



LITTLE NECK SWIM & RACQUET CLUB RULES

August 2007

Mission

Little Neck Swim and Racquet Club, INC. is a non-profit, neighborhood recreational facility for the residents of the Little Neck peninsula. We are a family oriented organization supported and managed primarily through our membership. Our mission is to bring our community together through a multitude of seasonal as well as year round activities. Our focus is on creating, operating and managing a Club where members come to enjoy themselves. We specialize in having fun.

Membership Dues Payment Policy:

1. A member can convert their Annual Membership into a Regular Membership the year immediately after the Annual Membership by paying the initiation fee, the administrative fee, and the difference between the Annual Membership dues and the Regular Membership dues.
2. A Regular member can set up a payment plan the first year of their membership. The initial payment is due on May 1st and is equal to the Annual Membership dues. The remainder is due in four equal installments for June, July, August and September. If the balance is not paid by September 1st, then all money paid greater than the amount of the annual membership dues will be credited towards next year's dues. No refund will be given, and the member will be considered an annual member.
3. Pro-rated dues may be available to families re-locating mid-summer. The pro-rated summer dues is \$250 if leaving by July 1st.

Introduction

These rules are established for the protection of the club, for the safety and enjoyment of its members and guests, and to ensure a safe operation of the facility.

1. Members must explain these rules to their family members and guests and instruct them to observe the rules as well as any instructions by the Manager or staff. Family members include the registered member, spouse, and member's children or parents living in the same household, permanent daycare providers and any foreign exchange students living in the same household. The host member must register any daycare provider, foreign exchange student, etc., with the club. ALL DAYCARE PROVIDERS MUST BE AT LEAST FOURTEEN (14) YEARS OF AGE.
2. Staff employees will report any infractions of the rules to the Manager or Assistant Manager. The Manager and Assistant Manager are authorized to suspend an individual's pool and tennis privileges in accordance with Article II, Section 5b of the by-laws.

General Rules

All financial obligations to the club must be met before a member can utilize the facility. All members and their guests must sign in before they will be permitted to enter the club.

1. The Manager will assure that standards for safety, health, etc., including those set forth in the Virginia Beach Ordinances are complied with in the pool area and all other club property.
2. Staff on duty, under supervision of the Manager, has responsibility and authority with regard to the conduct of the users of the club facilities. Members and their guests are asked to be respectful of our staff. The staff members are required to report any violations of the rules to the Manager. Any complaints against the lifeguards or other employees shall be brought to the immediate attention of the Manager. Please feel free to ask any of our lifeguards or employees questions regarding the facilities. However, lifeguards and other employees are not permitted to interpret the rules of the club, only to enforce them. If a lifeguard or employee cannot answer your question(s) adequately, please see the Manager on Duty or Club Manager. Should a member not be able to seek a reasonable resolution to his problem, he should submit his question(s) in writing to the LNSRC Board of Directors.
3. **Children under the age of eight (8) are not permitted in the club area unless supervised by an individual fourteen (14) years or older.**
4. Club property (including tables, chairs, etc.) may not be removed from the facility without permission from the Board.
5. Property damage as a result of neglect or willful destruction to the club facilities incurred or caused by a member, one of his family members, or his guest shall constitute an obligation to the club by that member.
6. No bicycles, skateboard or roller blades, etc., are allowed inside the facility area. Bicycles must be parked in the bike rack and a lock is highly recommended. The club is not responsible for any lost or stolen articles.
7. No dogs, cats or other pets are permitted at the club facilities. Exceptions will be made for animals assisting handicapped persons.
8. **Smoking is not permitted on club property.** Consumption of alcohol on club property will be up to the Manager's discretion.
9. **Hazardous objects (glass, ceramic coffee mugs and other breakable items) are not permitted on club property.**
10. All trash must be placed in the containers provided.

ID Card Policy:

All members over the age of seven are required to have an individual LNSRC ID card to **present and leave** at the entrance pavilion while using the facility. When the entrance pavilion is not accessible during the non-swim season, a board will be located by the tennis courts on which to hang your LNSRC ID card while using the courts.

Members who arrive at the club without their LNSRC ID card will be asked to return when they have their card or will have the opportunity to purchase a replacement card for \$5.00.

Cards will be issued in May of each year upon verification that the current year's dues have been paid.

If lost, replacement cards will cost \$5.00.

Guest Policy/Rules

1. All guests using any of the club facilities must abide by the club rules. Members are responsible for the conduct of their guest(s). On each visit, a host family member **MUST** sign-in all guests with the desk worker upon arrival. The host member must verify the guest (s) "in-area/out-of-area" status and provide the guest(s) phone number.
2. Members are allowed to bring in a guest(s) from outside the 23452 zip code for a fee of \$1.00/guest/day. Members are permitted to bring in a guest (s) from within the 23452 zip code for a fee of \$5.00/guest/day. Children three (3) and under are free.
3. Each guest that lives within the 23452 will only be permitted in the club five (5) times per year unless taking a class or lessons.
4. Guest fees are paid at the entrance pavilion when open. When the entrance pavilion is not open, payments should be deposited in the secure mailbox located on the fence by the swim entrance.
5. Members found bringing in guests without paying the guest fees will be found in violation of LNSRC rules.

Clubhouse Rental Policies/Rules

Only LNSRC Members can rent the clubhouse.

1. A Rental agreement must be read and signed to secure the time and date of the event at which a \$150.00 security deposit is required. A \$75.00 fee is non-refundable if the event is cancelled two (2) weeks or less prior to the event. Any portion of this fee that shall be used for damage and/or cleaning will be left to the Manager's discretion and can be all or any amount up to \$150.00, but will not exceed \$150.00.
2. The fee for (2) hours ending by 5:00 PM for members will be \$50.00. Each additional hour still ending before 5:00 PM is an additional \$25.00.
3. From 5:00 PM until 10:00 PM, the fee will be \$150.00.
4. Day and evening fees until 10:00 PM will be \$400.00.
5. Parties starting at 5:00 PM or later and going past 10:00 PM will be \$300.00 and includes cleaning.
6. Parties that request usage of the pool until 9:00 PM will be an additional \$75.00 .
7. Parties with pool usage after 9:00 PM will pay an additional \$50.00/hour. Pool parties will be terminated at 11:00 PM.

8. All parties with more than 100 people attending will be charged an additional \$50.00.

All renters must be responsible for:

1. The clean up of all leftover food and beverage items.
2. All trash will be taken to the dumpster at the end of the event. The club provides trashcans and liners.
3. All counter tops, sinks and toilets need to be cleaned.
4. All floors need to be vacuumed, and the kitchen, restroom and hallway floors moped.
5. Any spills will be spot cleaned immediately.
6. Any spills in/or on the microwave or refrigerator will be cleaned.
7. All decorations shall be taken down and removed from the clubhouse.
8. Any major accidents in the bathroom will be cleaned.
9. All events ending before 10:00 pm will have the option of providing their own cleaning service or elect for the club to clean. Should the renter elect to clean after their event, they will have up to 12 hours from the ending of the party to do so. A cleaning service can be provided for an additional \$50.00 fee. This service will include the vacuuming of all the areas that are used, wiping down of all kitchen surfaces, cleaning the bathrooms and mopping the tiled floors.

Civic Leagues on the Little Neck Peninsula will be allowed one annual free rental of the LNSRC clubhouse for the purpose of conducting a business meeting where the association may act upon matters of the civic league. This may include election of officers, fiscal presentation by the board to the association and voting on other matters. The free rental may not occur on Fridays or Saturdays. All additional rentals will be at the regular member rates. A LNSRC member must sponsor all rentals.

Outside Party Policy and Rules

These rules apply to parties that wish to utilize the pool, tennis courts and or grass area.

1. A party must consist of ten (10) people or more to fall under party guest rules.
2. A party form and guest list must be completed and given to the desk worker at least 24 hours in advance in order to hold the party. The host member will be responsible for collecting and paying fees by the party's end. No fees will be collected from the guest by the club management.
3. Requests for parties consisting of 40 or more people must be submitted in writing and approved by the Manager so that adequate staff can be scheduled.
4. Event hours are 12:00 pm until 9:00 pm. Events may continue until 11:00 pm only with specific approval of the Club management and per the fees listed below. No event will continue after 11:00 pm.
5. Absolutely NO GLASS is permitted within the facility.

6. Each event coordinator is solely responsible for the conduct of the attendees in their event. All attendees must conform to LNSRC Club Rules.
7. A one time USE FEE of \$20.00 will be charged for all Club events.
8. A fee of \$2.00 will be charged for all non-members attending an event ending prior to 7:00 pm.
9. A fee of \$3.00 will be charged for all non-members attending an event ending after 7:00 pm.
10. A late fee of \$50 per hour will be charged for events that continue after 9:00 pm until 11:00 pm.
11. All events must be complete and the premises vacated by 11:00 pm.

Tennis Event Protocol

1. The club manager should be the initial point of contact
2. The club manager will solicit input from the Tennis Director & all Tennis Pros
3. The club manager will bring the proposed event before the Tennis Committee along with comments from the Tennis Directors/Pros
4. The Tennis Committee will discuss the proposal, adding suggestions, comments, concerns etc.
5. The Tennis Committee chairman will submit the proposed event, along with comments, concerns etc, to the Board of Directors
6. The Board will vote on the event.
7. Assuming the event is approved, notice will be supplied to the club manager for distribution to the membership and the Club Pros
8. If the event is rejected, the manager will communicate this fact to those who originally proposed the event.

General Health Hazards/Facility Rules

1. The Manager on Duty may close the pool anytime due to inclement weather conditions at their discretion.
2. The Manager may close the pool anytime after 6:00 PM if the temperature is below 70 degrees and if no members have used the pool for 15 minutes.
3. Should an accident occur (such as bodily fluids), the pool will be treated (shocked), vacuumed, and opened upon one full cycle of turn over; and after the Manager has balanced all chemicals in regulation with the Virginia Health Department. Under no circumstances will the pool open prior to the completion of all of these procedures.
4. All children must be toilet trained or wear a swim diaper. Absolutely no regular diapers will be permitted in the pools. This policy complies with the State Health Department regulations.
5. Access to the pool may be denied to anyone with an open sore or similar skin problem, communicable disease, etc.
6. In the event that thunder should occur, all members will be asked to vacate all pools for at least 45 minutes after the most recent occurrence of thunder.
7. In the event that lightening should occur, all members will be required to vacate the pool, pool area including underneath of the tents for at least 45 minutes after the most recent occurrence of lighting.

8. Spitting water or blowing mouthfuls of water is not permitted.
9. All swimmers must shower before entering the pool.
10. Only appropriate swimming attire is to be worn in the pool.
11. LNSRC approves the use of safety flotation devices in the pool under parent supervision only, and must meet the following requirements:
 - a. Must be approved by US COAST GUARD STANDARDS.
 - b. Must strap over the shoulders and through the legs.
 - c. Devices that only have one of the above are not approved and will not be permitted, such as Bubbles, Jumpsuits that pull up to the waistline only and do not strap over the shoulders, or life vests that do not strap through the legs. **FLOATIES, WATER WINGS AND SWIMMIES MAY ONLY BE WORN WHEN PARENTS ARE IN THE POOL WITH THEIR CHILD WITHIN ARM DISTANCE OF THEIR CHILD.**
12. No recreational equipment such as tennis balls, swim fins, rafts or flotation devices shall be permitted in any of the pools.
13. Masks that are not made from tempered glass and read "safety lens" are permitted.
14. **ABSOLUTELY NO RUNNING OR HORSE PLAY.** The lifeguards have complete authority to ask a child to sit out or leave the pool area if this rule is violated.
15. Adult Swim in will be offered in the main pool for 15 minutes each hour. Adults can bring in their children that are non-swimmers. Adults can bring in older kids if they are working on a skill or practicing with them (not playing) and they ask the guard first. It is then at the guards discretion to allow this or not based on the number of adults in the pool using it for laps etc. At all times, common courtesy should be extended to lap swimmers.

Policy on Children Left Alone at the Pool

1. **LNSRC WILL NOT BE RESPONSIBLE FOR CHILDREN LEFT ALONE AT THE POOL.**
2. All children entering the facility without a parent must be at least eight (8) years of age **and** pass the LNSRC swim test. After completion of the swim test, the parent must sign a permission slip issued by the LNSRC management giving their child permission to swim alone.
3. The LNSRC swim test can be issued by any lifeguard, and will consist of swimming 25 meters without stopping, demonstrating a strong swimming stroke of the swimmer's choice and treading water for two minutes, consecutively.
4. No child under thirteen (13) will be permitted in the pool area after 8:00 PM without an adult even if given permission by the parents and the child has passed the swim test.
5. Permanent sitters supervising club member's children are admitted with no charge. They cannot enter the pool at any other time. The sitters must be placed on the membership list of the child they are supervising.

Pool Rules

25 Meter Swimming Pool – 235,000 gallons of H₂O with a turn over rate of 6 hours – 2 diving boards – 6 lanes – 4-12 feet deep

1. All facility rules apply.
2. No diving unless in the 5-ft. area or the deep end when diving boards are not in use.
3. No back dives or flips off the side of the pool.

Adult Swim

1. Daily from the hours of 12:00 PM – 9:00 PM the 25-Meter pool will host adult swim for 15 minutes every quarter of each hour and will end on the hour.
Example: 2:45 PM – Free swim ends/Adult swim begins.
3:00 PM – Adult swim ends/Free swim begins.
2. No one under the age of 18 will be permitted to swim at this time. Unless instructed by a Staff member.
3. Additionally, there is lap swim in the morning from 6:00 – 7:00 am before the pool opens.
4. One lap lane will be put in the pool from 5:00 – 7:00 pm, Monday – Thursday during June, July & August to allow for lap swim. Only members doing laps will be allowed in the lap lane.

Pool Deck:

1. Absolutely no running.
2. No pushing into the pool.
3. No running dives.
4. No eating in pool, or near poolside.
5. No backwards jumps, flips or dives.
6. No diving in shallow end.
7. No feet in the gutter. No standing in the gutter.
8. No tennis balls on deck.

In the Water:

1. No spitting water
2. No rough play (use discretion)
3. No chicken fights
4. No airborne toys when crowded
5. No headlocks
6. No dunking
7. No inner tubes or rafts
8. No foot launching
9. No sitting, hanging on safety line, unless it is an emergency.
10. No swim aides in the pool unless the parent is physically in the pool within arm distance of the child.
11. Children who are not potty trained should be in swim diapers.
12. No swim fins, flippers, or snorkels are allowed by children.

Diving Boards

1. One person on the board at a time.
2. NO balls, goggles, masks, flotation devices including floaters, or life saving devices
3. NO swinging on the safety bars.
4. NO sitting or hanging from the boards
5. Only one bounce.
6. Jump straight out. Do not jump or dive to the side.
7. Previous diver must reach the side before the next can proceed.
8. Always check to make sure previous diver has cleared the deep end.
9. No handstands or sitting.
10. Diver must exit diving area immediately by using the ladder closest to the board or by swimming under rope towards shallow end of the pool.
11. Use your discretion as to the diver's ability. Reckless or inexperienced divers should be restrained from dangerous dives.

Slide/Mushroom Intermediate Pool – 43,000 gallons of H₂O with a turn over rate of 4-hours - Beach entry- 4 ft deep – Slide/Mushroom.

1. All facility rules apply.
2. NO Diving.
3. NO running.
4. NO horse playing.

Slide

1. Must be able to swim or have a parent in the water at the end of the slide.
2. Feet first only on entry and exit.
3. No twisting 360 degrees.
4. Enter one at a time.
5. Look for objects and people below.
6. No flotation devices.
7. No toys.
8. No eyewear.
9. Move away as quickly as possible after entering the water.

Beach Entry/Mushroom

1. NO running.
2. NO hanging on the bars to the beach entry.

Baby Pool/Wading Pool - 3,000 gallons of H₂O with a turn over rate of 3 hours

1. The wading pool is designed for children under five (5). Their parents must supervise children at all times. **NO LIFE GUARD WILL ASSISTANT THIS POOL.**
2. Any child six (6) years or older must also be with their parent and may not be permitted to swim in the pool.
3. Any violation of these rules could result in the expulsion of the baby pool area.

Tennis Rules

1. As with all tennis events, players are required to wear appropriate court attire. For players and viewers, language and decorum is of the utmost concern. Abusive language, abuse of equipment or similar behaviors will not be tolerated. The USTA Code of Conduct applies to all players, adults and juniors alike. Violations of these basic court rules can result in loss of court privileges and/or suspension of membership status.
2. Courts are for tennis play only.
3. Courts are available for use from 7AM until 11 PM daily. Lights must be out by 11 PM. If when you leave, you are the last person inside the facility, please ensure the LIGHTS ARE OFF and the GATE IS LOCKED (day or night).
4. Reservations:
 - a. When the pool is open, reservations may be made by calling the office (486-8714) or by signing up at the entrance pavilion in person.
 - b. When the pool is closed, reservations may be made by signing up in person at the Tennis Bulletin Board. Reservations may be made up to four (4) days in advance. Courts may be reserved for up to two (2) hours. All players' names must be listed on the sheet. Members may not make, or be part of, more than one reservation at a time.
 - c. Cancellation of a reservation should be made at least one (1) hour before court time. Reservations expire fifteen (15) minutes into the reserved court time, at which that court is considered available to other members. Repeated abuse of reservation rules can result in a loss of the privilege to reserve courts.
 - d. Courts 5 & 6 are reserved for the Tennis Professionals. These courts may be reserved and/or used by any member when not in use by the Professionals. Notwithstanding any reservation though, members must give way to the Professionals when they desire to use the courts.
 - e. To maximize availability of practice backboards, members are requested only to reserve/use Court I if no other courts are available. Should there be other members waiting for the court when your reservation expires; quickly turn over the court please.
5. Tennis Courts are for LNSRC member and their guests. LNSRC guest rules and fees apply to all tennis guests. Guests must be accompanied by and play with an active member. Guests may not reserve courts.
6. A ball machine is available for member use. Juniors under age 15 must be accompanied by and adult when using the machine.
7. Keys to the courts may be obtained through the office by any adult member. A \$10.00 deposit is required.
8. Do not bring glass containers into the Club facility. Do not place chairs or other heavy items on the court surface.
9. The Tennis Director's job is to administer the Club's Tennis Programs. Questions regarding any aspect of the tennis program should be directed to the Director.
10. The Tennis Professionals provide private and group lessons, clinics and

- tournaments for all members in all levels of ability.
11. The Tennis Committee is a standing committee designed to further the Club's Tennis Program.
 12. PLEASE PICK UP YOUR TRASH and turn off the lights as you leave at night.

Clay Court Rules

1. Tennis court shoes only all other shoes prohibited
2. As a courtesy to others sweep lines after play
3. Turn off lights if you're the last players on courts
4. Courts must be closed during times of heavy rain and saturation. Playing on saturated courts will damage them.

Additional Rules

1. The LNSRC logo may not be used without written approval by the LNSRC Board.
2. Fee structure:
 - **Non-member Fee:** All non-members are charged 15% more than a member is for a lesson or an event. It is acceptable to round up to the nearest dollar. The person collecting the fees remits this money to the club.
 - **Usage Fee:** All individuals or groups using the LNSRC facilities and charging money for their event must pay 15% of their gross revenue as a Usage Fee to LNSRC. This includes must is not limited to: Private lessons, group lessons, fitness classes, tournaments, clinics, general classes, etc.

It is the current policy of the club to pay the 15% Usage Fee for members for any and all individual or group (up to 4 students) tennis lessons given by LNSRC approved tennis pros which currently includes Tony Benjumea and Narh Tetteh.

Non-profit organizations holding fundraising events are exempt from the usage fee but must pay the current facility rental rates.

ALL RULES OF THE LNSRC WERE CREATED WITH THE SAFETY AND HEALTH OF EVERY INDIVIDUAL MEMBER AND MEMBER-FAMILY IN MIND. WE APPRECIATE YOUR COOPERATION IN HELPING TO MAINTAIN AN ENJOYABLE ATMOSPHERE FOR ALL OF OUR MEMBERS.

