



HIGHRIDGE SWIM AND TENNIS CLUB

RULES & REGULATIONS

2010

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CLUB SCHEDULE

The club will open on weekends only, weather permitting, beginning the Saturday preceding Memorial Day and for the two weekends following Memorial Day. During this time period, the club will be open from 10:00 a.m. until 8:00 p.m.

The Club will open seven (7) days a week through Labor Day, weather permitting, beginning with the second weekend in June from 10:00 a.m. until 8:00 p.m.

The Snack Bar will be open from 11:00 a.m. to 7:00 p.m. The Adult and Kiddy swimming pools will be open during regular Club hours but may be opened later or closed earlier at the Manager's discretion if weather or pool conditions warrant.

BOARD OF DIRECTORS

The affairs of Highridge Swim and Tennis Club are governed by the By-Laws registered with the corporation and managed by its Board of Directors.

The Board of Directors meets on a regular basis throughout the entire year, usually once a month, to deliberate on issues related to the management of the club.

The Board of Directors controls all of the business and affairs of the club and the corporation. The functions of the Board of Directors include deliberations about the financial and operational issues of the Club.

Members are encouraged to participate in the Board of Directors meetings but do not have the right to vote on motions and issues brought up to the Board.

Any member wishing to be considered to join the Board should submit a request in writing to the President of the Board any time during the season.

The Board of Directors is comprised a four (4) officers; President, Vice-President, Treasurer, and Secretary; and five (5) Board members.

The Board of Directors assigns specific activities to committees and members are encouraged to participate in the committees.

GENERAL MANAGER

The General Manager is responsible for overseeing the day-to-day operational and financial issues of the Club. The General Manager enforces the rules outlined in this document and relates to the Board of Directors any inconsistencies and special requests.

All employees of the Club report to the General Manager.

The General Manager reports to the Board of Directors.

MISCELLANEOUS

1. All persons using any of the Club facilities do so at their own risk. The Club will not be responsible for any accident or injury in connection with such use including but not limited to all sporting and recreational activities.
2. Children under the age of 11 may not be left at Highridge without a responsible adult or sitter present.
3. Children age 5 or older are prohibited from using the opposite sex's locker room. Children under age 5 must be accompanied by an adult or sitter in the locker rooms.
4. Diapers are to be changed and disposed of in the locker rooms. The changing of diapers and bathing suits in the kiddy area are prohibited.
5. There is no eating or drinking in the kiddy area. Only infants being fed with plastic bottles or being nursed is allowed.
6. The only alcoholic beverages permitted are beer and wine which may be consumed in the picnic area.
7. Tipping of Club employees is forbidden.
8. Members are expected to be respectful to Club employees. No member shall berate or otherwise reprimand a Club employee. Questions/complaints regarding a Club employee shall be directed to the Club Manager. Questions or complaints regarding the Club Manager should be directed to the Club President.
9. No loud or disorderly conduct. Any behavior resulting in a police complaint will be reported to the Board of Directors and may result in loss of club privileges. Members are responsible for their guests.
10. Bike riding, skateboarding, and rollerblading are not allowed in the gated area at any time.
11. In case of rain or bad weather, the club will open with skeleton crew at regular hours and management will make a determination by 2:00 pm whether to close the club for the rest of the day. The manager will update the message on the main phone to inform you if the club has been closed.

Pet Rules:

1. No pets are allowed anywhere within the gates of the premises.

GUESTS

Except where otherwise provided in the Rules,

1. No adult may be a daily guest more than 5 times and no child (under age 16) more than 10 times during the season.
2. Adult luncheon guests may visit the Club without the payment of a guest charge. Luncheon guests are not permitted the use of the pool or tennis courts. This guest privilege expires at 2:30 p.m.
3. Daily guests enjoy the full use of the Club facilities; however, guests must be accompanied by a member while at the Club. In addition, children who are guests may participate in activities for which there is pre-registration (e.g., Arts & Crafts, sports, etc.) at the discretion of the Activities Coordinator or Club Manager on a space-available basis and \$2.00 fee may be incurred.

GUEST CHARGES

Daily Guest:

- a. ALL persons at all times - \$5.00/person.
- b. Guests after 4:00 p.m. will be charged half the regular guest fee and will count as half a visit. No fee for guests arriving after 6:00 p.m.
- c. No adult may be a daily guest more than 5 times and no child (under age 16) more than 10 times during the season.

Special Guest:

- a. A single parent (mother, father, mother-in-law or father-in-law) of a member.
- b. A person temporarily residing in the member's household whose permanent address is more than 25 miles from Highridge.
- c. A child being cared for by a member family. The member family assumes full responsibility of the child while in the club's premises. The child's family is not eligible for Special Guest status unless request is for no more than 1 month.

d. Fees:

- 1 Week \$ 25.00
- 1 Month \$ 75.00
- 1 Season \$ 175.00

SPECIAL EVENTS

1. Members will pay regular guest fees for children's birthday parties. There shall be no more than two parties scheduled for a weekday and one party on a weekend or holiday. The parties may not use the Snack bar area or under the awning and should use the picnic grove. The scheduling of all parties in excess of 12 children must be approved by the Club Manager. All parties shall be scheduled through the Highridge web site or the Club Manager to avoid over scheduling.
2. Members wishing to use the facility for special events (office parties, barbeques, etc.) will pay regular guest fees. The scheduling of all events must be approved by the Club Manager. If an event is planned for more than 25 guests, Board approval is also required.
3. Rental of the facility by Non-Members is subject to Board approval.

CARE GIVERS/NANNY

1. Member families can register one (1) care giver for the entire season. The registered care giver is allowed to frequent the club provided that the member or at least one (1) person in the member's immediate family is in attendance at the Club.
2. Parents may leave their children at the Club with the registered care giver. Anyone accompanying a registered care giver to the Club who is not part of a member's immediate family (i.e., a child of the care giver) is subject to the regular policy regarding guest fees. However, the Management reserves the right to limit, in its discretion, the number of guests brought by a care giver at any one time.
3. Parents, grandparents, etc., even when acting as care givers, absent unusual circumstances (i.e., unexpected illness or unexpected unavailability of a registered care giver), are not exempt from payment of guest fees. In the case of a care giver who is unavailable in planned circumstances, such as a vacation, a member will be entitled to substitute another care giver (for the period of unavailability only or in case the care giver leaves employment from the member) by obtaining permission from the Club manager.

USE OF POOL

1. Children shall not be allowed in the deep end of the pool until they have passed the basic swim test. Children who have not passed the shallow end test may not use the main pool unless an adult or sitter is in the pool with the child.
2. The swim tests will be given by the lifeguard on duty. Requirements for the basic test shall be a swimming style stroke of strong kick and overhead stroke; the candidate must swim twenty-five (25) yards and then tread water for one minute; final approval remains within the discretion of the lifeguard on duty or the Club Manager should a question arise.
3. The shallow end test requires the ability to swim without assistance from a person or flotation device the width of the pool.
4. The use of the Kiddy pool and play area shall be limited to children under 8 years of age.
5. No running, horseplay, or physical games allowed in the pool.
6. No littering allowed. Members are responsible for cleaning up their trash and belonging before they leave the club.
7. Swim diapers required for any child not potty trained.
8. No diving in the shallow end of the pool or in any area marked "NO DIVING."
9. Members and guests should shower before entering pool.
10. Children under the age of 10 must be supervised by an adult.
11. Suitable swimming clothes should be worn to enter the pool.
12. No soaps or similar materials are allowed in the pool.
13. No glass is allowed, including beer and wine bottles. This rule is in effect during guarded and non-guarded hours.
14. Anyone with infectious or contagious disease or skin complaint must not enter the water. Swimmers may not have open wounds, sores, or infections.
15. Report all injuries to the lifeguard no matter how small.
16. Report all incidences of illness or accidents to the lifeguard.
17. Members are asked not to lounge or loiter near the guard's stands or talk with guards while they are on guard duty.

18. No inflatable toys, rafts, or boats are allowed in the pool.

19. Only squishy or Nerf balls allowed in the pool.

Pool Conduct Rules:

1. No running on concrete
2. No spitting on the decks or in the water.
3. Profanity, vulgarity, or improper behavior will not be tolerated.
4. Smoking is not allowed anywhere within the gates of the pool premises.
5. For your own safety do not swim alone.
6. Do not pretend to be in distress.
7. Chewing gum is not allowed in the pool.
8. No playing on ladders, stairs, ropes, lifeguard chair, or with rescue equipment.

Disciplinary Procedures

1. Verbal warning.
2. The lifeguard has the authority to temporarily suspend pool privileges.
3. Suspension. An incident report will be submitted to the General Manager and the Board of Directors.

Diving Board Rules:

1. Only one person at a time on the diving boards.
 - Only one bounce on the ends of the boards
 - The next diver must wait on the ground until the person ahead of her has left the board.
 - The diver on the board may not leave the board until the person ahead of him has reached the ladder
2. Divers must swim to the ladder on the side of the pool closest to the board from which they jumped.
3. Divers should leave the boards straight off the ends

4. No handstands, cartwheels, inwards or sitting on the ends of the boards
5. Back flips and back dives are allowed as long as the diver does it in a controlled manner

Slide Rules:

1. Swimmers should not swim in front of or underneath the slide.
2. Only one person at a time on the slide.
3. The next person in line must wait at the bottom of the ladder until the person in front of them has left the slide.

INCLEMENT WEATHER POLICY

Rain:

The pools will remain open in rain unless it rains hard enough that the guards cannot see the bottom.

Thunder and Lightning:

The pool will close immediately in the case of thunder and lightning and will re-open at the discretion of the head lifeguard or the Manager on duty. (National Safety Lightning Institute and the American Red Cross recommend a 20 minute wait before returning to the pool). People should be directed to remain under the awning by the locker rooms.

EATING AREAS

1. Specified eating areas are:
 - a. The patio adjoining the snack bar.
 - b. The patio under the awning by the locker rooms.
 - c. The picnic grove in the cookout area
 - d. The grassy area next to the main pool behind the fence
2. Food and beverages (except water) must be consumed in the designated eating areas and may not be brought into the kiddy and pool areas.
3. All members and guests are expected to keep such areas clean. Parents are responsible for seeing that their children properly dispose of litter.

TENNIS COURT RULES

RESERVATIONS FOR COURTS:

- a. All reservations must be approved by the Activities Coordinator or the Club Manager.
- b. A tennis team will consist of either two (2) or four (4) persons on weekdays or four (4) persons on weekends and holidays.
- c. BY PHONE: Court "5" may be reserved by phone with the name of the entire tennis team given. A member family may reserve only one (1) court per day by phone. All phone reservations may be made between the hours of 11:00 am and noon. Reservations can be made to the current day or the following day. Members who reserve by phone and fail to appear at their assigned time will lose the right to make reservations for 2 weeks.
- d. IN PERSON: On weekdays, a reservation must be made with the entire tennis team specified by first and last name. On weekends and holidays, reservations can be made from 11:00 am with the pro at the tennis courts.
- e. The tennis pro may reserve courts as needed for group or individual lessons and tournaments. Tennis lessons will not be given between 1:00 p.m. and 5:00 p.m. on weekends and holidays.
- f. Children under 15 may not reserve courts nor may adults reserve courts to use with children between 1:00 p.m. and 5:00 p.m. on weekends and holidays, or on weekdays after 4:00 p.m. Children, ages 8 and over who are capable of keeping the ball primarily on their own court, may play during weekend and holiday afternoon or weekday evening if there are no adults waiting to play. An adult may "bump" the child off the court only at the start of an hour (first 5 minutes). A junior player (15 and under) may be included in an adult foursome at the discretion of the pro as long as there are no adults waiting to play for the first time. Once thus assigned to a court, the junior cannot be "bumped" from the match.

- g. Doubles play has priority between the hours of 1:00 p.m. and 5:00 p.m. on weekends and holidays. Singles play will be permitted if no doubles are waiting for a court. Singles play will be allowed to finish their hour once they are assigned their court time.
- h. A tennis team which fails to arrive at the court within 5 minutes of their assigned time will forfeit their reservation. Persons in bathing suits, or without shirts or tennis sneakers, tank tops or cut-offs for men are not permitted.

The tennis pro or his designate, the Club Manager, the President, and the Chair of Tennis Committee shall have the authority to enforce the tennis rules and the power to ask violators to leave the courts.

MEMBERSHIP/DUES

MEMBERSHIP TYPES

- **Single** – An individual 21 years of age or older.
- **Couples or 2 Members** – This membership type will be offered to couples or 2 individuals that want to join the club together. The 2 people have to either reside in the same household or have a family relationship (Mother – daughter/son, Father – daughter/son, Sisters, Brothers, etc.)
- **3 or More Family members** – Any families with 3 or more members residing in same household including children aged 25 years or younger whose permanent address is in the same household. At least one member must be 21 years of age or over.

NOTE: Persons who have attained the age of 25 years of age as of June 1 must purchase a membership (or come as a guest of a member) regardless of whether their permanent address is in or apart from the member's household.

- **Seniors Rate (Individual)** – Individual Seniors Rate applies to one individual 65 years of age or over.
- **Seniors Rate (Couples)** – The couples Senior rate applies to couples where both individuals are 65 years of age or over
- **Children under 2** – Children under 2 years of age as of January 1 do not count towards the total of family members.
- **Full-Time Nanny or Caregiver** – Member families can register a full-time nanny or caregiver for the entire season. Full-time is defined as being at the club more than 5 times during the season. The registered care giver is allowed to frequent the club provided that the member or at least one (1) person in the member's immediate family is in attendance at the Club. Guest fees will apply to those care givers who are not registered and the maximum guest visits rules apply.
- Partial memberships are available for families who live more than 75 miles from the club.
 - The cost will be equivalent to the current family rate divided by 12 times the number of weeks requested.
- Membership cards will be available on opening day if all fees are paid in full.
- New member families are required to pay a \$50.00 administrative fee to cover the cost of the application process.
- Memberships are granted based on availability. Membership applications must be submitted prior to April 15 to guarantee membership. Once we reach the total number of memberships allowed, the applicant will be placed on a waiting list and will be contacted prior to the beginning of the season.

NOTE: The club reserves the right to review each request for membership.

PRO-RATED SEASON RATES

The pro-rated rates apply to new memberships only:

- Before 7/15 – Full Rate
- Between 7/15 and 8/1 – Half of Full Rate
- After 8/1:
 - \$100/Week – Family Rate
 - \$75/Week – Couples Rate
 - \$50/Week – Single Rate
 - \$35/Week – Seniors Rate
 - *(Minimum of 3 weeks)*
 - *(\$75 application fee to be paid for all levels)*

BOND REPAYMENT REQUEST

All bond repayment requests will be researched by treasurer to make sure they have not already been paid and whether they are warranted. All requests will be reviewed by the board of directors at September's meeting and paid out by the end of September of every year, if approved.

DUES PAYMENT

- All dues for the season are payable on or before May 1. The Club reserves the right to refuse admittance and privileges to persons whose dues are not paid in full at the time the Club opens for the season or thereafter during the season.
- Any member who has a past due balance (defined as a balance more than 30 days late) may be denied use of Club facilities as a member or as a guest (including the family of a member) until the past due balance is paid in full.
- A non-refundable deposit of \$200 must accompany the application form. The deposit is deducted from the total dues. Membership dues (less \$200.00 deposit) may be refunded if requested in writing prior to official opening day. No refunds will be awarded after opening day. Any member who wishes to resign membership must give written notice to the Club on or before June 15 of the season. A member who submits a resignation after June 15 of the season, shall, absent special circumstances, be held liable for payment of dues for the entire season.

DIVORCE POLICY

In the event of a divorce, a member must notify the Club in writing to the change in marital status. In such event, the divorced couple must designate a single owner of the Highridge membership. This notification must be in writing and signed by each spouse.

The designated owner will continue as a member of Highridge and the other spouse may apply for a new membership. The designated owner's membership will retain its status for the

remainder of the season (i.e., if it started as a family membership, it will remain as such and no refund will be given).

In the case of a waiting list, the remaining spouse applying for new membership will be allowed to join in the year the application is made. Nothing contained in the above shall prohibit the non-designated member from utilizing the Club facilities as a Guest; however, he/she will be subject to the normal rules applicable to Club guest.

Any member wishing to be granted an exception to Highridge's divorce policy due to a particular circumstance may request for special consideration to the Board of Directors.

IMAGE CAPTURE POLICY

The Board of Directors of Highridge Swim and Tennis Club respects the privacy rights of its members and recognizes its responsibilities towards children and young people.

Images may be captured during events organized and hosted by the Club using film photography, digital photography, video or other medium and may be used on the Club Websites, prospectus or brochures, other publicity material (such as internal and external newsletters), and may be provided to the media for publication in local or national newspapers.

The Club acknowledges its responsibilities in capturing images by photography or other means under the following provisions:

- The Club recognizes that it is a criminal offense to take, permit to be taken, distribute, have in one's possession or publish indecent photographs (including films and other imagery) of children.
- The Club recognizes an individual's rights to privacy as protected by privacy laws.
- The Club undertakes to inform all those whose images may be recorded (or their parents/guardians if under 18 years of age) of the purposes for which the images may be used by the Club.
- The Club undertakes to seek a license where necessary from the appropriate local authority for any performance activity in which children are taking part and which may be recorded with a view to being broadcast, published or shown to the public.

In this context the Club informs all persons taking part in Club activities that they may be photographed, filmed, videoed or otherwise captured in image form.

Unless expressed objections are received (and documented on Image Capture Exclusion Form) individuals attending an event at the Club are deemed to have given their assent by attending or remaining at the event.

Where possible and practical to do so, the Club seeks written consent to image capture. Where this is not possible for practical reasons, unless express objections are received, individuals attending an event at the Club are deemed to have given their consent by attending or remaining at the event.

Any queries or complaints should be raised with the Club manager or a member of the Board of Directors.

If you have any specific objections to having your photograph taken in the Club's premises, please ask the manager for the Image Capture Exclusion Form.