



## **TUCKAHOE RECREATION CLUB POLICIES AND PROCEDURES**

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These policies and procedures have been prepared by the Operations Committee and approved by the Board of Directors of the Tuckahoe Recreation Club (“Club” or “TRC”). The provisions of this document have been adopted to provide safe, clean, and enjoyable recreational opportunities for members and their guests. In addition, the Club complies and will continue to comply with local and state laws and insurance requirements.

If and when applicable, the Operations Committee may, in accordance with the TRC By-Laws, modify or supplement these policies and procedures, as necessary or when special circumstances arise, to comply with local and state laws, insurance, health-related, and other requirements, and to otherwise serve the best interests of the members and the Club. The cooperation of all members and guests is essential.

**To Member Parents and Hosts:** Please be sure that your children and guests understand these Policies and Procedures and follow the instructions of the TRC General Manager and Assistant Manager (collectively, “Club Management”) and TRC staff.

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## A. ADMISSION TO THE FACILITY

1. Members: All members must check in with their key card and be properly identified by the receptionist. 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 ten (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 with approval from the Board of Directors. Limited Members may only purchase single guest passes day of visit.
  - a. *Guest Fees*: Guest fees are determined by the Board of Directors and posted at the reception desk. Payment must be made by the member 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.
3. Responsibility of Members Hosting Guests: Both members and their guests are subject to these policies and procedures; unless specifically stated otherwise (e.g., applicable only to members), references to member obligations herein shall equally apply to their guests. In the interest of maintaining member safety and welfare at the Club, members are responsible for their guests with respect to ALL of these policies and procedures. Depending on the circumstances and at the discretion of Club Management and the Board of Directors, in accordance with the TRC By-Laws, action may be taken (including, without limitation, loss of privileges of bringing guests) against a member whose guest(s) violate(s) the Club's policies and procedures.

## B. USE OF CLUB GROUNDS

The Club grounds include all TRC facilities, landscaped and green spaces, driveway, and parking areas.

1. Automobiles: Members shall drive slowly (not in excess of five (5) mph) and carefully following the arrows indicating direction of traffic on driveways and park only in designated areas:
  - a. Only vehicles displaying Disabled Parking Permits may park in the Disabled Parking spaces.
  - b. Members should observe and respect the parking spaces specifically reserved for

mothers who are expecting, seniors, officers of the Club, and any other signage posted, whether permanent or temporary in the parking areas.

Members should be mindful of locking their vehicles and not leaving valuables in plain sight. The Club is not responsible for theft of vehicles, or loss of valuables or other personal possessions left in vehicles, parked on Club grounds.

2. Bicycles: Bicycle riders shall park only in designated bike racks and take bicycles away when leaving. Bicycle riders should be mindful to secure their bicycles. The Club is not responsible for bicycles parked or left at the facility and for theft of bicycles on Club grounds.

3. Conduct of Members & Guests on Club Grounds:

- 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. The Club 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 (trash and recyclables, marked accordingly) 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 grill and snack bar/pavilion areas, the hillside picnic areas, grass areas around the pool deck, and on the patio by the tennis courts.

6. Alcoholic Beverages: TRC 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 observed:

- a. Limited alcohol consumption of beer or wine by adults twenty-one (21) years or older is permitted on Club grounds in three (3) general areas: (i) on the top of the grass hill overlooking the pool; (ii) at the grill and snack bar/pavilion areas; and (iii) at the patio by the tennis courts. 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 visibly inebriated. Subsequent violations of this policy may result in other sanctions including temporary loss of privileges and/or family membership termination.
- d. Adults twenty-one (21) years and over may not furnish alcohol to minors.
- e. The use or possession or being under the influence of: (i) alcohol by any member or guest under the age of twenty-one (21) years; or (ii) any illegal substance by any member or guest regardless of age, on Club grounds will not be tolerated.
  - If the use or possession of alcohol on TRC grounds by any person under age twenty-one (21) is confirmed, the Club Management shall be entitled to take disciplinary action deemed necessary, including temporary loss of privileges and/or family membership termination, and/or reporting the incident to the appropriate authorities.
  - If the use or possession of any illegal substance on TRC grounds by any person is confirmed, the Club Management shall be entitled to take 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: TRC is a non-smoking facility. Smoking (including vaping) 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 eight (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 convenience 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 Club Management. 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 TRC 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. The use of any hair dye materials is prohibited in any of the locker room facilities at the Club.
  - c. Members and their guests are ALWAYS expected to clean up after themselves.
  - d. 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.
  - e. Persons with skin infections, open wounds, and nasal or ear discharges are not permitted in the pool.
  - f. Spitting, blowing of nose in pool water or onto pool deck is prohibited.

- g. Self-grooming of any kind such as, but not limited to, manicuring, pedicuring, and hair or skin care, is prohibited in and around the pool and pool deck, steam room, and sauna.

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 and appropriate swim suits. Regular cloth and disposable diapers are absolutely prohibited.
- c. A parent or responsible/supervising 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.
- g. U.S. Coast Guard ("USCG") certified and approved floatation devices may be used only if a parent or responsible/supervising person is in the water and within arm's 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 and appropriate swim suits. Regular cloth and disposable diapers are absolutely prohibited.
- c. A parent or responsible/supervising 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. Swim lessons with a Club instructor are allowed to stay in the pool.
- e. USCG certified and approved floatation devices may be used if parent or responsible/supervising person is in the water and within arm's reach of the child. Kickboards may not be used except during swim lessons with a Club instructor.

- f. Approved water toys may be used at the discretion of Club Management or the lifeguard on duty. 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 eight* (8) must be accompanied at all times by a parent or a responsible/supervising adult.
- b. Children *under the age of three* (3) must be within arm's reach of a parent or responsible/supervising 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 and appropriate swim suits. Regular cloth and disposable diapers are absolutely prohibited.
- e. Children under fourteen (14) years old may swim alone only if: (i) the child passes the basic swimming test (conducted by Club Management or lifeguard or Club staff duly designated by Club Management) of swimming the length of the large pool, floating for one minute and treading water for one minute; AND both the child and supervising member parent or supervising adult have demonstrated to the Club Management or lifeguard or Club staff duly designated by Club Management an understanding and acceptance of these Policies and Procedures governing the use of the Club pool.
- f. Masks, flippers, snorkels, and other similar recreational equipment are permitted for use in the pools; *provided that*, such equipment is used safely, responsibly, and in a manner for which the equipment is designed and intended; and *provided further that*, use of such equipment may be terminated at the discretion of Club Management or the lifeguard on duty if it is determined that such equipment is being misused or is otherwise a safety hazard to the user or other people in and around the pool.
- g. All children under the age of fourteen (14) must vacate the pool during the designated 15-minute breaks.

- h. Only floatation devices allowed are USCG-approved floatation swimming suits or other USCG-approved floatation devices (e.g., USCG certified swim vests, “floaties,” “puddle jumpers,” and similar USCG-certified and approved devices). Any such permitted floatation device must be (1) worn by the person/child in a manner as designed and intended, and (2) correctly sized and properly fitted. Floatation devices such as “water-wings,” inflatable or foam buoyant arm bands, or other devices that are not USCG-certified and approved are not permitted. Wearers and their parents or responsible/supervising adults must comply with paragraphs 4.a and 4.b of this Rule. Club Management or the lifeguard on duty retains discretion to ask the responsible/supervising adult and/or wearer of the device to exit the pool or terminate use of the device if it is determined that such device is being misused, improperly used as designed and intended, or is otherwise a safety hazard to the wearer or other people in and around the pool.
- i. Kickboards only may be used for swim lessons conducted by a Club instructor in designated areas for lessons and for kicking practice used in the lap lanes.
- j. Group games (e.g., Marco Polo, sharks and minnows) and individual activities are subject to restrictions at the discretion of the lifeguard.
- k. Running, shoving, pushing, dunking, tossing children in a dangerous manner to others while standing in the pool, aggressive splashing, and other horseplay are strictly prohibited.
- l. 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.
- m. Starting blocks in the indoor pool may only be used with direct supervision from an authorized Club instructor. General membership use is not allowed.
- n. The handling or removal of any safety, rescue, or first aid equipment by anyone other than authorized TRC staff is prohibited, except in the case of a bona fide emergency when authorized TRC staff is not present.
- o. Hyperventilation, especially before underwater swimming, is not permitted.
- p. By definition, all lap lanes are considered circle swimming lanes.
- q. 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, who 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, unless direct authorized Club dive instruction and supervision is present.
- 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 Club lifeguard(s) are on duty (on pool deck).
- b. Children five (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 that are not USCG-approved (“water-wings” or inflatable or foam buoyant arm bands or other similar devices) are not permitted in the indoor or outdoor pools, except for instructional purposes or therapeutic use pre-approved by Club Management. Noodles are allowed, but only in the indoor pool and baby pool.
- f. Lap lanes are to be used only by persons swimming laps or conducting physical fitness/exercise, *provided that*, persons using lap lanes must do so in a manner that does not hinder another swimmer or other participant to swim laps or conduct physical fitness/exercise, as the case may be.
- g. During inclement weather, the outdoor pool may be closed at the discretion of the Club Management.
- 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. During the summer season and other periods, at the discretion of Club Management, there is a mandatory adult swim for 15 minutes. Only those swimmers fourteen (14) years and older may stay in the pool.
- k. Baby strollers must remain at or near the shallow end of the pool and at least four (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 personal radios, smart phones, and other similar music devices are restricted to private listening; earphones or head phones are required, unless expressly permitted by Club Management and during authorized swim and physical fitness instruction.
- n. Self-grooming of any kind, such as, but not limited to, manicuring, pedicuring, hair or skin care, is prohibited in or around the pool and pool deck. This is to ensure the health and sanitation of all that are using this facility.

## D. USE OF TENNIS COURTS

Detailed rules are posted at the tennis courts.

### 1. Sign-up Procedures:

- a. Reservations for all courts may be made through the Club reservation system for members and their guests. For walk-up availability, please see the receptionist.

*Exceptions.* Court time may be reserved by: (i) the tennis pro for lessons and clinics, camps, socials, and specific events; or (ii) the TRC Tennis Committee for team matches, Club tournaments, and other special events;

- 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.
- c. *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:

- a. Playing time will be limited as follows if others are waiting:

*Regular play:*

- (i) One (single) player – 30 minutes; or
- (ii) Two (2) or three (3) players – 1 hour.

- b. Four (4) or more players – up to 2 hours if two consecutive reservations are made
- c. 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 from June 1 through Labor Day, members fourteen (14) years 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 the court surface, smooth-soled, non-marking tennis shoes are the only acceptable footwear.
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 the tennis backboard prior to 8:00 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 beverages must be consumed in designated areas. Food and beverages attract animals, insects, and other pests and thus are not allowed on the indoor and outdoor pool decks.
2. Members and guests will promptly place all refuse in trash containers (trash and recyclables, marked accordingly) 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, pavilion, or hill area.
6. Members and guests must abide by all rules relating to alcohol consumption, as described herein.

## **F. USE OF SAUNAS**

1. Remember, staying in too long can be dangerous.
2. Children under fourteen (14) years old are not permitted to use the saunas.
3. Showers must be taken BEFORE AND AFTER using the sauna, and prior to swimming or entering whirlpool.
4. Out of courtesy to others and for your protection, users are required to wear a bathing suit.
5. Instructions and cautions for sauna are posted outside sauna doors.
6. Self-grooming of any kind, such as, but not limited to, manicuring, pedicuring, hair or skin care, is prohibited in the sauna room. This is to ensure the health and sanitation

of all that are using this facility.

## **G. USE OF WHIRLPOOL**

1. Remember, staying in too long can be dangerous.
2. Children under fourteen (14) years old are not permitted to use the whirlpool; *provided, however, that children between the ages ten to fourteen (10-14) years are permitted to use the whirlpool only when accompanied with his/her/their parent(s) for a period of time of no more than 15 minutes*, and subject to discretion of Club Management and/or the lifeguard on duty.
3. Showers MUST be taken before entering the whirlpool.
4. Use of cell phones, personal smart devices, or other electronic equipment is strictly prohibited due to threat of electrocution.
5. Instructions and cautions on whirlpool use are posted in whirlpool area.

## **H. USE OF STEAM ROOM**

1. Remember, staying in too long can be dangerous.
2. Children under fourteen (14) years old are not permitted to use the steam room.
3. Showers MUST be taken before using steam room, and after use of steam room, showers must be taken BEFORE entering whirlpool or swimming pool.
4. Self-grooming of any kind, such as, but not limited to, manicuring, pedicuring, hair or skin care, is prohibited in the steam room. This is to ensure the health and sanitation of all that are using this facility.
5. Swim suits or clothing must be worn from the locker rooms to the steam room. Towels may not be worn to cover the body.
6. 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, sandals, flip-flops, crocs, slippers, or other backless and open-toe shoes are allowed. Wet or damp swimming suits may not be worn in the exercise room, even under clothing.
3. In the interest of safety, personal items such as gym bags and backpacks, personal

books and magazines, towels, and other small personal belongings should be stowed away neatly hung on the wall or on the floor against the wall furthest away from the flow of foot traffic and areas where fitness is performed. Personal items brought into the fitness center should be at a minimum.

4. Showers MUST be taken after exercising before entering the whirlpool, steam room, sauna, or pool.
5. 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.
6. Members and their guests are expected to properly use the machines as they are designed/intended, including aerobic and weight machines and free weights. In addition, for safety and noise management, members and guests should, to the best of their ability, avoid slamming the weights on the floor or weight plates in the weight machines.
7. Wipe off all equipment, including yoga mats, after use with towels and cleaners provided.
8. Replace all equipment, including, but not limited to, barbells, kettle bells and medicine balls, mats, and balance balls, to their rightful place after use.
9. Instructions and cautions for the fitness center are posted in the room.

## **J. OTHER POINTS OF ETIQUETTE**

### **1. 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 the Club.

- a. All lap lanes are open for circle swimming.
- b. When the pool is busy, swim lanes will be shared.
- c. Do not enter a swim lane already occupied by the other swimmers without first informing them.
- d. Never dive over or under another swimmer already swimming in the lane.
- e. 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.

- f. When sharing a lane with other swimmers (circle swimming):
  - (i) First, ask the swimmer to share the lane.
  - (ii) Do not dive into the shared lane.
  - (iii) Avoid using strokes which require more than half the width of a lane to allow for the least possibility of collisions.
  - (iv) Do not use hand paddles.
  - (v) Always be aware of other swimmer's location in lane
  - (vi) Always swim on your side of the lane unless engaged in circle swimming, then you keep to the right
- g. 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.
- h. If you see a swimmer engaged in behavior that endangers another swimmer, notify the lifeguard.
- i. When using the TRC online system to reserve lap lanes, members must either use the lane that was reserved for that day and time or cancel the reservation promptly to allow other members use of the lane.
- j. Please be respectful! If any conflict arises that are not able to be addressed between members/guests, notify the lifeguard and/or Club Management on duty so that a reasonable solution can be found.

## 2. Tennis Players

- a. Quiet Please! No loud noises from spectators or players on adjacent courts.
- b. Players waiting for courts should remain outside the fenced area.
- c. Do not enter courts or walk behind players while a point is in progress.
- d. If your ball rolls unto an adjacent court, wait for a pause in play before requesting ball return. This includes the baseline area.
- e. Be prompt in retrieving balls for others.

- f. Members are expected to pick up their own debris, including tennis ball cans and lids.
- g. Members must wear appropriate attire, which includes a shirt, shorts, and proper footwear (as described in more detail above).
- h. When others are waiting, members are expected to voluntarily vacate their court at the end of their allotted playing time.

3. Fitness Center Users

- a. 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.
- b. It is also proper to alternate with other people if multiple sets are being performed on specific pieces of equipment.
- c. Users must be at least fourteen (14) years old.
- d. Proper attire is appropriate workout clothes, e.g., shirt, shorts, and shoes (as described in more detail above).
- e. Wipe off all equipment after use with towels and cleaners provided. Pick up and dispose of all used cleaning paper towels/towelettes; do not leave them lying littered on the floor or on machines or equipment.
- f. 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.
- g. Cell phones should be either turned OFF or set to VIBRATE.
- h. Complete rules are posted in the fitness center.

4. 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 Management is responsible for using its 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 closings.

## K. SPECIAL EVENTS AND ACTIVITIES

### 1. Water Sports and Instruction

- a. *Summer Competition.* These activities are open to *members only*.
  - (i) 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).
  - (ii) Diving: The Club also competes with other clubs in the NVSL.
- b. *Winter Junior Developmental Program.* There is an active developmental program for the junior swimmers and divers throughout the year. These activities are open to *members only*.
- c. *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 website. These activities are open to members and, if space is available, to non-members. Non-members must leave the facility once class is completed.

### 2. Tennis Activities and Instruction

- a. *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 groups) that 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 website.
- b. *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, in the receptionist area, and on the newsletter and website.
- c. *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, with the receptionist, and on the website. These activities are open to members and, if space is available, to non-members. Non-members must leave the facility once class is completed.
- d. *Junior Developmental Program.* There is an active developmental program for junior tennis players during the summer. This activity is open to members only.

## L. OPERATING HOURS

TRC hours of operations are generally divided into two seasons of the year: (1) summer season (Memorial Day to Labor Day); and (2) the indoor season (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.

While these operating hours apply *in general*, the Club Management may, as directed by the Board of Directors, and based on factors including, but not limited to, weather, health-related, and other conditions and requirements, extend or shorten these seasons and/or operating hours in the best interest of the Club and membership. Notification of changes to these operating hours will be shared with members by email and on the website.

1. POOL HOURS (indoor season):

- a. Monday – Friday: 8:00 a.m. to 3:30 p.m. and 5:30 p.m. to 9:00 p.m.
- b. Saturday & Sunday: 9:00 a.m. to 9:00 p.m.

2. POOL HOURS (summer season):

- a. Monday – Friday: 8:00 a.m. to 9:00 p.m. (subject to swim & dive team schedules)
- b. Saturday: 9:00 p.m. to 9:00 p.m. (subject to swim & dive team schedules)
- c. Sunday: 9:00 a.m. to 9:00 p.m. (subject to swim & dive team schedules)

3. FITNESS CENTER HOURS:

- a. Monday – Friday: 6:00 a.m. to 9:00 p.m.
- b. Saturday & Sunday: 9:00 a.m. to 9:00 p.m.

4. TENNIS COURT HOURS:

- a. Courts 1 through 4: 9:00 a.m. to 10:00 p.m.
- b. Courts 5 and 6: 9:00 a.m. to 9:00 p.m.

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



**TUCKAHOE RECREATION CLUB**

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