

**International School of the Sacred Heart  
Tennis Circle**



**POLICIES & RULES  
2025-2026**

- The **International School of the Sacred Heart Tennis Circle** (hereby referred to as “Tennis Circle”) provides two tennis courts in the heart of Tokyo for the use of its members. The goal of the Tennis Circle is to encourage connection among the school’s parent community.
- The Tennis Circle is a membership-only group. Members include ISSH parents, alum, and faculty. Members may use the school’s tennis courts (in accordance with these Policies and Rules), when they are not being used by the school for school activities, including but not limited to physical education classes, school tennis team training and tournaments.
- Through membership fees, the Tennis Circle Board organizes league play, holds tournaments, maintains the court facilities, provides new balls, and arranges after school and summer tennis lessons for juniors. The Tennis Circle is the main contributor to the Sacred Heart Sister D’Huart Crisis Fund and further provides donations to the school for specific projects when needs arise, based on fund availability.
- In summer 2021, the tennis courts were resurfaced with “DecoTurf”, a high quality tournament level surface providing player comfort and good performance. In addition, the gate door, windscreens, and netting between the courts were either replaced or repaired. Sun shades were added and display cases and other minor items were updated.

<b>Section 1: Types of Membership</b>
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- There are 3 types of membership available to join the Tennis Circle, outlined below.
- The Tennis Season runs from **Sept. 1, 2025 - Aug. 31, 2026**.

**1. Family Membership:**

- Available to current ISSH parents, alums, and employees.
- Includes both parents and children in the family who are 18 years of age and younger.
- Each adult has the same booking privileges as an individual member.

**2. Individual Membership:**

- Available to current / past ISSH parents, current ISSH employees, and ISSH alums who are 18 years of age or older.
- If a spouse or child(ren) wishes to play occasionally, they can play as a guest (See Section 6: “Guest Visits & Fees”). However, if a child is taking a lesson as a guest they must play with the member to adhere to Guest rules as outlined in Section 6.

**3. Weekend League-Only Membership:**

- This membership is open to individuals not directly affiliated with Sacred Heart as current families and/or alumnae, and entitles the member to play in the weekend League (normally held on Saturdays and Sundays from 8am-10am) and participate in tennis Group Drill Lessons as space allows. (See Section 8: “Tennis Lessons”).
- These members are NOT permitted to use the courts outside of League and organized Group Drill Lessons unless invited as a Guest by another type of member (See Section 6: “Guest Visits & Fees”).
- The number of available spaces varies each year depending on Current membership levels.
- Successful applicants will receive a Weekend League-Only Membership Form and can join the league after completing the registration process and paying of fees.
- Applicants unable to get a spot at the beginning of the League Season will be wait-listed until a place opens up during the season.

<b>Section 2: Membership Fees and Refunds</b>
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	<b>Full Season (Sept. 1, 2025 - Aug. 31, 2026)</b>	<b>Joining between Jan 15<sup>th</sup> – May 14<sup>th</sup></b>	<b>Joining between May 15<sup>th</sup> – Aug. 31<sup>st</sup></b>
Family Membership	¥90,000 per family	¥60,000 per family	¥30,000 per family
Individual Membership	¥60,000 per player	¥40,000 per player	¥20,000 per player
Weekend League-Only Membership	¥80,000 per individual	¥55,000 per individual	¥30,000 per individual

### **Refunds**

- Note: Fees are NOT refundable unless Board approved extreme case which may be returned pro-rata.

<b>Section 3: Tennis Circle Board</b>
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- The Board is responsible for the overall management of the Tennis Circle.
- The Board shall meet regularly during the year, but no fewer than 4 times annually.
- Board members shall report to members in part through emails, school website, notices on the School's bulletin boards, and/or letters.
- Continuity of board members is ideal and each position should serve at least a two-year term. Once the two-year term ends, nominations are open for anyone wishing to hold the position. Current volunteers are able to continue their roles on a year-by-year basis.
- Board members are entitled to 10 free guest passes each year, assuming that the board member does everything possible to attend at least 3 of the 4 annual board meetings.
- The Tennis Circle Board consists of the following positions:

<b>Position</b>	<b>Responsibility</b>	<b>2025-2026 Contact</b>
Honorary Chairperson	Oversee the TC's efforts towards promoting the Philosophy and Goals of ISSH.	Sr. Anne Wachter Head of School <a href="mailto:anne.wachter@issh.ac.jp">anne.wachter@issh.ac.jp</a>
Faculty Athletic Representative	Promote tennis within ISSH Athletics through coordination with TC.	Sophie Woods Athletic Director, ISSH <a href="mailto:sophie.woods@issh.ac.jp">sophie.woods@issh.ac.jp</a>
President	Direction of Board activities; oversees decision-making by the Board and implementation thereof.	David Egliskis <a href="mailto:dwegliskis@gmail.com">dwegliskis@gmail.com</a>
Treasurer	Maintains the financial accounts of the Tennis Circle, manages expenses and revenues.	Yifan Yang <a href="mailto:yangyff@gmail.com">yangyff@gmail.com</a>
Membership Coordinator	Organizes membership forms/records, coordinates membership issues, correspondence with members	Jinlan Cui <a href="mailto:kinransai@gmail.com">kinransai@gmail.com</a>
Court Facilities Coordinators	Oversees upkeep and maintenance of the tennis courts.	Izumi Yachi <a href="mailto:izumiyachi@gmail.com">izumiyachi@gmail.com</a> and Xinxin Tong <a href="mailto:xin2.tong@gmail.com">xin2.tong@gmail.com</a>
League Coordinator - Weekday League	Organizes weekday Tennis League matches throughout the school year.	Lea Coulet <a href="mailto:leacoulet@gmail.com">leacoulet@gmail.com</a>

League Coordinator - Weekend League (hosted by Sacred Heart dads)	Organizes weekend Tennis League matches throughout the school year.	Henrik Bertelson <a href="mailto:hbertelsen@gmail.com">hbertelsen@gmail.com</a>
School Liaison Position	Ensure smooth liaison and communication with the school.	Kikuko Fukuda <a href="mailto:kikuko.fukuda@issh.ac.jp">kikuko.fukuda@issh.ac.jp</a>

- All general inquiries, please contact: [friendsofisstennis@gmail.com](mailto:friendsofisstennis@gmail.com)

#### Section 4: Playing Rules

##### **General Attitude**

- Members' actions should be guided by the rules of tennis etiquette, courtesy and common sense.
- Children in Middle School and below must play with a supervising parent or adult who is on the court.

##### **Dress Code**

- Appropriate tennis attire shall be worn at all times. Men must wear shirts.
- Non-marking court shoes must be worn on the courts at all times to prevent damage.

##### **Food/Drinks**

- Please be considerate with your food and beverage consumption at the courts.

##### **Bleachers/ Benches/Sunshades**

- Do not move the bleachers and benches from their location.
- Do not bring in extra chairs, as this will damage the court surface.
- Sunshades should be rolled up after use to prevent damage from wind and other conditions.

##### **Playing Time and Etiquette.**

- Players must respect the start and finish time of their reservation time.
- Players must not interrupt or disturb play on the adjacent court.

#### Section 5: How to Reserve a Court

- To make a court reservation, sign-up is done online. A gmail account is required for this.
- Available playing times vary during the school year based on the priority system (see "Order of Priority" below)
- The online reservation sheet will show blocked out hours.
- Private booking can only occur during time slots where the reservation sheet is not already blocked out for use.

##### **Online Sign Up Sheet and Access**

- A shared Google document, "2025-2026 Tennis Court Reservation" will be made available to all Tennis Circle members, except Weekend League-only members.
- Through this document, a member can view the week's schedule and reserve a court.
- The reservation sheet is posted at 4:00 pm on Friday for the coming week (7 days) commencing the following Monday.
- The sign-up sheets are for Tennis Circle members only. Sharing the file with Non-Members is not permitted.
- Please follow the reservation rules below.

##### **Order of Priority for Court Booking**

1. The School has top priority for reserving the courts whenever required for school use. This includes all High School Team practice and tournaments, plus all other PE requirements as needed.
2. Next priority goes to the following: Tennis Circle League(s) games and tournaments; Group Lessons approved by the Tennis Circle; and Tennis Circle-organized events such as Social Tennis.
3. Tennis Circle members may book the court at any time as long as it does NOT conflict with any of the above priorities as stated in 1. & 2.

##### **Members are able to book the courts using the following Reservation Rules.**

**Members are defined as:**

- **Family Membership = 2 members**
  - **Individual Membership = 1 member**
1. Enter your LAST NAME in any open time block. For FAMILY memberships where spouses have different last names, please use the last name listed on the "Member Overview" tab.
  2. Do not remove or change the details on the reservation sheet for any existing booking other than your own.
  3. A FAMILY membership can reserve up to 2 hours per day, but limited to 8 30-minute slots (4 hours total) on initial sign-up as follows:
    - a. Only 4 30 minute timeslots on weekends.
    - b. Once a reserved session has been played, members may sign up for an additional reservation.
  4. An INDIVIDUAL membership can reserve up to 1 hour per day, but limited to 4 30-minute slots (2 hours total) on initial sign-up as follows:
    - a. Only 2 30 minute timeslots on weekends.
    - b. Once a reserved session has been played, members may sign up for an additional reservation.
  5. When playing with another member, both members may sign up for consecutive time slots, giving the group a maximum of two consecutive hours of play.
  6. Members may not reserve court time for other members, except for family members. In addition, members may not use another member's name, nor "lend" their name to other members, to reserve additional court time.

**Section 6: Guests – Visits and Fees**

1. A guest is any person who is not a member of the Tennis Circle. Guests must be invited and hosted by current Tennis Circle members. If the guest is a school family and wishes to play more often, he/she should be encouraged to join. Members must accompany and play with their guests, register their names, and ensure that the appropriate amount of guest fees are deposited into the mailbox. The cooperation and discretion of members is necessary to maintain this honor system.
2. A Member can bring up to 3 guests for one reservation.
3. Guest fees must be placed in the "guest fee box" before play.
4. Guest fees are ¥3,000 per player on weekends and ¥2,000 per player on weekdays, including holidays. If the guest is a student at the International School of the Sacred Heart, the guest fee will be reduced by 50%.
5. Guests are allowed to join members during private tennis lessons. However, guests are still required to pay the necessary guest fees.
6. It is the member's responsibility to ensure that their guest(s) follows the rules of the Tennis Circle.
7. For Weekend "League-Only" Members:
  - a. If participating in Group Drill Lessons (see below), no guest fee is required.
  - b. If participating in a semi-private lesson with an approved coach and a Tennis Circle member, guest fees are reduced to ¥1,000 on weekdays only.
  - c. If playing outside of a Group Drill Lesson, semi-private lesson as noted above, or League play, League-Only members are required to pay the standard guest fees outlined above.
8. **Failure to pay for guests shall be treated as a violation of rules. (See Section 11: "Violation of Rules")**

**Section 7: Access to the Courts and Leaving the Courts**

1. All members (excluding "League-Only Members") will be given access to the Tennis Courts.
2. Before leaving the courts, Members are responsible for ensuring that all balls and any other equipment are correctly stored in the Storage Shed and that the courts are tidy.
3. Members must lock the gate and turn the lights off when leaving unless other members are playing. In short, the last person leaving the court should always lock the gate and turn off the lights.
4. It is NOT permitted for a Member to share access with a non member.
5. Members must exit the ISSH premises including their possessions such as bicycles, automobiles, etc. before 9:15pm.

**Section 8: Tennis Lessons**

### 1. Adult Group Drill Lessons:

- The Board will arrange the instructors and lesson times. Instructors and times will be communicated via the Tennis Court Reservation sign-up sheet.
- Priority for Adult Group Drill Lessons is as follows:
  - First, Tennis Circle members.
  - Second, parents of Sacred Heart students. Reduced guest fees of ¥1,000 apply.
  - Third, League-Only members. No guest fees due. Enrollment may be lost if class size is filled by higher priority participants.
- Coaches are under contract with the Tennis Circle but have some discretion on class placement and fees charged. Payment is made directly to the coaches.

### 2. Junior After School Student Lessons and Summer Sessions:

- Junior After School Student lessons and Summer Sessions are offered for an additional lesson fee.
- The Board will arrange the instructors and lesson times.
- Notice of times and fees will be sent to parents through normal school communications.
- Priority for Junior lessons is as follows:
  - First, children of Tennis Circle Members
  - Then, Sacred Heart students whose parents are not Tennis Circle members, if space allows. Guest fees of ¥1,000 apply each lesson to students whose parents do not have a TC Family membership.

### 3. Private Lessons:

- Only Tennis Circle Members are allowed to schedule private lessons at any time, subject to court availability.
- Members can invite non-members to join a Private Lesson as Guests, in accordance with the Guest Rules (See Section 6: Guest Visits & Fees).
- Private instructors are exempt from paying guest fees, however he/she must be registered with the Tennis Circle as a “tennis instructor.”
- If a Member wishes to include a new Instructor, please send an email to the Tennis Circle with the instructor's name and brief profile.
- Reservation for court time is the same as described in Section 5: “How to Reserve a Court”.

## Section 9: Court Maintenance

- If children accompany a member to the courts, they must be supervised appropriately.
- Pets, bikes, and skateboards are not allowed on the courts.
- Use of the ball machine is allowed, but all posted rules of use must be followed.
- Discard any trash in the bins provided.
- The storage shed is for Tennis Circle and School use only. Do not leave any personal equipment, balls, etc.

## Section 10: Accidents

- Neither the International School of the Sacred Heart nor the Tennis Circle is responsible for any accidents that may occur to members when using the courts or arriving/departing from the premises.
- Members use the facilities at their own risk.

## Section 11: Violation of Rules

- Violation of any rule should be reported promptly to any Board member.
- Upon first violation of rules, offenders shall be notified by means of email from a Board member, with suspension of court-reservation rights until the violation in question has been satisfactorily resolved and approved by the Board.
- After any second violation, membership shall be suspended for a period of two months.
- Upon any further violations, membership privileges shall be canceled and membership fees shall be returned in accordance with the Refund Chart.
- Members who have had their membership canceled shall not be eligible for membership the following year.

*Revised July, 2025*