



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 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 until they become approved. 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 be approved to teach lessons in Ladera Ranch. Any instructor wishing to be approved are required to apply before any instruction can occur.

APPLICATION PROCESS

STEP I

- Fill out the attached “*Tennis Professional Application*” form. This form can be emailed to Bobby.Nigg@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: | |

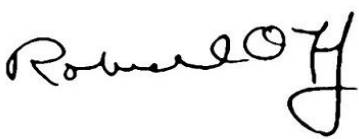
COVERAGES

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

| | |
|--|--|
| Ladera Ranch Maintenance Corporation FirstService Residential California, LLC 1 Daisy Street Ladera Ranch, CA 92694 | CANCELLATION 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  |
|--|--|

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 **Bobby Nigg** at Bobby.Nigg@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 Bobby.Nigg@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.

A. TENNIS COURT GUIDELINES

1. Hours of Operation - (Hours may fluctuate based upon LARCS programming).
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 would be posted on laderalife.com prior to any modification.
3. Dress Code:
Only non-marking tennis shoes are allowed on all tennis courts.
Players must be properly attired.
4. 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.
5. Reservation Protocol:
All tennis courts are opened to all residents who are currently residing in Ladera Ranch. Due to the limited number of courts, all residents may reserve a court time during the designated reservation hours by logging onto LaderaLife.com. As a courtesy, the LARMAC staff may assist with phone-in reservations with no guarantee of priority over LaderaLife.com reservations. Phone-in reservation support may be made at the Avendale Clubhouse.
 - 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. No same day reservations will be accepted. 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.
 - All reservations will be posted at the bulletin board located outside the tennis courts the day of the reservation.
 - All tennis courts require a valid access card in order 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.

- All players must check and verify with the reservation bulletin board prior to occupying the court. If there is a reservation in place when you arrive at the court, please wait until the default time before starting your match play.
- All reservations must be claimed at the time reserved by physically appearing five (5) 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 5 minutes after the reserved time.
- As a courtesy to other residents, please call and cancel your court reservation if you are unable to keep your reservation so other residents may be able to reserve the courts for their enjoyment.
- 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.

7. 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 for doubles team play instruction. All people receiving lessons must be 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 and go through a registration process. Those who do not follow the correct steps of the approval process may be subject to loss of facility use privileges and fines.
- Unapproved lessons, team practices and clinics are prohibited.
- All reservations for tennis lessons must be made by the resident receiving the lesson.