

TUCKAHOE RECREATION CLUB

1814 Great Falls Street
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These policies and procedures have been prepared by the Operations Committee and approved by the Tuckahoe Board of Directors. The provisions of this document have been adopted to provide safe, clean, and enjoyable recreational opportunities for members and their guests. In addition, we comply with local laws and insurance requirements. The cooperation of all members and guests is essential.

Parents and Hosts: Please be sure that your children and guests understand the rules and follow the instructions of the Club Management and Staff.

Policies and Procedures

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POLICIES AND PROCEDURES

A. ADMISSION TO THE FACILITY

1. **Members:** All members must check in with their key card and be properly identified by the receptionist or tennis court attendant, if present. The Club Management or receptionist has the authority to deny admission to anyone who does not establish proper identity.
2. **Guests:** As a privilege of year-round membership, a member may bring guests to the Club. The number of guests a member may bring to the Club at any one time is limited to no more than (10), and the member must accompany the guest(s) at all times. Exceptions to this rule may be made at the discretion of the Club's General Manager. Limited Members may only purchase single guest passes day of visit.
 - a. **Guest Fees:** are determined by the Board of Directors and posted at the reception desk. Payment must be made by the member with cash or by check before use of the facilities. Credit will not be extended. Guest fees must be paid for all guests three (3) years of age or older.
 - b. **House Guest Privileges:** a Weekly House Guest Pass is available with an application at the front desk. The General Manager will approve all applications and provide the pass.

B. USE OF CLUB GROUNDS

1. **Automobiles:** Members shall drive slowly (not in excess of 5 mph) and carefully on driveways and park only in designated areas. Only vehicles displaying Handicapped Parking Permits may park in the Handicapped Parking spaces.
2. **Bicycles:** Bicycle riders shall park only in designated bike racks and take bicycles away when leaving. The Club is not responsible for bicycles parked or left at the facility.
3. **Members/Guests:**
 - a. Boisterous or rough play, dunking, splashing, yelling, diving or jumping haphazardly, snapping of towels and any other improper conduct causing undue disturbances in or around the pool area is prohibited.
 - b. Abusive, offensive or profane language or gestures shall not be permitted. Misconduct of this nature, disorderly conduct or intoxication shall be cause for suspension or expulsion from the Club grounds.
 - c. Members, and their guests, are ALWAYS expected to clean up after themselves.
 - d. Members should avoid bringing valuables to the Club. The Club is not responsible for theft or loss. Lockers are provided in the locker rooms for members to secure valuables if necessary. Members may bring their own locks and remove them after each use. Locks left on lockers at the end of each day may be removed at the discretion of the Club Management.
 - e. Large tents or canopies are prohibited for use on Club grounds except for Club sponsored events.
 - f. Children five (5) years of age and older must use same gender bathrooms.
 - g. Tuckahoe may be closed, or have restricted use due to competitive events, special events or rentals.
4. **Pets:** Pets of any type are not allowed on the Club grounds.
5. **Food and Beverages:**
 - a. Glass containers are not allowed on the Club grounds.
 - b. All trash shall be promptly deposited in containers provided for this purpose.
 - c. No food or drinks are allowed on any of the pool decks at any time.
 - d. Food and drinks may be consumed only in designated areas around the snack bar, the hillside picnic area, grass areas around the pool deck and on the patio by the tennis courts.
6. **Alcoholic Beverages:** Tuckahoe is a family recreation club and our rules and regulations are designed to enhance and protect that atmosphere at all times. Limited and responsible alcohol consumption by adults on Club grounds is consistent with our family mission as long as the following rules are faithfully observed.

Alcoholic Beverages: (continued)

- a. Limited alcohol consumption of beer or wine (no hard alcohol) by adults 21 years or older is permitted on Club grounds in two specific areas; on the top of the grass hill overlooking the pool and at the tennis pavilion. Club approved adult events are an exception.
 - b. Glass containers are not allowed on the Club grounds.
 - c. Adult alcohol consumption must be discrete and in moderation. Club members may not drink to excess and will be directed to leave the facility by pool management if they are visible inebriated. Subsequent violations of this policy may result in other sanctions including temporary loss of privileges and/or family membership termination.
 - d. Adults 21 and over may not furnish alcohol to minors.
 - e. The use or possession or being under the influence of alcohol or any illegal substance on the property of TRC by any member or guest under the age of 21 years will not be tolerated.
 - If the use or possession of alcohol on TRC grounds by any person under age 21 is confirmed, the pool management shall be entitled to take any and all disciplinary action deemed necessary, including temporary loss of privileges and/or family membership termination, and/or reporting the incident to the appropriate authorities.
7. **Smoking:** Tuckahoe is a non-smoking facility. Smoking is not allowed on the Club grounds.
8. **Club Equipment:** The cost of the replacement or repair of any property or equipment damaged shall be charged to the responsible member or member-host if a guest is responsible.
- a. All members must sign for use of equipment (such as ping pong and mini-golf) and leave a deposit.
 - b. Children under (8) years old must have an adult member sign for athletic equipment.
 - c. Guests must have the member sign for athletic equipment.
 - d. Chairs and tables are for the comfort and conveniences of all members and guests. Picnic tables and grills on the lower patio and on the hill to the west of the outdoor pool may be reserved by prior arrangement with the Club Manager. Otherwise, occupancy is the only method of reserving chairs, tables or grills.
 - e. Instructional equipment may only be used under the supervision of an instructor.
9. **Cell Phones:** The use of cell phones is prohibited at all times in all locker rooms.
10. **Photography:** The taking of photos without the consent of any individual is strictly prohibited. Exception can be made during Tuckahoe Events and used only for publication in local news media.

C. USE OF SWIMMING POOLS:**1. Health and Sanitation:**

- a. Showers **MUST** be taken before entering a pool or whirlpool, especially after exercising, playing tennis or using the steam room or sauna.
- b. Members, and their guests, are **ALWAYS** expected to clean up after themselves.
- c. People wearing street clothes and shoes must remain outside the ropes in the indoor pool area and the outdoor pool deck areas, except for people on official Club business.
- d. Persons with skin infections, open wounds, and nasal or ear discharges are not permitted in the pool.
- e. Spitting or blowing of nose in pool water or onto pool deck is prohibited.

2. Safety – Baby (Wading) Pool:

- a. Pool limited to use by children four (4) years old and under.
- b. Those not yet toilet trained must wear tight fitting swim diapers covered by rubber pants and appropriate swim suit. Regular cloth and disposable diapers are absolutely prohibited.
- c. A parent or responsible person at least fourteen (14) years of age must be within arm's reach of the child at all times.
- d. Play things must be limited to non-breakable items. Throwing of play things will not be permitted.
- e. Diving is prohibited.
- f. Children may not tamper with skimmers, drains and other pool equipment.

Safety – Baby (Wading) Pool: (continued)

- g. Approved flotation devices may be used only if a parent or responsible person is in the water and within arms reach of the child. Kickboards may not be used.
- h. No food or drinks are permitted.
- i. Complete rules are posted at the baby pool area.

3. Safety – Intermediate Pool:

- a. Children through age seven (7) may use the intermediate pool.
- b. Those not yet toilet trained must wear tight fitting swim diapers covered by rubber pants and appropriate swim suit. Regular cloth and disposable diapers are absolutely prohibited.
- c. A parent or responsible person of at least fourteen (14) years of age must accompany the child at all times.
- d. All children must vacate the pool during the designated 15 minute breaks at the top of the hour. Swim lessons are allowed to stay in the pool.
- e. Approved flotation devices may be used if parent or responsible person is in the water and within arms reach of the child. Kickboards may not be used.
- f. Approved water toys may be used at the Manager on Duty or Pool Operator's discretion. Throwing of play things will not be permitted.
- g. Diving is prohibited.
- h. Children shall not tamper with skimmers, drains or other pool equipment.
- i. No food or drinks are permitted.
- j. Complete rules are posted at the intermediate pool area.

4. Safety – Indoor and Large Outdoor Pools:

- a. Children *under the age of 8* must be accompanied at all times by a parent or a responsible adult.
- b. Children *under the age of 3* must be within arm's reach of a parent or responsible adult at all times.
- c. All injuries occurring within the pool area or locker rooms must be reported immediately.
- d. Those not yet toilet trained must wear tight-fitting swim diapers covered by rubber pants and appropriate swim suit. Regular cloth and disposable diapers are absolutely prohibited.
- e. Children under fourteen (14) years old may swim alone only if:
 - (1) they pass the basic swimming test (conducted by any Club Manager or Pool Operator on duty) of swimming the length of the large pool, floating for one minute and treading water for one minute;
 - (2) **and** they have demonstrated to any Club Manager or Pool Operator an understanding and acceptance of the Policies and Procedures governing the use of the Club pool.
- e. Mask's, flipper's, snorkel's and other recreational equipment are not allowed in the pools without prior approval of Manager on Duty or Pool Operator.
- f. All children under the age of 14 must vacate the pool during the designated 15-minute breaks.
- g. Flotation devices are not allowed in the indoor and outdoor main pools except for instructional purposes or therapeutic use prescribed by a medical doctor and approved by the *Pool Operator and Manager on duty*.
- h. Kickboards may be used for kicking practice used in the lap lanes only.
- i. Group games (e.g. Marco Polo, sharks and minnows) and individual activities are subject to restrictions at the discretion of the lifeguard.
- j. Running, shoving, pushing, dunking, tossing children while standing in the pool, splashing and other horseplay are strictly prohibited.
- k. Diving in water less than nine (9) feet deep is prohibited. Somersaults, flips, back dives and other potentially dangerous actions from the pool deck are prohibited.
- l. Starting blocks in the indoor pool may only be used with direct supervision from an instructor. General membership use is not allowed.
- m. The handling or removal of any safety, rescue or first aid equipment by anyone other than authorized staff is prohibited except in the case of a bona fide emergency when authorized staff is not present.
- n. Hyperventilation, especially before underwater swimming, is not permitted.

Safety – Indoor and Large Outdoor Pools: (continued)

- o. By definition, all lap lanes are considered circle swimming lanes.
- p. Complete rules are posted at the pool area.

5. Safety – Slide:

- a. Slide use is limited to feet first position on your back.
- b. Catching people at the base of the slide is prohibited.
- c. Only one person at a time is allowed on the slide, including the ladder.
- d. Those sliding must go straight off the slide and swim away from the area at the end of the slide.
- e. Those sliding must wait until the previous slider has cleared the area before mounting the slide.
- f. Goggles and toys are prohibited.
- g. Complete rules are posted at the slide area.

6. Safety – Diving Areas:

- a. Diving board use is limited to people who can swim the length of the large pool. Children under twelve (12) must have passed the basic swimming test to use the boards.
- b. Only one person at a time is allowed on the diving board, including the ladder.
- c. Divers must wait to dive until the area is clear of the previous diver.
- d. More than one bounce, running dives or other dangerous actions on the diving boards are prohibited.
- e. Catching people at the end of the board is prohibited.
- f. Divers must wait to dive until the area is clear of the previous diver has reached the ladder nearest their board.
- g. General swimming in roped-off areas is prohibited unless the diving boards are closed.
- h. No inward dives.
- i. Goggles and toys are prohibited.
- j. Complete rules are posted at the diving board areas.

7. Safety – General Pool Area:

- a. No person shall use the pool unless Tuckahoe lifeguard(s) are on duty (on pool deck).
- b. Children 5 years or older must use appropriate gender locker room or the family changing rooms.
- c. Running on the deck is prohibited.
- d. Ball playing is prohibited on the pool deck. Inflatable balls, sponge balls and similar items are not allowed in the outdoor main pool. They are allowed in the indoor main pool, outdoor baby pool and intermediate pool only during non-crowded conditions.
- e. Floatation devices (water wings, swimsuit inserts, etc.) are not permitted in our outdoor or outdoor pools, except for instructional purposes or therapeutic use. Noodles are allowed, but only in the indoor pool and baby pool.
- f. Lap lanes are to be used only by persons swimming laps.
- g. During inclement weather, the outdoor pool may be closed at the discretion of the Pool Operator.
- h. Water guns and like devices are prohibited in all four pools, and all deck areas.
- i. In the event of an emergency, three long blasts of the lifeguard's whistle will signal immediate evacuation of the pools.
- j. In the summer time, at the top of the hour there is a mandatory adult swim for 15 minutes. Only those swimmers 14 and older may stay in the pool.
- k. Baby strollers must remain in the shallow end of the pool and at least 4 feet from water's edge.
- l. The use of the starting blocks is restricted to approved swim practices and during instruction.
- m. The use of radios, iPods and other music devices are restricted to private listening, earphones or head phones are required.

D. USE OF TENNIS COURTS**DETAILED RULES ARE POSTED AT COURTS****1. Sign-up Procedures:**

- a. Play on all courts is first-come, first-play for members and their guests.

Tennis Court Sign-up Procedures: (continued)

Exceptions: Court time may be reserved by:

- (1) the tennis pro for lessons and clinics, camps, socials and specific events.
- (2) the Tennis Committee for team matches, Club tournaments and other special events;
- (3) Courts 5 and 6 may be reserved on a limited basis.

- b. All players must scan their keycard and register any guests. Playing time for any group begins when any member of the group commences practice or play. Sweeping or drying time is excluded from starting time.
- c. At least one member of a group must remain in the tennis deck area while waiting for a free court.
- d. Players may not play for two consecutive periods when there are people waiting to play. However, if a waiting group needs a player to complete a foursome, then a player coming off the court may oblige.

2. **Playing time will be limited as follows if others are waiting:**

a. **Regular play:**

- 1 player – 30 minutes
- 2 or 3 players – 1 hour
- 4 or more players – 1 hour and thirty minutes

b. **Ladder matches:**

Extra playing time will be allowed, except on reserved courts to reach an immediate two- game lead (e.g., 8-6) or a tie score (e.g., 7-7) and completion of a 12-point tiebreaker.

3. **Adult Preference:** During the period 1 June through Labor Day, members 14 and older have priority for play all day on weekends, holidays, and after 5:00 P.M. weekdays. Adults who have played their allotted time must relinquish courts to waiting juniors, and juniors accompanied by an adult have equal adult priority time.
4. **Footwear:** To protect our court surface, smooth-soled, non-marking tennis shoes are the only acceptable footwear. Black-soled shoes are unacceptable.
5. **Lights:** Players are individually responsible for turning off lights for each court when others are not waiting to play. Tennis court lights will turn off automatically at 10:00 P.M. on courts 1-4; courts 5 and 6 turn off at 9:00 P.M.
6. **Backboard:** Regulations prohibit the use of tennis backboard prior to 9:00 A.M. or after 8:00 P.M.
7. **Guest Fees:** Guest registration and fees apply to the entire facility, including tennis, and are paid to the receptionist upon arrival.

E. USE OF SNACK BAR AND PICNIC FACILITIES:

1. All food and drink must be consumed in designated areas. Food and drink attract animals, insects and bugs and thus are not allowed on the indoor and outdoor pool deck.
2. Members and guests will promptly place all refuse in trash containers provided for this purpose. You are expected to ALWAYS clean up after yourself.
3. Glass containers are not allowed on the Club grounds.
4. Large tents or canopies are prohibited for use on Club grounds except for Club sponsored events.
5. Registered parties take priority on a portion of the reserved lower patio or hill area.

F. USE OF SAUNAS: Remember, staying in too long can be dangerous

1. Children under fourteen (14) years old are not permitted to use the saunas.
2. Showers **must** be taken **BEFORE AND AFTER** using the sauna, and prior to swimming or entering whirlpool.

Use of Saunas: (continued)

3. Swim suits or clothing must be worn from the locker room to the sauna from the locker rooms. Towels may not be worn to cover the body.
4. Instructions and cautions for sauna are posted outside sauna doors.

G. USE OF WHIRLPOOL: Remember, staying in too long can be dangerous

1. Children under fourteen (14) years old are not permitted to use the whirlpool.
2. Showers **must** be taken before entering the whirlpool.
3. Use of cell phones or other electronic equipment is strictly prohibited due to threat of electrocution.
4. Instructions and cautions on whirlpool use are posted in whirlpool area.

H. USE OF STEAM ROOM: Remember, staying in too long can be dangerous

1. Children under fourteen (14) years old are not permitted to use the steam room.
2. Showers **MUST** be taken before using steam room, after use of steam room, shower **BEFORE** entering whirlpool or swimming pool.
3. Swim suits or clothing must be worn from the locker rooms to the steam room from the locker rooms. Towels may not be worn to cover the body.
4. Instructions and cautions on using steam room are posted by steam room door.

I. USE OF FITNESS CENTER:

1. Children under fourteen (14) years old are not permitted to use the fitness center.
2. Exercise clothing including shirt and shoes are required, no opened toe or backless shoes are allowed. Wet or damp swimming suits may not be worn in the exercise room, even under clothing.
3. Showers **must** be taken after exercising before entering the whirlpool, steam room, sauna or pool.
4. Usage of aerobic machines (treadmills, bikes, Stairmaster and elliptical machines) is limited to 30 minutes. Members must sign their name and indicate their start time on the clipboards attached to each of these machines. Machines may not be reserved except for the next 30 minute period of use.
5. Wipe off all equipment after use with towels and cleaners provided.
6. Replace all equipment to its' rightful place after use.
7. Instructions and cautions for the fitness center are posted in the room.

OTHER POINTS OF ETIQUETTE

A. SWIMMERS:

The following etiquette is suggested for the comfort and safety of fellow swimmers. There are certain rules of lap swimming etiquette that we would appreciate all lap swimmers to follow. These guidelines will enable you and all other lap swimmers to enjoy your visit to TRC.

1. All lap lanes are open for circle swimming.
2. When the pool is busy, swim lanes will be shared.
3. Do not enter a swim lane already occupied by the other swimmers without first informing them.
4. Never dive over or under another swimmer already swimming in the lane.
5. When all lanes are occupied and individuals are waiting, do not stand in the water at the end of the pool and engage in conversation with a fellow swimmer.

Swimmers: (continued)

6. When sharing a lane with other swimmers (circle swimming):
 - a. First, ask the swimmer to share the lane.
 - b. Do not dive into the shared lane.
 - c. Avoid using strokes which require more than half the width of a lane, allowing for limited collisions.
 - d. Do not use hand paddles.
 - e. Always be aware of other swimmer's location in lane
 - f. Always swim on your side of the lane unless engaged in circle swimming, then you keep to the right
 - g. Use a stroke where least danger for collision occurs
7. When doubling up in lanes, swimmers should swim (whenever possible) with swimmers of equal strength, and circle swim when *there are more than 2 people in the lane*.
8. If you see a swimmer engaged in behavior that endangers another swimmer, notify the lifeguard.

B. TENNIS PLAYERS:

1. Quiet Please! No loud noises from spectators or players on adjacent courts.
2. Players waiting for courts should remain outside the fenced area.
3. Do not enter courts or walk behind players while a point is in progress.
4. If your ball rolls onto an adjacent court, wait for a pause in play before requesting ball return. This includes the baseline area.
5. Be prompt in retrieving balls for others.
6. Members are expected to pick up their own debris, including tennis ball cans and lids.
7. Members must wear appropriate attire, which includes a shirt, shorts and proper footwear.
8. When others are waiting, members are expected to voluntarily vacate their court at the end of their allotted playing time.

C. FITNESS CENTER USERS:

1. People are expected to follow the prescribed circuit of the strength training equipment. If you are not following the numbered circuit, it is proper to relinquish a machine to those who are following it.
2. It is also proper to alternate with other people if multiple sets are being performed on specific pieces of equipment.
3. Users must be at least 14 years old.
4. Proper attire is appropriate workout clothes, e.g., shirt, shorts, and shoes.
5. Wipe off all equipment after use with towels and cleaners provided.
6. Sign-up sheets are available for cardiovascular equipment. Do not put your name on more than one list at a time and limit your use of each machine to 30 minutes at a time.
7. Cell Phones are best left at home, or at least turn the ringer to "vibrate."
8. Complete rules are posted in the fitness center.

- D. IN CASE OF EMERGENCIES:** In case of severe weather or other local emergency conditions, the Club Management will always try to keep the Club open to members, subject to the safety of the staff and members. The Club's General Manager, Assistant Manager or Manager on Duty is responsible for using his or her judgment to close the Club if staffing and safety concerns prevent continued operations. E-mail blasts from the website are generally sent out to members to inform them of these emergency closing.

SPECIAL EVENTS AND ACTIVITIES

A. WATER SPORTS AND INSTRUCTION:

1. Summer Competition:

These activities are open to members only.

- a. Swimming: The Club is a member of the Northern Virginia Swimming League (NVSL) and competes with other clubs in the league (the clubs are grouped by performance levels).
- b. Diving: The Club also competes with other clubs in the NVSL.

2. Winter Junior Developmental Program: There is an active developmental program for the junior swimmers and divers throughout the year. These activities are open to both members and non-members. Non-Members must leave the facility once the program is completed.

3. Swim Instruction: Throughout the year, the Club staff will organize and schedule classes for swimming, diving, and water safety/basic rescue skills. Class descriptions, schedules and fees are available from the receptionist and on the Web site. These activities are open to both members and non-members. Non-Members must leave the facility once class is completed.

B. TENNIS ACTIVITIES AND INSTRUCTION:

1. Competition: *This activity is open to members only.* During the summer the Club sponsors Adult ladies' teams, Adult men's and two junior teams (divided by age group) which participate in a local Northern Virginia Tennis league. Notice of team try-outs and intra-club ladder play are posted at the courts and with the receptionist and on the Web site.

2. Special Events: During the summer the club tennis professional will coordinate multiple events and socials for Juniors and Adults. Notice of scheduling will be posted at the courts and with the receptionist, newsletter and Web site.

3. Tennis Instruction: During the spring, summer and fall, the Club tennis professional will organize and schedule classes for individual or group lessons. Class descriptions, schedules and fees will be posted at the courts and with the receptionist. These activities are open to both members and non-members. Non-Members must leave the facility once class is completed.

4. Junior Developmental Program: There is an active developmental program for junior tennis players during the summer. *This activity is open to members only.*

C. OPERATING HOURS: Our hours of operations is divided into two season of the year, summer season (Memorial Day to Labor Day) and the indoor season (the day after Labor Day to the Friday of Memorial Day weekend). The up-to-date operating and holiday hours for the use of all Club facilities are posted on the website and with the receptionist.

POOL HOURS (indoor season): Monday – Friday: 8:00am till 3:00pm and 5:00pm till 9:00pm
Saturday: 11:00am till 9:00pm Sunday: 9:00am till 9:00pm

POOL HOURS (summer season): Monday – Friday: 8:00am till 9:00pm (depending on swim & dive teams)
Saturday: 9:00pm till 9:00pm (depending on swim team)
Sunday: 9:00am till 9:00pm (depending on dive team)

EXERCISE ROOM HOURS: Monday – Friday: 6:00am till 9:00pm
Saturday & Sunday: 9:00am till 9:00pm

TENNIS COURT HOURS: Courts 1-4: 9:00 am -10:00 pm Courts 5-6: 9:00 am -9:00 pm

HOLIDAYS-CLOSURES: The facility will be closed on THANKSGIVING DAY, CHRISTMAS DAY, NEW YEAR'S DAY, and EASTER. We also close at 5:00 pm the day before each holiday and re-opens at regular hours the day after each holiday. The facility closes at 5:00 pm on INDEPENDENCE DAY.