



Dear Interested Tennis Professional,

Thank you for your interest in becoming a tennis professional in Ladera Ranch. Management has reviewed feedback from the Membership about tennis instruction on Ladera Ranch courts which has encouraged LARMAC to implement a tennis instructor registration program. The purpose of the tennis instructor registration program is to improve utilization of the tennis courts and to ensure that all instructors using LARMAC courts are properly insured. Additionally, LARMAC will be applying some new changes to the reservation system on Laderalife which will improve the availability and monitoring of the tennis facilities for all residents.

Any instructor can become approved by simply following the details outlined in this packet. Instructors must pay the annual fee to become approved. All approved instructors will have the benefit of having their information available on Laderalife and at each court location. Each approved instructor will also be given a tennis instructor ID card which will help residents to easily identify all approved instructors. Any unapproved instructor will be asked to cease instruction in Ladera Ranch. All residents and instructors must still abide by the LARMAC tennis guidelines which will support all users in having an equal opportunity to reserve and utilize the tennis courts.

Please review the information below for details on what the process includes.

All tennis instructors must apply AND be approved before January 2022 or they will not be able to provide tennis instruction in Ladera Ranch at that time. Any instructor wishing to be approved after January 2022 will be required to apply and be approved before any instruction occurs.

APPLICATION PROCESS

STEP I

- Fill out the attached “*Tennis Professional Application*” form. This form can be emailed to Joshua.Ferreira@fsresidential.com.
- Ample time is required so staff can review application and required documentation.

STEP II

LARMAC will review the details you submitted and determine if (1) the appropriate documents have been submitted (2) the documents submitted meet the requirements.

STEP III

If the application and documents are accepted, the following will occur:

- ☐ Insurance and endorsement.
- ☐ Sign agreement with Ladera Ranch guidelines and payment of fees (annually).

PAYMENTS & FEES

A yearly registration fee of **\$250.00** is due upon signed agreement between LARMAC and the professional. Registration is annually and will expire one year from the initial agreement.

INSURANCE & INDEMNITY

Vendor Insurance Requirements

Please review the required coverages and submit a *Certificate of Insurance of a current policy insuring your business/organization for the following minimum coverages:

Commercial Liability

\$2,000,000 General Aggregate

\$1,000,000 Products and Completed Operations Aggregate

\$1,000,000 Each Occurrence

Additional Insured Endorsement

A **separate** "Additional Insured" Endorsement naming the following as additional insured on all coverages (Must be separate and in addition to Certificate):

- Ladera Ranch Maintenance Corporation
- Ladera Ranch Community Services
- FirstService Residential California, LLC

Workers' Compensation and Employer's Liability

Statutory limits covering all employees

OR

Signed Workers' Compensation Indemnity Agreement if you are a sole proprietor with no employees

•Certificate Holder:

Ladera Ranch Maintenance Corporation

1 Daisy

Ladera Ranch, CA 92694

Program Instructor understands and acknowledges that in entering into this agreement, the Program Instructor is an Independent contractor and not an employee of LARCS, LARMAC, or FirstService Residential CA, LLC and further understands and acknowledges that LARCS, LARMAC, or FirstService Residential CA, LLC does not maintain any Workers Compensation, accident, or any type of insurance coverage for Independent contractors. LARCS, LARMAC, or FirstService Residential CA, LLC shall not be liable for any payment or compensation in any form to Program Instructor.

Attached you can find an example of a certificate of insurance listing the additionally insured.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

Valid Date

PRODUCER INSURANCE COMPANY NAME	THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED PROGRAMMER NAME	INSURERS AFFORDING COVERAGE	NAIC #
	INSURER A: Philadelphia Indemnity Insurance Company	18058
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

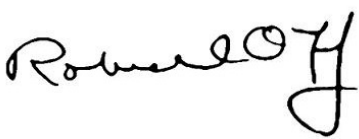
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PROFESSIONAL LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	POLICY NUMBER GOES HERE	6/14/18 DATES MUST BE VALID	6/14/19 DATES MUST BE VALID	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$2,500 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG Included
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION				EACH OCCURRENCE AGGREGATE
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS/ VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
It is understood and agreed that the following entity is added as an additional insured but only with respect(s) to the operations of the named insured except that liability resulting from the additional insured's sole negligence.

CERTIFICATE HOLDER

CANCELLATION

Ladera Ranch Maintenance Corporation FirstService Residential California, LLC 1 Daisy Street Ladera Ranch, CA 92694	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
Ladera Ranch Maintenance Corporation Ladera Ranch Community Services FirstService Residential, CA LLC 1 Daisy Street Ladera Ranch, CA 92694
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



TENNIS PROFESSIONAL APPLICATION

All applications are confirmed within two weeks of receipt. Please note, the process takes between 4-8 weeks. Staff will contact you by phone or email to confirm receipt and anticipated date of confirmation. If you have any questions, please contact **Joshua Ferreira** at Joshua.Ferreira@fsresidential.com or by phone at (949) 388-0097. Thank you for your interest in becoming a registered tennis professional with Ladera Ranch.

APPLICANT INFORMATION

NAME: _____ PH #: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP
E-MAIL CODE: _____
ADDRESS: _____

INSTRUCTIONAL INFORMATION

HOW MANY HOURS OF INSTRUCTION PER WEEK: _____
WHICH COURT(S) DO YOU GENERALLY USE: _____

PRIVATE BUSINESS INFORMATION (IF APPLICABLE)

BUSINESS
NAME: _____
OWNER'S
NAME: _____
ADDRESS: _____

PROFESSIONAL CERTIFICATION (PLEASE ATTACH CERTIFICATION)

PLEASE LIST CURRENT CERTIFICATIONS:

I, the undersigned, verify that the information provided in this application is complete and correct. I understand that providing false information could result in my application being fully dismissed from the review process and future potential contract opportunities. I agree that if I do NOT follow all of the LARMAC tennis guidelines and do NOT submit proper instructor insurance, LARMAC reserves the right to terminate my access card and my instructional privileges.

APPLICANT
SIGNATURE: _____

DATE: _____

This form must be returned to the Avendale office at 1 Daisy Street, Ladera Ranch CA 92694 or sent to Joshua.Ferreira@fsresidential.com.

Once an instructor has been approved by LARMAC, Management will schedule a meeting with the instructor to issue them their LARMAC Tennis Instructor ID Card and to obtain the instructor's annual payment.

C. TENNIS COURT GUIDELINES

1. Hours of Operation - (Hours may fluctuate based upon LARCS programming or scheduled maintenance).
7:00 a.m. to 10:00 p.m. Monday through Sunday
All timers for court lighting will be turned off automatically at 10:00 p.m.
 - a. A LARMAC or LARCS sponsored event or structured activity will take precedence over individual use.
 - b. LARMAC may implement a “no instruction” court. Information will be posted on LaderaLife.com prior to implementation.
2. Dress Code:
Only non-marking tennis shoes are allowed on all tennis courts.
Players must be properly attired.
3. Prohibited Activities:
The following activities are strictly prohibited on all tennis courts:
 - Motorized and non-motorized Scooters
 - Skateboarding
 - Roller skating
 - Baby strollers
 - Bicycling (all types)
 - Hitting tennis balls against the windscreens
 - Glassware
 - Profane or obscene language
 - Smoking, vaping, or the use of tobacco products. and consumption of alcohol
 - Amplified sound including but not limited to boom boxes, PAs, bands, or disc jockeys.
4. Reservation Protocol:
Tennis courts are available to all residents who are currently residing in Ladera Ranch. Due to the limited number of courts, a reservation system is in place to assist residents with securing court time during the designated reservation hours by logging onto LaderaLife.com.
 - All residents with a valid access card can reserve the tennis courts in advance. Reservations can be made by logging onto LaderaLife.com with the valid account ID and password. Only one reservation will be taken at a time.
 - Account ID's and passwords are for personal use only. This information shall not be shared with others. Accounts found to be compromised or individuals found to be using multiple accounts for the purpose of booking tennis court reservations may be subject to loss of facility use privileges and fines.
 - Court availability may be viewed on LaderaLife.com or by scanning the QR code posted at each court.
 - All tennis courts require a valid access card to gain entry to the court area.
 - Court reservation can be reserved for the maximum of 1 1/2 hours per reservation. Reservation time will be available on a first-come first-serve basis. The reservation time will begin on the hour or on the half hour mark.

- Reservations must be made by the resident intending to use the court. Reservations may not be made for others. The resident who reserved the court must be present to claim that reservation or it will be treated as a no-show and available as first-come first-serve.
- If there are other residents without reservations waiting outside the court area and there is no reservation time to follow, then all matches played must conclude within 60 minutes or the maximum of one set can be played.
- Please wait until your reserved time before entering the court. All reservations must be claimed at the time reserved by physically appearing ten minutes prior to your reservation time.
- The reservation shall be relinquished to other “walk-on” residents without a reservation if the reserved court time was not claimed within 10 minutes after the reserved time.
- Reservations must be canceled within 4 hours of the reservation start time so other residents may be able to reserve the courts for their enjoyment. Cancellations must be made on LaderaLife.com via ‘My Reservations’ listed under the LaderaLife.com account holder profile.
- Reservation for tennis courts will be imposed all day from Friday at 7:00 AM through Sunday at 10:00 PM. The reservation system will apply to all tennis courts in the Ladera Ranch Community including, but not limited, to the Avendale Clubhouse, Flintridge Clubhouse and Oso Grande Park.
- Reservations are limited to one (1) per day per resident.

5. Tennis Instruction:

- Residents may bring a private tennis instructor to a tennis court as their guest for the purpose of one on one instruction or doubles team play instruction. All individuals receiving lessons must be Ladera Ranch residents. The instructor must enter and leave the facility with the resident and must follow all rules related to guest use of LARMAC facilities.
- All instructors must be approved by LARMAC through a registration process. Information about the registration process is available on LaderaLife.com.
- Unapproved lessons, team practices and clinics are prohibited. All reservations for tennis lessons must be made by the resident receiving the lesson.