

DUNN LORING SWIM CLUB POLICIES AND REGULATIONS

These Policies and Regulations have been established by the Dunn Loring Swim Club Board of Directors to assure the safe and sanitary operation of the Dunn Loring Swim Club and to provide recreation for the mutual pleasure of all the Members and their guests.

SECTION 1: EFFECTIVE DATE.

These Policies and Regulations have been established by the Board of Directors of the Dunn Loring Swim Club and will become effective starting from the 2006 season and until the Board of Directors revises them. If the Board of Directors deems it necessary to revise these Policies and Regulations, we will notify the Members and publish the revised Policies and Regulations document.

SECTION 2: TERMS AND DEFINITIONS.

This section will define various terms used throughout these Policies and Regulations.

- a. "**Adult**" means any persons 21 years of age or older.
- b. "**Baby Pool**" refers to the pool on the far left, when entering the Dunn Loring Swim Club, which is enclosed by a fence. The Baby Pool is sometimes referred to as the Wading Pool.
- c. "**Board**" means the Dunn Loring Swim Club Board of Directors.
- d. "**Bylaws**" refers to the Bylaws for the Dunn Loring Swim Club, Inc.
- e. "**Child**" means any persons 20 years of age or younger.
- f. "**Club**" or "**Club Facilities**" means the Dunn Loring Swim Club.
- g. "**Gate Control Card**" refers to the card submitted to the Dunn Loring Swim Club by each member household. The Gate Control Card contains the name(s) and photograph(s) of the persons residing in each member household to allow them entry into the Club.
- h. A "**Household**" refers to individuals of a family residing in a single residence. (Ref: Bylaws, Article III)
- i. "**Policies and Regulations**" refers to the following Policies and Regulations that have been adopted by the Dunn Loring Swim Club Board of Directors and are set to assure the safe and sanitary operation of the Dunn Loring Swim Club.
- j. "**Main Pool**" refers to the pool on the left, when entering the Dunn Loring Swim Club, with the diving well.
- k. "**Manager**" or "**Manager-on-Duty**" refers to the specific staff member who is managing the pool. The name of the Manager is listed at the front desk.
- l. "**Patch**" or "**Patch Test**" refers to a test all children 12 years of age or younger are required to take in or be in the pool without adult supervision.
- m. "**Temporarily Resides**" means visiting a parent/grandparents home for a minimum of 24 hours (overnight stay)
- n. "**Training Pool**" refers to the pool on the right, when entering the Dunn Loring Swim Club, with the 2½ feet section.
- o. "**Wading Pool**" refers to the pool on the far left, when entering the Dunn Loring Swim Club, which is enclosed by a fence. The Wading Pool is sometimes referred to as the Baby Pool.

SECTION 3: ADMISSION POLICIES.

This section of the Policies and Regulations will review the various admission policies of the Club.

- a. **General.** Admission to the Club facilities shall be granted only to the households of memberships in good standing and their guests. Memberships shall be considered in good standing so long as all dues and fees are paid in the manner prescribed in the Bylaws and so long as persons entitled to use the Club's facilities comply with the Policies and Regulations of the Club. (Ref: Bylaws, Article III)
- b. **Children/Grandchildren.** Children and/or grandchildren who temporarily reside in a Member's home for a minimum of 24 hours (overnight) are permitted to use the Club facilities. The member must accompany the visiting children/ grandchildren each day as they enter the pool and register them as visitors and arrange / provide their photo to the front desk. Age limits, as described in Section 3.d apply for any unaccompanied use of the Club.
- c. **Unaccompanied Member Children.** A Member's child who is listed on the Gate Control Card may be admitted to the pool unaccompanied provided the child is at least 10 years old and, if the child is under 12 years of age, he/she must have obtained their Patch.
- d. **Guests.** Guests must be accompanied by a Member, 12 years of age or older, who is listed on the Member's Gate Control Card. If the accompanying Member is between 12-14 years of age, then the minimum age for

the guest is 12. If the accompanying member is 18 years of age or younger, then the maximum number of guests the member is permitted to bring into the Club is 2. The member must remain at the pool with their guests at all times. Visiting grandparents will be admitted at no charge but must be accompanied by a member listed on the Gate Control Card. Fees for guests are listed in Section 4 of these Policies and Regulations.

- e. **Babysitters.** A member's babysitter, who is 14 years of age or older may be admitted to the pool when babysitting the members children. The babysitters own children may also be admitted. The babysitter must remain at the pool with the children and the maximum number of children per babysitter is 5. One adult may be responsible for no more than 5 children under 12 years of age. The member is not required to accompany the babysitter but must provide a note to the front desk which includes the following information:

- Date(s) of pool use
- Name of sitter
- Names of member's and babysitter's children
- Emergency telephone number.

Fees for babysitters and babysitter's children are listed in Section 4 of these Policies and Regulations.

- f. **Separation/Divorce.** A membership covers one family unit in one residence only. In the event of a marital separation or divorce, the non-resident spouse, when accompanied by a member of their family included in the pool membership, may use the pool upon payment of a Fee. Fees for this situation are listed in Section 4 of these Policies and Regulations.
- g. **Gate Control Cards.** Gate Control Cards are cards that each member household must be submitted with their dues. These cards contain information regarding each member and a photograph of each member. Gate Control Cards are for pool use only and are kept at the front desk. Upon payment of their dues and submission of the Gate Control Card, each member will be assigned to a membership for each season.
- h. **Sign-In Procedure.** When entering the Club, one member of the family is required to sign the Member Register, providing the Membership Number and the names of all members entering the Club. When necessary, the person working the front desk will use the Gate Control Card and photographs provided to confirm membership. Member's guests are required to sign the Guest Registry.
- i. **Fraudulent Use of Membership.** Members who attempt to admit Person to the pool in violation of these Policies and Regulations will be subject to expulsion or suspension of their Club privileges. (Ref: By Laws, Article III).

SECTION 4: DUES AND FEES.

This section of the Policies and Regulations will review the various dues and fees of the Club.

- a. **General.** All dues and fees have been approved by the Board. The amounts of the dues and fees will be reviewed by the Board on an annual basis. If the Board is inclined to revise the amounts, the members will be notified. The dates listed in this section refer to the date of the postmark for all dues, fees and/or requests if mailed and the date all dues, fees and/or requests are received by the Board, if hand delivered.
- b. **Regular Membership Fee.** Members pay a one-time fee to purchase a regular membership to the Club.
- c. **Annual Dues.** The Annual Dues for a regular membership are due to the Club each year. Dues are scheduled to be paid by March 15th each year. A late fee of \$40 will be charged for dues postmarked after March 18th. An additional \$40 fee will be charged for dues more than 30 days late, therefore the late fee will be increased to \$80 for dues postmarked after April 18th. The Club may not be used by the member until all dues and/or late fees are paid in full. Unpaid dues and fees are deducted from the member's regular membership fee. If unpaid dues/fees surpass the regular membership fee, the member's membership will be terminated. If dues are more than 60 days in arrears, the membership will be placed on Inactive Status for the season and commensurate fees will be assessed. (Ref: By-Laws, Article III).
- d. **Senior Dues.** Members who are 65 years of age by pool opening day are eligible for a 10 percent reduction in annual dues. Members who are 75 years of age by the pool opening day are eligible for a 25 percent reduction in annual dues. The following conditions apply to the reduced senior dues:
- e. **Guest Fees.** The daily guest fee is \$5 per person or \$20 per family per day. For a guest staying in a member's home for up to 14 days, an extended guest pass is available for \$50 per person or \$100 per family.
- f. **Baby-sitter Fees.** The admission fee for a baby-sitter (see Section 2c) is \$5 per day or \$100 per season. The fees for the baby-sitter's own children, if any, are also \$5 per child per day or \$100 per child per season. One adult may be responsible for no more than 5 children 12 years of age or younger,
- g. **Seasonal Child Care Fees.** A member who is providing childcare in their home for non-member children may pay a fee of \$125 per child for the summer season to bring that child into the Club in lieu of a daily guest fee. The member must remain at the pool with the child(ren). One adult may be responsible for no more than

5 children 12 years of age or younger.

- h. **Non-Resident Spouse Fees.** The fee for a non-resident spouse, in case of separation or divorce, to use the Club facilities is \$5 per day or \$75 per season. The non-resident spouse must be accompanied by a member of the family included on the Club membership/Gate Control Card.
- i. **Inactive Fees.** The annual fee for inactive members who wish to retain their membership is \$50 per season. A written request to be placed on inactive status, with the fee enclosed, must be submitted to the Board by April 1st. A late fee of \$40 will be charged for Inactive fees postmarked after April 4th.
- j. **Redemption of Membership.** Memberships are not transferable. However, memberships may be redeemed at the original fee paid unless there are any delinquent dues or fees. (Ref: Bylaws, Articles III). A written redemption request must be submitted to the Board by April 1st to avoid payment of dues (or to receive a full refund of current dues paid). If a request is postmarked after April 4th and dues were not paid or were paid late, a \$40 late fee (if not already paid) will be subtracted from the redemption. Annual dues will be refunded according to the following schedule:
 - A full refund for written requests postmarked on or before April 4th;
 - A \$100 refund for written requests postmarked on or before July 15th;
 - No refunds for requests postmarked after July 15th.
- k. **Returned Check Fee.** A fee of \$35 will be assessed for checks returned for insufficient funds.
- l. **Wait List Fee.** When the membership reaches the maximum permitted by the Bylaws, no new memberships will be issued, and a wait list of persons wishing to join the Club will be established. To get on the waiting list, a potential member must pay a nonrefundable registration fee of \$35. During the season, the registration fee must be paid at the front desk. After the season ends, the registration must be mailed to the Club post office box address. When the registration fee is paid, the potential member is placed at the bottom of the waiting list and advances as vacancies occur. A person may not elect to be passed over and remain on the list.

SECTION 5: CHILDREN POOL USAGE AND PATCH TEST.

This section of the Policies and Regulations will review the requirements for children and the requirements of the patch test.

- a. **Age Requirements.** Children 12 years of age and younger must pass an annual Patch Test to use the diving board or go into water deeper than their shoulder height. Children must also pass the Patch Test in order to participate on the Swim and Dive Team(s).
- b. **Test Requirements.** The Patch Test consists of the following:
 - Swim the length of the pool with a competent stroke;
 - Tread water for one minute; and
 - Float on their back for 15 seconds.It is left up to the discretion of the Manager as to whether a child passes the Patch Test. If a child fails the Patch Test, they can take the Patch Test again at a later date.
- c. **Test Times.** The Manager on Duty will establish the times for giving the Patch Test. You may make arrangements with the Manager to have your child take the Patch Test. Most often, the Manager gives the Patch Test during breaks.
- d. **Parent Signature.** The Parents/guardian signature on a successful Patch Test card indicates permission for the child to use the pool and use it unaccompanied, so long as they meet the requirements of Section 3.c of these Policies and Regulations.
- e. **Children who Fail the Patch Test.** Children who are not able to pass the Patch Test must be directly supervised and are limited to either the 2 ½ feet section of the Training Pool or areas within a pool that do not reach their shoulders. If the child wishes to be in waters that are deeper than the height of their shoulder, they must be accompanied by an adult and the adult must remain within arm's length of the child.

SECTION 6: HOURS OF OPERATION AND GENERAL POOL USAGE.

This section of the Policies and Regulations will review the hours of operation of the pool and the general pool use policies.

- a. **Hours of Operation.** The normal hours of operation of the Club are as follows
 - 11:00 am to 9:00 pm on Weekdays;
 - 12:00 pm to 9:00 pm on School Days;
 - 11:00 am to 9:00 pm on Saturdays and Sundays;
 - The Club will close at 6:00 pm on the 4th of July;
 - The Club will close at 7:00 pm on Labor Day; and
 - Other exceptions will be posted at the front desk.

- b. **Inclement Weather Closings.** The Club will close whenever, in the judgment of the Manager, the weather is too hazardous due to thunder and/or lightning. The pool shall remain closed until 30 minutes after any thunder and/or lightning is heard or seen. Before the Club is to remain closed for the remainder of the day, an authorized Board member will be consulted.
- c. **Vacating the Pool Premises.** Members and their guests must promptly vacate the premises, including the parking lot, at closing time or when the Club closes due to inclement weather.
- d. **Slack Periods.** One pool may be closed during slack periods, times when there are staffing restrictions or due to Fairfax County regulations at the discretion of the Manager. During these slack periods, members may request lap lanes for the open pool.
- e. **Hourly Breaks.** Both pools will be closed for "break" for 10 minutes each hour, except that there will be no break before the 9:00 pm hour. Only persons 14 years of age or older will be allowed in the pools during the hourly break periods.
- f. **Adult Usage.** Adult "lap lanes" will be provided in the training pool at all times. After 6:00 pm, children must remain in the 2^{1/2}-foot section of the training pool, unless accompanied by an adult. This means that an adult must be within arms length of the child. As previously stated, adults are defined as persons 21 years of age or older.
- g. **Wading/Baby Pool.** Use of the wading/baby pool is limited to children 6 years of age or younger. Lifeguards are not provided in the wading/baby pool area. The children in the wading baby pool area must be accompanied by a person 14 years of age or older at all times.
- h. **Training Pool.** Use of the 2^{1/2} foot section of the training pool is limited to children under 9 years of age or younger and the adult supervising them.
- i. **Morning Swim.** The morning swim option may be available to anyone who would like to do laps in the morning. Days and times will be posted at the front desk. Lifeguards will be available during morning swim.
- j. **Special Event Closing.** One or both pools may be closed for special activities such as, but not limited to, children's parties, swim & dive team events, etc. Any such closings will be posted in advance at the front desk.
- k. **Group Parties.** Members are invited to use the pool facilities during regular hours to hold small birthday parties and other various events. The Manager may limit parties during peak periods or when other pool events are scheduled. Groups of eight or more require advance scheduling with the Manager. There must be one adult for every 5 children 12 years of age or younger. The policies and regulations regarding guest fees and patch test apply to group parties.
- l. **Pavilion.** Reservations are necessary for parties that are held in the pavilion. The tables in the pavilion are for picnicking only. Personal items left on tables may be discarded by the lifeguards. No items may be nailed to the structure of the pavilion. A security deposit and/or use fee may be required for use of the pavilion. Please ask the Manager or front desk staff to make your reservations to use the pavilion and to give them the required fees.

SECTION 7: HEALTH AND SAFETY.

This section of the Policies and Regulations will review various health and safety policies of the Club.

- a. **Manager Authority.** The Manager is responsible for maintaining a healthy and safe pool environment. He/she, therefore has the authority to prohibit or restrict any activities or equipment that they deem unhealthy or unsafe. The Manager and his/her representative are in charge of the Club facilities at all times.
- b. **Lifeguard Authority.** Swimmers shall render their attention to the lifeguard immediately upon hearing the lifeguard's whistle and clear the pool upon called to do so. Lifeguards have full authority to clear the pool in case of an emergency.
- c. **Risk Assumption.** All members and their guests are to use the Club facilities at their own risk.
- d. **Unguarded Facilities.** Swimming is prohibited outside of regular Club hours and in the absence of a lifeguard.
- e. **Showers.** Swimmers are urged to take a soap shower before entering the pool.
- f. **Illness.** Members should not use the pool during or immediately following any personal illness. This includes, but is not limited to, infections of the skin, eyes, respiratory or gastrointestinal systems, open lesions, while wearing bandages or having coughs or colds. Any persons who is ill or shows signs of an illness may be asked to leave the Club.
- g. **Grass and Sand.** Swimmers should enter the pool deck only through the entrances provided and will rinse off all clinging grass, sand and other debris at the shower pads provided around the pool deck.
- h. **Toilet Training.** All children who are not toilet trained are required to wear light-legged rubber pants or diapers specifically made for swimming at all times. Normal, everyday diapers are not allowed in the pool.

- i. **Injuries.** All injuries which have occurred on the premises of the Club must be reported to the Manager on Duty immediately. The Manager will file a written report to the Board of any injuries requiring, or possibly requiring, medical attention. The Manager may also report any minor injury if he/she deems the circumstance warrants a report.
- j. **Medical Assistance.** When, in the judgment of the Manager, it becomes necessary to call for medical assistance or advice (i.e. ambulance), any and all charges or fees shall be paid by the member needing medical assistance.

SECTION 8: PARKING/DRIVING.

This section of the Policies and Regulations will review the various parking and driving policies of the Club.

- a. **Good Neighbor.** The Club is located in a residential area under the authority of a Special Use Permit issued by Fairfax County. We need to maintain amiable relations with property owners in the vicinity. Please be respectful of our neighbors. Therefore, horn blowing and other obnoxious offenses are prohibited.
- b. **Careful Driving.** Members and their guests must drive slowly and carefully in the driveway and parking areas. The speed limit in these areas is 5 MPH.
- c. **Signs.** Member's and their guests must obey all parking and driving signs and instructions posted in the parking and driving areas as well as instructed by the Manager.
- d. **Flooding.** Members and their guests are advised that the parking lot is subject to flooding during periods of heavy rain,
- e. **Private Property.** The Club property, including the parking and driving areas, is for use of members and their guests ONLY when the pool is open or when an authorized Club activity is taking place.
- f. **Enforcement.** The Club will enforce all driving and parking policies and regulations. If there is an unauthorized vehicle parked in the Club parking area, it is subject to towing. Please obey all policies and regulations.

SECTION 9: FAMILY ENVIRONMENT POLICIES.

This section of the Policies and Regulations will review the various family environment policies of the Club.

- a. **Attire.** All swimsuits must be appropriate for our family-oriented Club. It is at the discretion of the Manager as to whether a type of swimsuit is appropriate. Persons wearing inappropriate swimsuits must change their attire or leave the Club premises immediately.
- b. **Alcohol.** Alcoholic beverages are not permitted on the Club premises except at a Club sponsored adult social event for which a valid liquor license has been obtained.
- c. **Smoking.** Dunn Loring Swim Club is a non-smoking facility.
- d. **Pets.** Animals or pets are not allowed in the Club enclosure.
- e. **Inappropriate Language.** Since the Club is a family-oriented environment, the use of vulgar or profane language is prohibited. If such language is used, you will be asked to leave the Club premises immediately, for the remainder of the day.
- f. **Glass Containers.** Due to the fact that most of our members and their guests walk around the Club premises barefoot, no glass containers of any kind are permitted.

SECTION 10: POOL EMPLOYMENT.

This section of the Policies and Regulations will review the various pool employment policies of the Club

- a. **Eligibility.** Any interested persons may apply to work at the Club. Applications are available at the front desk and may be submitted at anytime. In order to work at the front desk, you must be 14 years of age or older. In order to work as a lifeguard: you must be 15 years of age or older. For further information, please contact a member of the Personnel Committee.

SECTION 11: ENFORCEMENT OF POLICIES AND REGULATIONS.

This section of the Policies and Regulations will review the various enforcement policies of the Club.

- a. **Staff Authority.** The Club staff (i.e. Managers, lifeguards and front desk staff) has the responsibility of enforcing the Policies and Regulations outlined in this handbook. Parents are also requested to caution their children to observe all Club Policies and Regulations and to obey the staff. All members and their guests are expected to show proper respect and cooperation at all times.
- b. **Violations.** In the event that a member or their guest violates the Policies and Regulations outlined in this handbook, the Manager has the authority to suspend pool privileges of the member for up to a week (Ref: Bylaws, Article III). The Manager also may recommend to the Board that the suspension of privileges for the member be for a period longer than a week. Any suspension action must be brought to the attention of the

Board, by the Manager. The Board will then notify the member, in writing, as listed on their Gate Control Card. Suspensions that are for a period longer than a week may be appealed, in writing, to the Board. If an appeal is brought to the Board, the Board will make a decision, in a timely manner, and notify the member, in writing, of the results.

SECTION 12: COORDINATION WITH THE BYLAWS.

This section will clarify the coordination of the various documents for the Club.

- a. **Coordination.** Every attempt is made to coordinate these Policies and Regulations with the Bylaws, Newsletters and other promulgations of the Club. In case of conflict, the Bylaws prevail, followed by these Policies and Regulations and finally, by all other promulgations.
- b. **Inclusiveness.** These Policies and Regulations are not meant to be all-inclusive. The Manager, in meeting his/her responsibility to provide a safe, healthy and enjoyable environment, may, at his/her discretion, prohibit or restrict behavior not specifically outlined in these Policies and Regulations.
- c. **Future Revisions.** These Policies and Regulations will be reviewed by the Board on an annual basis, and revised as needed. Any such revisions to these Policies and Regulations will be promptly published and made available to the members.