

# RULES AND REGULATIONS

## ACADEMIA SÁNCHEZ-CASAL FLORIDA

### Section 1

#### OBJECTIVES OF THE REGULATIONS

##### Article 1: The Academia Sánchez-Casal Florida

The Academia Sánchez-Casal Florida (the Academy), is run as part of the Naples Tennis Club & Resort (the Club), which carries out sports programs, and is specialized in tennis training.

The sport programs run by the Academy include a number of supplementary services for students, in addition to those specifically for sport, such as room, board, transit, educational follow-up, travel to competitions, etc.

The Academy's activity is mainly carried out at the Club's facilities located at 4995 Airport Rd. N. Naples, Florida 34105 USA.

Academia Sánchez-Casal Florida, is responsible for management of the Club and Academy.

The inclusion of the Academy within the realm of the Club implies that, in addition to these regulations (which have a more specific bearing) students will be obliged to comply with the general rules and regulations of the Club.

##### Article 2. Objectives of the Rules and Regulations

The present rules are meant to regulate the operating standards for the Academia Sánchez-Casal and students' relationship with it.

The Academy is an educational institution which has the mission of providing sports and personal training for its students.

The professionals who staff the Academy have the necessary qualifications to carry out these educational duties. They possess sufficient experience to interpret and make decisions with respect to students' behavior.

Any annexed addition to this document shall be considered an integral part of it.

The rules herein in this document are compulsory for all students, regardless of their residency status at the Academy.

Academy management reserves the right to modify these rules and regulations.

All Academy students must know and accept these rules and regulations.

The Academy shall make a copy of these rules and regulations available at all times for consultation by any student or employee.

### Section 2

#### STUDENTS

##### Article 3. Definition of a student

Any person who enrolls in a sport program offered by the Academy, regardless of its duration, shall be considered a student of the Academy.

##### Article 4. Types of students

Types of students are generally defined according to their residency status, as follows:

1. Non-resident student: any student who is enrolled in a sport program and does not reside at the Academy.
2. Resident student: any student who is enrolled in a sport program and resides at the Academy.

Likewise, the following categories of students are established:

1. Children: students under 14 years of age
2. Youth: 14 - 16
3. Juniors: 17 - 20
4. Seniors: 21 and up

##### Article 5. Registration

To gain Student status, the registration form must be completed with the following information:

- Student's personal information.
- Tennis program chosen.
- Supplementary services chosen.
- Authorization of the father, mother or guardian for students under 18.
- Special circumstances relevant to the student.

The Academy reserves the right to carry out level tests for admission of students into sport programs.

Registration forms for minors must be signed by the father, mother or legal guardian of the student, making the necessary authorizations indicated therein.

### **Article 6. Sport programs**

All sport programs carried out by the Academy feature a specific sport activity program and the possibility to participate in a number of additional services.

The Academy's basic sport programs are:

- Annual Tennis Programs.
- Weekly Tennis Programs.
- Summer Intensive Tennis Program.
- Coach Courses.

Each program has special contents and registration conditions, as well as a rate list, included in the documentation on prices published by the Academy, and accepted by the Student upon registration.

Any new program incorporated by the Academy will always be subject to these regulations.

### **Article 7. Rights and obligations of students**

Rights of students:

- To receive training and education relevant to the program enrolled in.
- To have a teacher/coach of reference for follow-up in the sport program.
- To receive periodic progress evaluations within programs.
- To use Club facilities in keeping with their rules of use.
- To use the services given by the Academy in keeping with their rules of use.

Obligations of students:

- To comply with these rules and regulations.
- To comply with the obligations of the sport program they are enrolled in.
- To follow the instructions of teachers/coaches relevant to their sport and academic education.
- To show the due respect to Academy and Club personnel, and fellow athletes.
- To collaborate with fellow athletes in any way necessary.
- To care for Academy and Club facilities as if they were the student's own.
- To behave in a sportsmanlike manner.

## **Section 3**

### **USE OF FACILITIES AND SERVICES**

#### **Article 8. Facilities**

Students must comply with the regulations for use of the Academy facilities and services, in addition to specific Naples Tennis Club rules and regulations.

#### **Article 9. Facilities for exclusive student use**

##### **TV Lounge and Internet Lounge – Upstairs in the Academy Building**

Use of the TV Lounge and Internet Lounge is reserved for Academy students, and restricted to the established hours, which are posted inside these facilities.

Each student shall be responsible for correctly using any furnishings or equipment.

##### **Academy Dressing Rooms**

Use of Academy dressing rooms is available for students, who should use them properly.

The dressing room is only to be used for hygienic purposes. Using it for other activities is not allowed.

##### **Accommodation**

Use of the accommodation facilities is restricted to resident students only.

No non-resident student may enter or remain in the Residence, nor enter the rooms.

Resident students must comply with the rules for use outlined hereafter regarding the Residence rooms.

##### **Aerobic, Fitness and Weight Rooms**

To avoid injuries due to the improper use of the gym, access will not be permitted to the facility unless it is supervised or authorized by a physical trainer of the Academy.

##### **Pool Use**

Students must be supervised during pool hours.

### **Article 10. Services for students**

#### **Transit Service**

The Academy provides a transportation services for students. It is provided by the academy's own vehicles, or occasionally with other transportation companies.

Students have the right to the following transportation services:

1. Pick-up and drop-off at the Ft. Myers and Miami airport, for a fee, or the Naples Airport at the Academy at the beginning or conclusion of a program.

2. Pick-up and drop-off at the Ft. Myers, Miami airport, for a fee , or Naples Airport for the official Academy holidays.
3. Travel to team competitions planned by the Academy.
4. Medical visits planned by the Academy.
5. Private transit services for students if scheduled with sufficient time in advance, subject to availability.

Students are obliged to specifically request the transportation services when required, with enough advance notice to make proper plans.

Schedules and pick-up points for regular transportation are adapted to sport programs, and are posted on the Academy bulletin board.

Students must be on time when using transportation services, and follow drivers' instructions.

After conclusion of the sport programs, students must follow the necessary hygienic procedures before using transportation services. Drivers may refuse to take non-complying students on board.

#### **Food Service**

The Academy has an optional food service for students, offered through the Club Restaurant.

Students have the right to use this service and are obliged to comply with these rules:

1. They must respect the service hours, posted on the bulletin board.
2. It is not allowed to take food or drink away from the restaurant for outside consumption.
3. Students must behave properly in the Restaurant area, respecting service personnel and their instructions.

#### **Competition Accompaniment Service**

A Competition Program forms part of the Sport Programs. This includes escort to competitions, to which students are entitled.

The competition escort is always a teacher or coach designated by the Academy whose travel, room and board expenses must always be covered by the students being accompanied, in equal proportion among group members. Students will also be responsible for their own expenses.

#### **Educational Service**

The Academy offers an optional service by which students can follow a study program.

Students enrolled in these programs are obliged to comply with their specific rules and regulations.

## **Section 4**

### **RESIDENT STUDENTS**

#### **Article 11. Resident students**

The academy has its own student residence within the Club, which is occasionally expanded to include off-premise residences.

When registration in a specific Sport Program is formalized, the student's resident or non-resident status will be specified.

#### **Article 12. Residence Supervisors**

The Academy staffs the residence with supervisory personnel at all times, on a 24-hour-a- basis, to tend to resident students. They are lodged in the Club facilities as well as in outside day residences dependent on the Academy.

The Supervisor for each group of Residents has the following obligations:

- To cover students' needs.
- To organize student's activities outside the sport program enrolled in.
- To monitor students' behavior.
- Take any pre-emptive disciplinary measures considered necessary.

#### **Article 13. General rules for resident students**

The Residence is open year round. It does not close on religious, State or Federal holidays.

Resident students must follow the activity program in place for them once the schedule for their sport program has concluded. This schedule is always posted on the Academy bulletin board.

Resident students will always be under the close supervision of Academy personnel insofar as regards their activities, behavior, health, state of mind, etc.

#### **Article 14. Off-premise trips by resident students**

Children, Youth and Junior students can not leave Club premises unless under supervision of a Club teacher or coach.

Children, Youth and Junior students will be allowed to leave club premises with the express consent of the father, mother or guardian, as long as this authorization designates an adult of the parents' confidence as the person responsible for the outing. This person will be responsible for collecting and dropping students off at the Academy.

With the express written consent of the father, mother or guardian, Children, Youth and Junior students may spend the night off Academy premises, as long as this authorization designates an adult with the parents' trust as the person responsible for the outing. This person will be responsible for collecting and dropping students off at the Academy. Senior Students can freely leave the premises once the sport programs have concluded, as long as they return before the 10:00 pm curfew.

The Academy office has an entry/exit control system for students of any age based on permission slips to be completed and delivered at the front desk, which will authorize all such slips.

Academy and Club are exempt from all liability arising from any accidents that students may suffer when off Club premises, even in outings not authorized by the Academy that the student takes without the Academy's knowledge.

As for the use of the external residences, the Academy will give specific information to students lodged in such facilities. In any case, these general rules are compulsory for all students.

#### **Article 15. Rules for use of Residence**

- The Residence does not close for religious, state or federal holidays.
  - Students will have a key to their room, which must be returned to the Front Desk upon conclusion of their stay.
  - Rooms are for the exclusive use of the students lodged in them. Other students are not allowed to stay in rooms that do not correspond to them.
  - Any problem arising with rooms will be discussed with the supervisor.
  - Furniture in rooms can not be moved without permission of the supervisor. It is also forbidden to hang posters, pictures, etc. on walls or furniture.
  - Students must seek permission from the supervisor to install any type of electrical appliance.
  - Rooms must not be disturbed by neighboring rooms' televisions, stereos, excessively loud conversations, or other noise.
  - Students sharing rooms must fairly distribute the space among themselves.
  - Lights-out and silence will be observed as of 10:30 pm. The residence supervisor will ensure strict compliance with this schedule.
  - The Academy shall not be responsible for any valuables such as jewelry, cash, watches, etc. left in rooms. If the student deems it necessary, these valuables can be deposited in the offices safe.
  - Smoking, drinking and drug consumption is prohibited while attending the academy. Smoking is considered a serious violation, (see Article 20 "Punishment" –Serious Violations"). Consumption of alcohol, drug & doping substances at anytime is prohibited and is considered a very serious violation (see Article #20 "Punishment" – Very Serious Violations)
  - Each condo has a washer and drier for self laundry service.
  - The resort offers laundry service for a cost of \$40 per week. The schedule of service is posted on the bulletin board for service. Sacks of dirty clothes must be left in the laundry cart before 9 am on pick-up days. Clean clothes can be collected in the same cart as of 10 am the day after the next laundry service.
  - Any damage done to the residence, to include, but not limited to, furnishings, structure, appliances will be handled in the following manner;
    - investigate who did the damage and that person will be charged for the repair and replacement of damaged item(s).
    - if investigations brings forth no person(s) that is responsible for the damage, all that were in the room or live in the room at time of damage will be charged equal amount for the repair and replacement.
- Maid service is performed once per week. Students must facilitate the work of the maid service for it to be done the best way possible. In any case, the maid will determine the best time to clean each room, monitoring its cleanliness, and demanding maximum hygiene and order.
- Academy management reserves the right to inspect the rooms whenever it is deemed appropriate.

### **Section 5**

#### **STUDENT CONDUCT**

#### **Article 16. Students' general code of conduct**

- Students must show a positive attitude toward the sports program they are enrolled in, which does not alter their progress or that of their fellow athletes.

- They must attend training sessions and planned activities on time. No unjustified absences or delays will be accepted.
- They must collaborate in the integration of other students into the Academy.
- They must respect the instructions of teachers and coaches.
- They must always follow sportsmanlike conduct, in training as well as competition.
- While in the Academy it is expected of you to be well-mannered whether on the tennis court, or at the academy activities. Disciplinary actions will be taken as required.
- They must take proper care of the facilities and materials available to them.
- No racist or discriminatory attitudes toward other students or employees shall be allowed.
- Consumption of alcoholic beverages, drugs or doping substances during a student's stay at the Academy, no matter their residency status, is prohibited on and off Club premises.
- Sexual relations among Academy students are prohibited on and off Club premises.

### **Article 17. Discipline Committee**

The Discipline Committee is a body created by the Academy. It will have the power to be notified of and punish actions committed by students that harm the property or image of the Academy, violate the rights of fellow athletes or customers, are immoral or disrupt public order, in addition to those of sport discipline.

The Committee will be composed of three persons:

- The General Manager of Academia Sánchez-Casal.
- The Technical Director of the Academia Sánchez-Casal.
- The General Manager of Tennis Naples Club.

If they are unable to attend, Discipline Committee members can designate an alternate to represent them.

Given the educational nature of the Academy and the involvement of coaches, teachers and physical trainers in that education, if minor offences are committed, the Discipline Committee does not necessarily have to intervene. The coach, teacher or physical trainer, within their daily duties can take disciplinary measures on an individual or group level, according to their own criteria.

### **Article 18. Violations and punishment**

Violations or infringement of these rules and regulations will be punished in the manner degree provided in this article. Violations are classified as MINOR, SERIOUS and VERY SERIOUS.

### **Article 19. Types of violations**

#### **1. Minor violations**

- Infringement of any part of these regulations.
- Infringement of general conduct rules.
- Infringement of training hours, activities and lights-out time in residence.
- Inappropriate behavior toward fellow athletes, Club customers or Academy or Club employees.
- Not following instructions of Academy or Club employees on obedience of rules.
- Violations of rules or improper use of the Academy and or Club's sport, recreational or social facilities.
- Using facilities and services under the control and responsibilities of Club employees.
- Systematic non-participation in activities planned by Academy.

#### **2. Serious Violations**

- Accumulation of two or more minor violations.
- Provoking altercations or quarrels that lead to severe disorder.
- Consumption of tobacco.
- Infringement of off-premises trip regulations by resident students.
- Violence (physical, ideological, oral or written) against other students, club or Academy employees, as well as racist or discriminatory behavior.
- Vandalism against Academy or Club facilities.
- Acts that could be classified as misdemeanors under the Penal Code.
- Non-payment of any obligation resulting from the services consumed, THIRTY days after the date of payment.
- Severe disobedience or offence against persons on the Discipline Committee during their deliberations.

#### **3. Very serious violations**

- Accumulation of two or more severe violations.
- Violations of the foregoing sections, when there is a significant impact on the Academy, Club or external environment.
- Acts that could be interpreted as felonies under the Penal Code.
- Infringement of the punishment given for serious violations.

- e. Non-payment of any obligation derived from the services consumed, SIXTY days after its date of payment.
- f. Consumption of alcohol, drugs and/or doping substances.
- g. Committing acts or conducting activity which, due to their nature and significance, could cause major moral or material damage to the Academy or the Club.

## **Article 20. Punishment**

### **1. Minor violations**

- a. Private verbal or written warning.
- b. Performance of compensatory work.
- c. Temporary modification of the Sport Program with performance of a Special Educational Program.
- d. Suspension of rights to use certain services for 1-10 days.
- e. Temporary suspension of 1-10 days of participation in Sport Program or use of Club facilities.

### **2. Serious violations**

- a. Temporary modification of the Sport Program with performance of a Special Educational Program.
- b. Suspension of rights to use certain services for 11 days to one month.
- c. Temporary suspension from 11 days to one month of participation in Sport Program or use of Club facilities.

### **3. Very Serious Violations**

- a. Temporary suspension from one month to a year.
- b. Permanent expulsion.

## **Article 21. Aggravate and extenuate circumstances**

The following are aggravating circumstances of responsibility:

- Repetition.
- Economic damage caused.

A violation is considered repeated when its perpetrator has been punished during the same season for another violation with like, lesser or more severe punishment.

Extenuating circumstances:

- Immediate contrition for illegal conduct.

## **Article 22. Punishment procedure**

When the Discipline Committee becomes aware of an event that may constitute a violation of the rules, it will prepare the appropriate list of charges. The perpetrator will be notified in order to prepare allegations and the necessary exhibits to defend his rights.

Once this process is complete, and depending on the suspected perpetrator's allegations, the Discipline Committee will make its decision known.

The decision will signify the conclusion of the punishment deliberation proceedings. The accused student will be notified, and informed of his right to appeal.

## **Article 23. Appeals**

There is no right to appeal in the case of minor violations.

In the case of serious or very serious violations, an appeal can be filed before the Discipline Committee. This appeal must be presented in writing within FIVE days counting from the day after the notification of the decision being appealed.

## **Article 24. Permanent expulsion**

Once a student has been expelled, all of his student rights shall be revoked. All Tennis program fees will be non-refundable.

All decisions may be made public via inclusion of the pertinent notice on the Academy's bulletin board.

## **Article 25. Civil liability**

Students shall be liable for any damage to the Academy, Club or their facilities. Parents shall be responsible for the conduct of minors under their custody and consequently, any damage they could cause.