at: fitness1st@gmail.com

Becky Chasse offers group fitness classes. For more information, email Becky at: becky@chassepdx.com

Juniors may use the weight room independently when they have completed orientation and have a waiver on file with the Club.

Guests may use the weight room. See Guest Policies section for details.

8. Juniors at the Irvington Club

The Irvington Club strives to be a safe, welcoming community that our younger members can actively use and enjoy. To that end, we ask that parents share the Irvington Code of Conduct with their children. In this way, junior members understand expectations for the appropriate way to conduct themselves at the club.

All children under the age of 11 must be accompanied by an adult in all areas of the Club and at the pool, unless they are participating in organized lessons or programs.

Juniors aged 11-18 are welcome to come into the Club unaccompanied to use the facilities and lounge areas.

Things for Juniors (Age 11-18) to Know

Booking Courts

Junior Reservations may be made starting at 10:00 a.m. two days prior to their desired court date. Junior reservations are defined as booking of court times when only juniors are on the court. Parents may not use adult reservation privileges (8:00am booking) to book for juniors. Parents will receive a friendly reminder for violation of this policy. Subsequent occurrences will result in a \$12 penalty.

Participating in Open Play

Juniors may play during Men's and Women's Open Play when adult Open Play courts are not filled by adult players. Juniors may be asked to cede their court position if sufficient numbers of adults arrive to fill the courts during adult Open Play. A full evening of tennis during adult Open Play is not guaranteed to Juniors.

Lap Swimming

Because there is no lifeguard on duty for lap swimming, swimmers must be over 14 to swim without a parent or guardian. A waiver must be completed and on file with the Club in order to lap swim. No lap swimmers may swim alone.

Swimming at Open Swim

Juniors are welcome to come to Open Swim within the bounds of their memberships. Please respect the rules of the pool.

Using the Weight Room

Juniors are welcome to use the weight room alone after completing an orientation with our Club trainer. The junior must complete a waiver form with their parent or guardian's signature and acknowledgment of the trainer for completion of orientation. Everyone is encouraged to work out with a partner for safety.

Using the Spa and Sauna

Juniors 16 and over may use the spa and sauna unaccompanied by an adult. Under age 16, please bring a parent or guardian. 15 minutes is a safe limit in the spa.

Relaxing in the Lounges

Juniors are welcome to relax in the Club. There is a dedicated Junior lounge, but juniors are welcome everywhere. Please return the TV to tennis when you are finished using it and clean up after yourself and your guests.

Bringing Guests

Unaccompanied juniors are invited to bring up to two guests at a time to the club house and courts. Guests must be checked in at the front desk or pool entry. Members will be charged a fee of \$6 per guest when using the weight room, pool, spa, and/or sauna. Tennis and pickleball guests may play up to two times per month; members will be charged a fee of \$13 per guest. For Teen Open Play, juniors may bring one guest. For Open Swim, unaccompanied juniors may bring one guest each. All guests must be accompanied by a member while at the Club and conduct themselves in keeping with the Code of Conduct.

League Play

Irvington Club juniors have the opportunity to participate in USTA's Junior Team Tennis league. This league provides a fun, competitive environment that promotes sportsmanship, social development, life skills, and team building. Juniors play singles, doubles, and coed doubles against other coed junior teams from other clubs. This is a great introductory pathway for tournament play and high school tennis.

9. Guest Policies

Members may bring up to two guests to play with them on club courts. There is a \$13 dollar guest fee per visit that is billed to the member's account. Non-waitlist guests may play at the Club two times per month. Waitlisters may play three times per month.

Guests at Open Tennis Play:

There's a limit of four guests at any given Open Play and only one guest allowed per member. Once four guests have signed in and are on the courts, additional guests will not be allowed to play. The same guest may only attend two Open Play events per month.

Guests Use of the Weight Room:

Guests may use the weight room when accompanied by a member. There is a \$7.00 guest fee per visit. No more than two guests may use the weight room at a time. A member may bring up to two guests per visit. Guest visits will not be limited in number but may be subject to management discretion based on facility activities and current Club capacity.

Out of Town Guest Passes

Up to 1 time per year, full members in good standing may request an out of town visitor pass for visitors to use the Club. During this time, visitors may access the following:

- Play tennis or pickleball with the member(s) up to once a week for 1 month. All guest fees apply.
- Access pool, weightroom or other club services on an unlimited basis for full members*. All guest fees apply. *Associate member pool privileges remain in place.
- For members seeking opportunities for guests to use club services *excluding courts* without being present, please check with the General Manager and accommodations will be made as possible.

10. Caregiver Policy

A caregiver is a nanny, a live-in caregiver, or someone who babysits a members' child(ren) on a regular basis. They must be attending to member child(ren) when they bring them into the Club. Caregivers may visit the club with a member an unlimited number of times per month. Caregivers should be registered with the club and attached to a member account. An administrative setup fee will apply. Caregivers are considered non-members and may not visit the club alone. They may play on the courts as a guest of the member for whom they care up to two times per month. Guest fees apply for courts, weight room, pool, spa, and sauna use. See FEES AT A GLANCE.

11. Social Activities and Events

In addition to our athletics, The Irvington Club takes pride in our strong community. We host an active social calendar throughout the year for our members. A social committee helps set the pace and sponsors a wide array of events for families, youth, members with special interests, and the club community as a whole. View the full calendar of events on our website:

<https://irvingtonclub.com/calendar/>

12. Food and Drink at the Club

The Club has a small snack bar and sells a selection of craft beer and local Oregon wine in our clubhouse. We also have a pool stand with snacks, drinks, and ice cream.

Per the rules of the Club's liquor licensing, please do not bring outside alcohol into the Club. However, if there are beverages you would enjoy that are missing from our menu let us know. We're always open to new ideas.

Appendix I: Fees at a Glance

Initiation			
	Family		\$3,000.00
	Couple		\$2,500.00
	Individual		\$2,000.00
	Jr.		\$750.00
Waitlist Deposit			
	Family/Couple/Individual		\$600.00
	Jr.		\$150.00
	Swim		\$200.00
Monthly Dues			
	Family		\$196.00
	Couple		\$171.00
	Individual		\$140.00
	Junior		\$71.00
	Senior		\$81.00
	Associate		\$123.00
	Non-resident		\$81.00
	Honorary		\$ -
	Social		\$55.00
	Sabbatical		\$46.00
	Medical		\$46.00
	Medical w/Gym		\$69.00
	120 Club		\$ -
	Administrative Change Fee		\$50.00
	Caregiver Fee		\$25
Pool (per season)			
	Single		\$668.00

	2 people		\$1,082.00	
	Additional		\$46.00	
	Caregiver		\$62.00	
Court Fee			\$7.00	
Guest Fees				
	Tennis		\$13.00	
	Gym/SPA/Sauna		\$7.00	
	Pool		\$7.00	
Tennis Balls			\$5.10	per can
Rentals				
	Ball machine		\$3.00	
	Towels (bath)		\$1.00	
	Locker (per month)		\$5.00	
	Pickleball paddle		\$1.00	
	Ballroom		\$500.00	(Tennis Members only)
Lessons				
	Private	1 hr	\$68.00 (m)	\$79.00 (n/m)
		3/4 hr	\$55.00 (m)	\$62.00 (n/m)
		1/2 hr	\$39.00 (m)	\$48.00 (n/m)
	Group-Adult		\$17.00 and up (m)	\$21.00 and up (n/m)
	Group-Jr.		\$13.00 and up (m)	\$20.00 and up (n/m)
Fines				
	Late cancellation (w/in 4hrs)		\$7.00	
	2 times playing @prime time		\$13.00	
	No shows		\$7.00 plus court fee	
	Same guest exceeds 2 visits/mo		\$13.00	

Appendix II: Membership Types

Family Membership: Family Membership is defined as one of the following:

- 1) A married couple and their children under the age of 26;
- 2) A single adult with more than one child in the household under the age of 26; or
- 3) An unmarried couple in a domestic partnership and their children under the age of 26.

If the marriage of a couple in a family membership is legally dissolved, or the domestic partnership of an unmarried couple in a family membership is ended, the family membership shall be awarded to one of the spouses/partners as they may agree or as the court may so order.

In the case of a couple who has shared the same family membership for a minimum of three (3) years, the non-awarded spouse/domestic partner may elect to obtain an individual membership by paying one-half of the current initiation fee, appropriate dues, and such other charges as the Board may establish pursuant to Section 5 of Article 1.

Couple Membership: A Couple Membership is defined as one of the following:

- 1) A married couple;
- 2) A single adult and his/her one child under 26 years of age; or
- 3) an unmarried couple in a domestic partnership sharing the same household.

A married or domestic partnership couple with a Couple Membership must change category to a Family Membership when their child reaches 3 years of age and uses any of the Club facilities. A single adult and his/her one child under 26 years of age must change to a Family Membership when a second child in the household reaches 3 years of age.

Awarding of membership in the case of dissolution of a couple's marriage or domestic relationship shall follow substantially equivalent rules as those established for Family Memberships.

Individual Membership: An Individual Membership is defined as a membership for a single adult for that person's individual use only. An individual membership does not entitle any other household or family member to use Club facilities.

Junior Membership: A Junior Membership is defined as a membership for a person between the ages of 11 and 18, inclusive, or if regularly attending school, age 21 inclusive, and whose parent is not a Club member. Juniors must be a minimum of 11 years to apply for a Junior Membership.

Legacy Benefit: A Legacy is defined as those persons previously accorded a Family or Couple membership by reason of being a child under the age of 26 or a Junior member. A person who was previously on a Family or Couple membership must elect to independently apply for Legacy membership

no later than his/her 36th birthday. A person who previously had a Junior membership for a minimum of 5 years must elect to apply for legacy membership within 10 years of their Junior membership resignation. Both groups shall pay the full initiation fee and other such dues, charges, and assessments as the Board may establish. The Legacy designation is a one-time benefit. If, after accepting a Legacy membership, the member requests a member status change (Individual to Couple or Couple to Family) they must follow the regular rules as outlined under member Category Change under the Tennis Rules and Information.

For Legacy applicants who were part of a family membership that is still active, that member will go to the top of the wait list upon membership approval.

For Legacy applicants who were part of a Family membership and the membership has been terminated, the Legacy applicant may still apply as a Legacy if the date of termination was within five (5) years prior to the date of the Legacy application. Upon membership approval the applicant will go to the top of the waitlist.

For Legacy applicants who previously held a Junior membership, the Junior membership had to be active for at least (5) years prior to termination. Additionally, the date of the termination has to be within ten (10) years prior to the date of the application. In this case, upon membership approval, the applicant will go to the top of the waitlist.

If a Legacy applicant declines membership upon invitation, they will be dropped from the waitlist and will forfeit their non-refundable deposit.

Non-Resident Membership: A Non-Resident Membership is defined as a membership for a person with a current membership in good standing and whose principal place of residence and business is at all times more than 75 miles from the Portland city limits. If a Non-Resident member moves back to town, such a member may be reinstated. If there is a waiting list, they will be placed at the top.

Honorary Membership: An Honorary Membership is defined as a membership for a person who, by reason of such person's extraordinary service to the Club, or extraordinary accomplishment in the game of tennis (e.g. top 100 ATP or WTA ranking), is recommended by the General Manager and declared by unanimous action of the Board to be an honorary member. Such members are assessed "user" fees only and not monthly dues.

120 Club Membership: A 120 Club Membership is available to any person whose age plus membership years equal 120 or more. Such members are assessed "user" fees only and not monthly dues.

Senior Membership: A Senior Membership is a membership for a member in good standing at least 65 years of age. In order to be eligible for a Senior Membership, full membership at the Irvington Club for a minimum of five years is required. A Senior member may play up to eight times a month per membership, only four of these may be during prime time. Senior Memberships will not be included in the official membership count.

If a couple holding a Senior membership are not both at least 65 years of age and the Senior age member of the couple dies, the surviving member of the couple may continue to carry the Senior membership.

Associate Membership: Associate Memberships will no longer be available to new applicants after March 25th, 2021. All applicant(s) who are on the wait list as of March 25th, 2021, will have the opportunity to be offered an Associate Membership as such memberships become available, and on one occasion only. If an Associate Membership offer is declined, the applicant(s) may remain on the wait list for a full membership as it becomes available.

Associate Membership privileges:

Eight reservations per month; a \$12 fine will be assessed for each noncompliance.

Participation on USTA Teams.

Participation in Club tournaments.

Unlimited participation in Men's and Women's open play.

Access to adult clinics and private lessons at member costs.

Unlimited use of the weight room and spa.

Ten pool visits per summer season.

A copy of the membership roster including tennis rules and regulations.

Social Membership: A Social Membership is defined as a non-voting membership for persons with a current membership in good standing with a minimum duration of 5 years. A Social Membership is a limited membership with privileges as defined by the Board of Trustees. Use of the tennis courts, pool, and weight room are specifically excluded. Monthly dues will be assessed at a reduced rate. Once a Social Membership is selected, a return to full membership would require payment of an initiation fee at the current rate. Social Memberships will be counted separately and will not be included in the official membership count.

Sabbatical Leave: To be eligible for a Sabbatical Leave, a member must be geographically removed from the area and/or unable to use the Club due to a hardship. A request for leave must be in writing and presented to the Board at least one month prior to the commencement of the leave. Leaves may be approved for a minimum of 6 months. A required monthly fee occurs during the leave period. At the end of an approved leave, the member must request a return to their former membership status. If there is a waiting list at that time, they will be placed at the top of the waiting list. Each membership will be limited to two (2) Sabbatical Leaves.

Medical Leave: All medical leaves require written verification of an injury or illness from a physician. Medical Leaves require one month's notice. Medical Leaves may be approved for a minimum of 6

months. A monthly fee is required during the leave period. At the end of an approved leave, the member will resume full Club membership. If there is a waiting list, the member will be placed at the top of the waiting list.

Medical Leave with Weight Room: A member on Medical Leave may, with the consent of the Board, continue to utilize the weight room for an additional monthly fee. The member is subject to all other conditions related to medical leave. The weight room privilege has a duration of no longer than 12 months; a maximum of 5 members on medical leave will be permitted weight room privileges.

Appendix III: Irvington Club Committees

Standing Committees

The Board of Trustees approves and oversees the club's standing committees, which assist and advise the board and the General Manager on the enduring tasks of the club. One or more board members are appointed by the President to each standing committee. A chair is appointed to lead each standing committee. Committee members are expected to serve from the time of their committee appointment until the next annual membership meeting, after which successors are appointed. In some cases, the committee charter specifies longer terms for committee members.

Finance and Audit Committee oversees the accounting policies, processes, and controls of the club, and monitors the overall financial condition of the club. The chair and the GM together create an annual budget for approval by the board. This committee meets monthly or as needed.

Composition: Comprised of the Treasurer of the Board, the GM, and at least 3 additional members who may be Trustees and/or members at large. The treasurer acts as chair unless another committee member is appointed to chair by the President or the committee.

Governance Committee recommends to the Board sound principles and practices of governance and monitors the development of these principles and practices. This committee meets monthly or as needed.

Composition: Comprised of the Board President and two additional Trustees, the past President, and the GM.

Diversity and Equity Initiative provides advice regarding club policies and procedures to promote diversity, equity, and inclusion within the club, among club members, and within our surrounding community. This committee meets monthly or as needed.

Composition: Comprised of 2 Trustees, one of whom serves as chair, the GM, at least 4 members at large, and at least 6 Associate Members. DEI Associate Members serve 1-2 year staggered terms and are selected by the committee from the pool of club membership applicants.

Tennis Committee serves as the important link amongst club members, the board, and the Tennis Co-Directors, regarding tennis, team play, and court utilization issues. This committee responsively monitors court usage. It provides input to the board and to the GM on tennis programming, such as junior opportunities, adult drills, adult leagues, and open play opportunities for all members. The committee meets monthly or as needed.

Composition: Comprised of 2 Trustees, one of whom serves as chair, the prior year's TC chair, 2 Tennis Co-Directors, and at least 4 members at large who are appointed by the BOT for 2 year terms. Voting members of this committee are the chair and the appointed at large members.

Community Involvement Committee supports organizations in our community through club member volunteerism and donations. Examples include the club's partnerships with Martin Luther King Elementary School and with the Black Swimming Initiative. This committee meets monthly or as needed.

Composition: Comprised of one or more Trustees, the GM, and four or more at large club members.

Pool Committee advises the board and pool management, regarding pool and swimming-related issues, including pool programs and operations. It helps ensure that club members have access to the board and to pool management. This committee meets seasonally and throughout the year as needed.

Composition: Comprised of 2 Trustees, one of whom serves as chair, the prior year's Pool Committee Chair, the Pool Manager, the GM, and at least 4 members at large who are appointed by the Board for 2 year terms. Committee members must include at least one lifeguard.

Building and Grounds Committee plays a lead role in the planning and execution of projects designed to protect and improve club facilities and outdoor areas. This committee meets monthly.

Composition: Comprised of 2 Trustees, the GM, the Maintenance Specialist, and at least 2 members at large. One of the Trustees is appointed by the President to serve as chair. At large committee members are appointed by the chair of the committee and serve two-year staggered terms.

Oregon Tennis Historical Committee collects, prepares, and preserves information concerning the history of tennis in the State of Oregon and the Irvington Club. The committee meets twice annually or as determined by the Chair.

Composition: Comprised of a Trustee or member at large who serves as chair, and 2 additional committee members who may be Trustees, IC members at large, or members of the Portland regional tennis community.

Ad Hoc Committees

Ad hoc committees are constituted for the duration of a club need or project. The need may be short term or episodic. Such committees may be drawn up seasonally, like the board candidate recruiting committee, or for assisting the board or GM in addressing a temporary need, such as the Social Committee, the Information Technology Committee, or the Strategic Planning Committee.

Information Technology Committee serves the GM in an advisory capacity to provide technical and general industry knowledge and to undertake research regarding any I.T. initiatives where the GM requests their input. This committee meets as needed.

Composition: Comprised of one Trustee who chairs the committee, the GM, and additional board members if they have an interest in I.T. Additional club members with experience in I.T. or business may be asked to serve on the committee.

Board Development Committee is the search committee that identifies and nominates at least 6 club members to run in the annual election for the 3 board positions which are vacated yearly. This committee meets 1-3 times/month during fall and early winter.

Composition: Comprised of the Vice President, who serves as chair of committee, and an ad hoc committee of one or two additional board members and two members at large. The members at large who serve on the committee are appointed by the President.

Social Committee works with the GM to create social events and experiences for club members. The committee's goals are to boost fun for members of all ages and encourage member involvement in the club. This committee meets as needed and as determined by the committee members.

Composition: Comprised of an interested board member and at large members who share the intended goals of the committee.

Strategic Planning Committee is an ad hoc committee formed at the Club President's discretion to assist in the strategic planning process. The Strategic Planning Committee analyzes data, develops innovative actions, outlines change processes, and suggests metrics to evaluate progress. The Strategic Planning Committee makes recommendations to the Board which they believe will accomplish the goals and objectives that the Board of Trustees has established. Appropriate standing committees, the General Manager, and staff members review all recommendations from the Strategic Planning Committee and send their comments to the Board of Trustees. The Board of Trustees finalizes the Strategic Plan.

Composition: The Strategic Planning Committee is comprised of the President of the Board of Trustees, an additional Trustee who serves as committee chairperson, the General Manager, and between 5 and 7 members-at-large in good standing.

Appendix IV: Code of Conduct Concerns

When a member, guest, or visitor finds themselves in conflict with another member, guest,

or visitor who they perceive has violated the Club Code of Conduct, they are responsible for trying to work out a resolution of the issue with the alleged Code violator.

If the conflict cannot be resolved privately between parties, the aggrieved person will be asked to bring their concern to the General Manager or to a member of the Board. The Governance Committee will offer a neutral mediation option to parties who have a conflict that they have been unable to resolve on their own. It is the expectation of the Club leadership that mediation will be accepted by disputants.

If the conflict cannot be resolved with mediation, it will be investigated by the Governance Committee. The results of such investigations will be provided to the Board for deliberation and determination of a course of action. Possible actions include:

1. A verbal or written warning may be made, for situations deemed by the General Manager or the Board to be minor in degree
2. For serious infractions, i.e. behavior which may warrant a loss of Club privileges, the Board will determine a course of action.
3. In the case of an especially urgent circumstance, the General Manager may take immediate action and follow up with prompt notification of the President and the Board.
4. In considering appropriate consequences, Club leadership may consider mitigating factors, such as efforts to apologize or otherwise seek to repair harm done. Club leadership may also consider aggravating or inflammatory factors.
5. In all situations where the Board imposes a loss of privileges, a sanctioned member shall be given at least 30 days to appeal the decision before the Board. In the case of termination of membership, the procedure outlined in the bylaws will be followed.

To view the Club Bylaws, click [HERE](#).