

## **TURPIN HILLS SWIM AND RACQUET CLUB, INC.**

Operating Rules Revised May 6, 2013

The Board of Trustees of the Turpin Hills Swim and Racquet Club, Inc. has adopted the following operating rules in order that all members and their guests will be able to enjoy the Club facilities and to assure safe and efficient operations. The Board urges all members and their guests to strictly adhere to the following rules, as violations may result in suspension or expulsion from the Club. See Code of Regulations, Article I, Section 9.

All members and their guests are expected to abide by these rules. Enforcement of these rules on behalf of the members and Board of Trustees is the responsibility of the Club Manager and the staff. The Board reminds the membership to respect the staff in carrying out this responsibility.

The Board requests that no member reprimand or dispute any actions of the Club Manager and the staff. All complaints regarding the staff should be submitted to the Board of Trustees in writing and signed.

If there are complaints about the enforcement of these rules, members should first request the staff to enforce the rule. If not satisfied with their response, the member should then notify the Manager on duty. If the member is still not satisfied, they should contact a Board member.

These rules, dated May 6, 2013, supersede all previous versions of the Operating Rules. These operating rules may be modified, waived or suspended in whole or in part by the Board from time to time without prior notice, but all such changes will be posted on the Club's bulletin board.

Any member seeking to change these operating rules should submit their specific request to a member of the Board of Trustees for consideration no later than the next scheduled Board meeting. Changes to Operating Rules are made by simple majority vote of the Board of Trustees when a quorum is present. Board decisions on Operating Rule Changes are final.

## **Section I - General Rules**

1. All persons using the Club facilities do so at their own risk. The Club will not be responsible for any accidents or injuries to persons or property in connection with such use. The Club will not be responsible for loss or damage to any personal property. The cost of any property damage by a member or guest will be charged to the responsible member.
2. No pets are permitted on the club grounds at any time.
3. Parking and operation of motor vehicles:
  - a) At no time shall any vehicle be driven at a speed greater than 10 M.P.H. on Club grounds.
  - b) Parking of automobiles shall be permitted in the parking lot and designated spaces, only during operating hours, and in the off-season only when the tennis courts are in use. Automobiles may not be parked in the passenger pick-up area in front of the main building.
  - c) Bicycles shall be parked only in the designated area where a rack has been provided.
  - d) Motorbikes and cycles are permitted on Club property only in the driveway area and may be used only as transportation to and from the premises. Motorbikes and cycles are not allowed on Club property when the Club is closed.
4. A phone is located at the front desk and is made available for local calls as a convenience to members. Personal use of the club phones should be limited to less than five minutes. Members are encouraged to use cell phones whenever possible. Incoming calls to the Club for members should be kept to a minimum. The manager's phone is for administrative purposes only.
5. No one is allowed in the concession stand except the concession employees, the pool managers, and Board members.
6. Members and guests should only enter the Manager's office for specific business with the Club Manager or the staff, or to seek First Aid.
7. Any member or guest found defacing or vandalizing Club property will be suspended from all Club privileges for such period of time as the Board of Trustees deems necessary.
8. The Club Managers and staff are required to enforce all directives set forth by the Board of Trustees.

## **Section II - Use of the Club**

### **1. Club Hours:**

- a) The pool and surrounding facilities shall be open every day from Memorial Day to Labor Day and the following hours shall prevail: Pool Hours: Sunday from 11:00 am to 9:00 pm, Monday through Thursday from 12:00 pm to 9:00 pm during swim season and 10:00 am to 9:00 pm after swim season. Friday from 12:00 pm – 10:00 pm during swim season and 10:00 am to 10:00 pm after swim season and Saturdays/Holidays from 10:00 am to 9:00 pm. Pool Hours may be extended for special events. In general, the pool will be cleared 10 minutes prior to the scheduled closing time.

**The Pool will close at 2:00 p.m. for “Home” competitive swim and dive events.**

- b) Tennis Hours: All day from 6:00 am to 12:00 am. Court lights from dusk to 11:30 pm.
- c) Monday through Friday, a portion of the pool may be reserved for organized programs authorized by the Board of Trustees. In Season, Swim and dive team practice and/or swim lessons will be held daily.
- d) The pool and/or surrounding property may be closed without notice to members when necessary for maintenance operations.
- e) The Club may be closed due to severe weather at the manager's discretion.
- f) Except for Club sanctioned special events, no one is to be on Club grounds between 12:00 midnight and 6:00 am. In order to aid the Hamilton County Sheriff Department in combating unwanted destruction of pool property, all people apprehended during these hours are to be detained. The Board of Trustees at their discretion shall press charges for trespassing and for other acts deemed contrary to the law.

- g) Club facilities are maintained for the use of all members and may not be reserved in advance for use by private parties or special interest groups. The Board reserves the right to close the Club or a portion of the Club for any special event they deem appropriate.

## 2. Member Sign-in:

- a) All members must sign in each day when entering the Club grounds. Sign-in is required for whatever purpose the member enters the Club: use of the pool, use of tennis courts, use of playground etc.
- b) Members must also register their guests and pay the guest fees.

## 3. Guest Privileges:

- a) All guests must register before using the Club facilities. The sponsoring member must accompany and pay for all guests, except houseguests, at the time of sign —in at the front desk.
- b) No member family shall be entitled to more than two (2) individual guests or one family on any one day, without prior permission of the Club manager.
- c) No person may be a guest of the Club more than twice in any one week (Monday-Friday) and no more than 2 weekend days (Saturday-Sunday) per month regardless of how many members may extend an invitation.
- d) The above guest rules shall not apply to overnight houseguests. Houseguest privileges for houseguests may be obtained from the Club manager in advance.
  - i. On a member's request to the Club manager, and upon payment of the proper fee, a card for each houseguest for admittance to the Club may be issued.
  - ii. No person may obtain houseguest privileges for longer than a two (2) week period without written consent of the Board of Trustees.
  - iii. No person may receive houseguest privileges as the houseguest of more than one (1) member in any year without the written consent of the Board of Trustees.
- e) If the Club Manager or acting Club Manager deems it advisable, they may suspend guest privileges for all but houseguests on Saturday, Sunday or holidays.
- f) Members may request a pass for a babysitter or "nanny". This is issued to the member and is transferable between nannies. Members are accountable for their nannies. The pass may only be used when the babysitter or nanny is watching the member's children. Members who desire this privilege should request it by a letter to the Board of Trustees. There is a \$50.00 fee per season for a babysitter pass.
- g) Any member who fails to register a guest brought to the Club or who supplies false information as to such guest may be suspended from all Club privileges for such time as the Board of Trustees may decide.
- h) Guest Rate -The below rates are applicable for guests using the Club facilities:
  - i. Daily Guest Rates: **\$4.00** on weekdays with a family rate of **\$15.00** and **\$6.00** on Saturdays, Sundays and holidays with a family rate of **\$20.00**.
  - ii. Friday Night Socials Guest Fees: \$10.00 per adult 21 or older, \$5.00 under 21 with a family rate of \$30.00.
  - iii. **The rate for house guest privileges shall be \$25.00 per week, if authorization is received from the Board, otherwise the daily guest rate is applicable. The term "house guest" shall include the named guest, spouse, and their children.**
  - iv. Guest fees for club sponsored parties and other special events will be set for the specific event
  - v. **NO GUESTS SHOULD BE BROUGHT TO THE CLUB ON MEMORIAL DAY OR LABOR DAY**

#### **4. Children (17 and Under)**

- a) Under no circumstances will any member of Club Staff be expected to act as a babysitter.
- b) Children who remain on Club premises following swim and dive practice or swim lessons are not allowed on the pool deck. They are restricted to the upper deck or the recreation areas until the pool opens for general swimming.
- c) Children under 10 years of age are not permitted on Club premises at any time without constant adult supervision or a designated babysitter 12 years old or older.
- d) Children 10 years of age and over may attend the Club without adult supervision, provided they sign-in, giving a phone number where a parent or guardian can be reached in case of an emergency. Exhibiting inappropriate behavior or for failing to comply with the Club rules will result in suspension from the pool and other Club privileges for as long as the Club Managers deem necessary.
- e) Club events, including social events, and sporting events that are designated for Adults, Men or Women are limited to members 18 years and older. Club events designated as having Open sign-up are open to members of all ages. Parents are urged to consider the appropriate age for participation in Open Sign-Up events.

#### **Section III - Use of the Swimming Pool and Dive Well**

1. All bathers are encouraged to take a thorough soap shower before they enter the pool.
2. Infants two and under are required to wear a swim diaper —available at the concessions stand—whether they use the wading pool or the shallow end of the large pool. Remember, every uncontrolled accident requires closing the pool for several hours, which deprives the entire membership of the facility.
3. Admission to the pools may be denied to persons with a communicable disease.
4. All glass articles, except eyeglasses, must be kept out of the pool deck area. Diving mask lenses must be plastic.
5. All children using the wading pool must be constantly accompanied by a parent, adult member or designated and approved babysitter 12 years or older, who shall assume full responsibility for the welfare of such child or infant. No lifeguard supervision will be provided for the wading pool.
6. The use of water wings, rafts, inflatable toys and balls of all kinds are not permitted in the pool unless first approved by the lifeguard on duty.
7. At no time shall there be any pushing, running, wrestling, or other actions, which causes undue disturbances, or create the possibility of an injury, in or about the pool area.
8. Expectorating and nose blowing in the pool are prohibited.
9. Use of the diving boards is at the member's own risk.
  - a) Parents are responsible for instructing their children in the safe use of the diving boards and evaluating their readiness.
  - b) Lifeguards may deny anyone the use of the boards if they determine they cannot safely use the boards.
  - c) Only one person is permitted on the board or the ladder at a time.
  - d) No repeated jumping on the boards.
  - e) Diving from the side of the diving boards and hanging from the boards is prohibited.
10. Swimming through the diving area is prohibited except to clear the area following a dive, or during such times as the diving boards are closed.
11. There shall be no diving from the walls of the pool on the shallow side of the safety rope.
12. All injuries encountered within the confines of the pool, or the grounds must be reported immediately to the pool manager.
13. The Club managers may, when they deem necessary, restrict the pool or other privileges of any member, child or guest for such period of time as they deem advisable.
14. Use of the wading pool and play area shall be limited to children under seven (7) years of age, and only with constant adult supervision or designated and approved babysitter 12 years or older.

15. Parents are responsible for determining the propriety of permitting their child to enter the pool unaccompanied by an adult. It is recommended that Children under 7 have constant adult supervision when entering the large pool.

#### **Section IV - Use of the Tennis Courts**

1. All players must stop at the front desk and sign in prior to going to the courts to play.
2. Members must register their tennis guests and pay all fees at the front desk before playing.
3. Regulation non-marking shoes are required. No bare feet are allowed on the tennis courts.
4. Food and glass beverage containers are not permitted on the tennis courts
  - a) The courts may be closed for special events or maintenance and Club sanctioned events such as lessons given by the Pro, Tournaments, Round Robins and Team Tennis take precedence over individual member reservations.
  - b) The locked tennis gate is to be used only by members during hours when the front desk is not open. Keys are available to members so that they may have access to the tennis courts before and after operating hours and in the off-season. During the Club's operating hours, all members should enter and exit through the front desk area.
  - c) The tennis courts may not be used for any tennis lesson given by anyone other than a tennis professional on the Club staff.
5. Reservations:
  - a) A reservation period is for 60 minutes beginning on the hour. All times are measured by the clock between court one and court two.
  - b) Each player is limited to 2 reservation periods per day, which may not be consecutive. A reservation is void if the reserving player is not present to play. 9:00, 10:00, 11:00 AM and 12:00 PM are prime morning hours. 6:00, 7:00, and 8:00 PM are prime evening hours. Players are limited to one reservation in each prime period.
  - c) Only adult members (18 and over may reserve courts after 6 pm on weekdays and on weekends and holidays.
  - d) Courts may be reserved one day in advance. Reservations may be made in person or by phone during normal Club hours.
  - e) Only Club Staff may actually enter a reservation onto the reservation sheets.
  - f) Courts may not be reserved for hours when the Club is not open even though the courts may be open. This is because there is no means of verifying a reservation when the Club is not open.
  - g) Repeated failure to cancel a reserved court that will not be used may result in loss of reservation privileges.
  - h) When making a reservation, the reserving player's full name must be provided and written on the reservation sheet.
6. Open Court Time:
  - a) Open court time is when a court is not reserved or when a reserving party fails to show within 10 minutes after the start of the period.
  - b) Open courts are available on a first come basis.
  - c) Open play is not charged against the two reservations per day limit.
  - d) An open court may be reserved within the first ten minutes of the period.
  - e) Open courts are to be relinquished on the hour.
  - f) Adults arriving within the first ten minutes of a period have priority over juniors after 6:00 PM on weekdays and on weekends and holidays.
7. Non-operating Hours:
  - a) Keys cost \$35.00 if purchased during the summer season and are non-transferable. There is no refund for the return of last year's key.

- b) Playing time is for a one-hour period beginning on the hour. All courts must be vacated on the hour so new players, based upon order of arrival, may choose courts for play. A court is considered to be open if new players have not arrived by five minutes after the hour and the previous hour's players may continue on that court until the next hour.
- c) Adult members have priority on all courts after 6:00 PM weekdays end at all times on weekends and holidays.
- d) Guests must be accompanied by key-owning members on a one-to-one ratio.
- e) Gates must be relocked upon entering and leaving for safety and to prevent possible damage to the property.
- f) Lights are available from 7:00-11:00 PM and must be turned off when you leave. The switch must be turned off even if the lights have gone off.

#### **Section V -Use of Recreation & Play Areas, Basketball Court and Play Ground:**

1. Skateboards and roller-blades (in-line skates) are not permitted on the Club property.
2. Children under age 5 must have constant adult supervision when using the play-set.
3. No food or drink is allowed on the play-set.
4. The play-set is for the use and enjoyment of young children. Children over age 12 are not permitted on the play-set unless they are supervising someone under age 5.
5. There shall be no hanging on the basketball hoops.

#### **Section VI: Use of Picnic Tables, Grills and Food & Beverage.**

1. At no time shall any glass containers or bottles be allowed on the pool level, the upper deck level by concessions, in the bathhouse areas, or on the tennis and basketball courts.
2. Food or refreshments may be consumed only in prescribed areas. Tables on the upper deck, picnic area and decks are provided as eating facilities. Food and drinks may be consumed on the pool deck a minimum of ten (10) feet from the pool. Drinks must be in non-breakable containers. No food is to be consumed on the pool deck. Please clean up used cups, paper and other debris after eating and place in trash receptacles.
3. The tables and chairs on the upper pool deck by the concessions counter are for the general use of everyone for relaxing and eating and may not be reserved for later use.
4. Consumption of alcoholic beverages by individuals under age 21 is prohibited. Alcoholic beverages are not permitted on the pool deck during dive/swim meets.

#### **Section VII: Smoking Policy**

There shall be no smoking on the upper deck, the pool deck or the tennis deck. Smoker shall respect the rights of non-smokers.