

## Poplar Heights Recreation Association Rules and Regulations for the Use of Facilities

Updated **July 2017** – **Changes highlighted in red**

The Board of Directors (Board) has approved the following rules and regulations to ensure the safe and efficient operation of Poplar Heights Recreation Association (PHRA) facilities, and benefit the membership. All of the PHRA facilities are available to all members, within the following guidelines. The rules and regulations apply to all members, their families and guests. Failure to comply will be considered sufficient cause for suspension or revocation of the member's privileges, as specified in the by-laws of PHRA. The rules are grouped into the following sections: Policy, Supervision and Management, Pool Area Operations, Tennis Area Operations, Other Recreational Activities, and Miscellaneous. A copy of these rules will be in the clubhouse at all times.

### Definitions:

1. "PHRA facilities" includes all of the area within the PHRA property boundaries, whether fenced or not, and all improvements on PHRA property, including the pools, tennis courts, play areas, etc.
2. "Active Members" includes both PHRA shareholders and renters who have paid all of the amounts due in full.
3. "Inactive Members" are "shareholders" who have paid an inactive fee for the season. "Inactive Members" may not use the PHRA facilities unless they are accompanied by an "Active Member" and have paid a \$5 per person guest fee. (Members who have not paid their dues are delinquent and may not use the PHRA facilities.)
4. "Board of Directors" is the body made up of members as described in the by-laws to oversee the management of PHRA facilities.

### Section 1: Policy

1. Use of the PHRA facilities is restricted to active members and their guests, or as otherwise approved by the Board.
2. All active members must pay the annual dues and complete the ID and registration form in order to be admitted to the pool.

3. All persons use the pool and other PHRA facilities at their own risk. PHRA **is not** responsible for any accident or injury in connection with such use or for loss of or damage to personal property.
4. Damage to PHRA facilities will be charged to the responsible member. PHRA will prosecute any individual, member or not, who willfully damages PHRA facilities or who unlawfully enters such facilities. Trespassers will be prosecuted.
5. Intoxicating beverages **are not permitted** in PHRA facilities except as authorized for PHRA sponsored adult activities. Persons under the influence of intoxicating beverages will not be permitted on the facilities or allowed to swim in the pool.
6. At the sound of thunder, the pool area, including the pools, pavilion area and surrounding concrete decks, will be cleared for 45 minutes.

## Section 2: Supervision and Management

1. The Board has overall responsibility for pool management and operations. It can and will delegate responsibility for day-to-day operations to the Pool Manager.
2. The designated Pool Manager has authority over the entire PHRA facilities. This authority includes, but is not limited to, enforcing these rules and regulations, maintaining safety and sanitation requirements, restricting persons from using any or all facilities based on misconduct or misuse, and issuing equipment.
3. The Pool Manager will provide adequate supervision at all times. However, parents must be aware that they are fully responsible for the behavior of their children and guests, particularly during special activities such as parties. Failure to follow the decisions of the Pool Manager or lifeguards regarding these rules may be grounds for progressive levels of discipline, including – in particularly egregious situations – an immediate three day suspension of privileges to use PHRA facilities.
4. All injuries occurring on PHRA facilities during operating hours must be reported to the Pool Manager and at other times to a member of the Board.
5. Lost articles will be held by the Pool Manager and may be examined upon request. Articles are generally removed at the end of each month and will be disposed of at the discretion of the Board.

6. Complaints regarding the Pool Manager or his/her personnel in the performance of their duties should be reported to a member of the Board.

7. Running on the pool decks is prohibited.

### Section 3: Pool Area Operations

1. Hours of Operation: (Hours are subject to change as required. In the event of a change, the Pool Manager will post new or temporary times on the front door of the pool house. The pool will be open according to the following schedule:

- a. Two Weekends Prior to Memorial Day: 11:00 a.m. to 8:00 p.m. Memorial Day-Labor Day: 11:00 a.m. to 9:00 p.m. Extended Season: Weather permitting to be determined by Board. July 4<sup>th</sup>: Pool closes at 6:00 p.m. Labor Day: Pool closes at 8:00 p.m. (A notice will be posted of exact dates and time and an email will be sent.)
- b. The pool will be open for swimming lessons **but limited to available lap lanes and will not be allowed during weekend peak hours from 1-5 p.m., on holidays, during special events, or at other times as the manager on duty concludes that crowding or other conditions make holding lessons not practical.** The pool will be open for swim team practice at times designated by the swim team coach, swim team representative, pool-management company, and the Board.
- c. During the swim team season, the pool may occasionally be closed to the general membership to conduct time trials or other team activities. When PHRA hosts a swim meet, the pool will be reserved for the duration of the meet. These dates and times will be posted in advance.

2. Admission to the Pool Area:

- a. The pools and pool area will be available for use only when the pool is officially open and lifeguards are on duty.
- b. Members and their guests must register at the desk in the clubhouse.
- c. Members must provide proof of identity if requested to do so by the staff.
- d. Children under the age of ten must be accompanied and registered by an active

member, or an occasional babysitter who is 14 years of age or older who will take responsibility for their supervision. Any non-member babysitter must sign-in with the pool manager and pay a guest fee.

- e. Except as provided in 2.d., children under the age of 14 will not be permitted in the pool area after 5:30 p.m., unless accompanied by an active member or a nanny/au pair 18 years of age or older who has assumed responsibility for their conduct.
- f. Pets are not permitted within the pool enclosure or on the tennis courts.
- g. Persons entering PHRA facilities outside hours of operation and without the permission of the Board are considered trespassing, and will be prosecuted.

3. Guest Swimming Privileges:

- a. No guest will be permitted use of the PHRA facilities unless accompanied by an active member. Guests may be admitted on a daily basis. Guests are defined as: (1) Non-members accompanying an active member (daily fee). (2) Those persons not a member of the immediate active member family who are residing at the home of an active member for an extended period. (3) A person serving as a full time nanny/au pair.
- b. The fee for a guest swimming privilege is \$5.00 per day. Guest passes expire at the end of each pool season.
- c. Guest tickets may be purchased only by active members.
- d. Except for registered nanny/au pair, active members must accompany and register each of their guests, and they must pay the guest fees due to access the facility regardless of whether they use the pool.
- e. Local residents who are not members may not be guests on a regular basis nor qualify for a seasonal guest pass unless they are doing so as a nanny/au pair.
- f. Inactive members are not normally permitted use of the PHRA facilities. An inactive member may, on occasion, be admitted as a bonafide guest of an active member under one of the categories cited above in subparagraph 3.a.
- g. An inactive member who has paid the inactive fee and is not normally in the area of Northern Virginia during the current pool season but is "home on vacation" may, upon payment of

the guest season fee use the PHRA facilities for a period not to exceed two weeks.

- h. Use of the PHRA facilities by inactive members and non-members will be closely monitored by the Board. Abuse of the guest privilege by an active member will result in the termination of guest privileges. Abuse includes, but is not limited to, attesting to a fraudulent guest status, aiding in the use of the PHRA facilities by a non-member or inactive member, or support of any act in order to aid in circumventing active membership dues.

4. Special Activities:

- a. Ten or more participants constitute a party. There must be at least one adult supervisor for every five children under the age of ten during a party. Non-member guests to a party must pay a guest fee, **even if they are not using the pool.**
- 1. Parties with 15 or more participants must be approved and scheduled with the Pool Manager. To avoid overcrowding the pool during peak usage times, all parties with 15 or more participants (including parents accompanying young children) will be scheduled only on a weekday; not on Saturdays or Sundays. This includes parties in the tennis area. Parties that are not arranged in advance with the Pool Manager will be denied access to PHRA facilities. **Parties in the pool of 15 or more participants are required to pay an additional fee of \$25 per hour to cover the cost of an additional lifeguard – which is mandatory according to the pool company's safety regulations.**
- b. The Pool Manager will not schedule two events with 15 or more participants for the same day. **Because proposed parties during regular business hours involving 25 or more guests are a crowding concern, the pool manager may restrict the number of participants.**
- c. PHRA facilities may be open for special activities outside the above schedule, after approval by the Board.
- d. Each person, party, or activity is responsible for picking up his or her own trash. A failure to do so may result in a member's loss of the privilege to host a party at PHRA facilities for the remainder of the swim season.

5. Pool Regulations:

- a) **The “Healthy Swimming” guidelines from the Centers for Disease Control and Prevention (CDC) urge all swimmers to shower before getting in the water. “Rinsing off in the shower for just one minute removes most of the dirt or anything else on your body,” according to the CDC.**

- b) Anyone unable to demonstrate an adequate swimming ability to the lifeguards will not be permitted in water too deep to stand.
- c) An adult must accompany each child who cannot swim and is using a floatation device.
- d) Children in the main pool using arm floaties, **rings**, or other floatation devices must remain at all times within easy reaching distance of the accompanying adult.
- e) Children not toilet trained must wear tight fitting **waterproof pants with elastic waists and leg openings** over **diapers or swim diapers**. No cloth or **regular** disposable diapers are allowed. If a “fecal incident” occurs requiring closure of the pool, and the child is found to be without the mandated swim diaper and waterproof pants, a fine of \$300 will be assessed against the member to cover the full costs of the pool cleaning.
- f) Rest periods will be announced every hour prior to 8:00 P.M. All children **aged under 14** will immediately clear the pool and pool decks for a period of 15 minutes. Non-swimmer children, aged two years or younger, may remain with an adult.
- g) Children’s Wading Pool: Parents, designated nanny/au pair, or occasional babysitter must maintain constant supervision over children in the wading pool since no lifeguard is on duty in that area. The maximum age for children using the wading pool is six years. Children using the main pool may not swim in the wading pool during break. They are required to observe the 15-minute break each hour.
- h) Admission to the pool will be refused to all persons having any skin disease, sore or inflamed eyes, colds, nasal or ear discharge, excessive sunburn, communicable, contagious diseases, or to those persons wearing bandages. Exceptions may be made upon presentation of a physician's certificate.
- i) The Pool Manager and lifeguards will maintain order within the pool and pool area, and, when necessary, the Pool Manager may restrict the privileges of any member for a period of time not to exceed 72 hours. The Board, following recommendation of the Pool Manager, will determine periods of restriction more than 72 hours. **For any misbehavior, lifeguards will issue a warning first. If misbehavior by a child continues, a “time out” period, not to exceed 15 minutes out of the water, will be mandatory – served near the lifeguard’s chair. When a child is being a persistent problem, after this time-out period, the Pool Manager may use the "three strikes and you’re out policy" – the child will be suspended for the day. Only the Pool**

**Manager on duty can suspend a child for a day or longer. In the case of particularly egregious behavior, a guard or manager may skip one or more of these steps and go straight to more severe discipline. If a member refuses to comply with any such directives from the lifeguards or managers, the lifeguards and manager should avoid further confrontation and instead forward a citation providing details of the incident to the Board for a range of possible sanctions against the member.**

- j) The following are prohibited in the pool area:
  - (1) Running, pushing, horseplay, dunking, wrestling, unnecessary splashing, **swearing**, and use of water pistol toys.
  - (2) Spitting, or blowing the nose, etc., in the pool.
  - (3) Standing or sitting on another's shoulders or back in the pool.
  - (4) Throwing objects into or from the pool. Only small nerf type balls are permitted in the pool at the discretion of the lifeguard on duty and only during periods of low density. Use of pool basketball **will** be restricted during periods of high pool use at the discretion of the Pool Manager.
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  - (5) Consuming food, drink or chewing gum is permitted on the elevated deck, pavilion and picnic areas. The Board reserves the right to restrict eating on the elevated deck if it is deemed to be in the best interest of preserving the deck.
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  - (6) Smoking inside the pool area.
  - (7) Glass containers or any other sharp, breakable, or otherwise hazardous objects. Sunglasses and eyeglasses are permitted on the pool deck and lawn area. Swimming masks and goggles must be equipped with plastic or unbreakable lenses – and must be approved by the pool manager.
  - (8) Using inner tubes with metal filler caps. The Pool Manager will determine when pool occupancy permits the use of acceptable floats, swim fins, etc. Kick boards are permitted for lap swimming in lap lanes only.
  - (9) Playing of private radios or other sound equipment, except through ear phones/plugs.
  - (10) Changing of diapers on dining tables is prohibited. Diapers should be changed on the changing tables in the restrooms.

- k. All persons will stay clear of the lifeguard stands (**unless serving a time-out suspension**) and all pool equipment, and will not distract lifeguards or other personnel from the performance of their duties.
- l. Only authorized persons will be permitted in the pump and filtration rooms, guardroom, or office behind the registration counter; no loitering around the registration area is permitted.
- m.** As private-coaching lessons provide a great opportunity for children to learn to swim better and for coaches and lifeguards to earn additional income, members and renters may hire private coaching from among PHRA swim team coaches, lifeguards, or members. Hiring outside private coaches (i.e., non-PHRA members or staff) is not permitted. **Similarly, coaches and lifeguards are not permitted to bring in non-members as their students.**
- n. Private coaching must not interfere with PHRA Crush Course or general swimming. Accordingly, lessons are limited to available lap lanes and will not be allowed during weekend peak hours from 1:00 - 5:00 p.m., on holidays, during special events, or at other such times as the manager on duty concludes that crowding or other conditions make holding lessons not practical.
- o. In general, one lap lane will be available, except when PHRA is hosting a swim meet or special event. **This lap lane may be taken away at any time if the pool is too crowded, at the discretion of the manager. At other times**, a second lap lane may be added if needed or requested at the discretion of the Pool Manager and based on the crowding level of the pool. **(Special Adult Lap Swims are scheduled on Saturdays and Sundays, 10-11 a.m.)** Lap lanes are restricted to lap swimmers and private lessons. Use of lap lanes is on a first come, first served basis. Each person may use the lap lane for no more than **60** minutes within any two-hour period. **(This means swim coaches and instructors may not schedule back-to-back lessons that exceed this 60-minute period.)** Swimmers under 18, except those taking private lessons, will yield one lap lane to adults during normal operating hours.

## 6. Diving Regulations:

- a. When the diving board **and slide are** open, no other swimming or diving from the side is permitted in the diving area.
- b. Divers must execute dives or jumps straight off the end of the board. Running on the diving

- board is prohibited.
- c. Divers must swim out of the diving area immediately after surfacing. No one is permitted to swim in the diving area unless the board and slide are closed. No diving is permitted until the previous diver has visibly cleared the area below the board.
  - d. Jumping or diving, either from the board or from the edge of the pool, over or close to a person in the water, is strictly forbidden.
  - e. Children wearing arm floaties, rings or other floatation devices are not permitted to use the diving board or the diving area at any time.
  - f. Multiple bouncing on the diving board is prohibited.
  - g. No diving in water shallower than five feet deep. The pool edge is marked to indicate diving areas.
  - h. Children using the diving board or diving area must be able to swim to the satisfaction of the life guard on duty.
  - i. No playing by children on the steps into the main pool is permitted. Steps must remain clear for access to the pool.

#### 7. Slide Regulations:

Sliders must be able to demonstrate their ability to swim.

One slider at a time. A slider may not climb the stairs until the previous slider is in the water and may not enter the tube until the previous slider has exited the water. No chain of people or holding of small children is allowed.

Sliders must swim out of the slide area immediately after surfacing. No one is permitted to swim in the slide area unless the slide is closed.

Feet first riding only. No stopping in the tube. No loose clothing, goggles, face masks, glasses, flotation gear or slide mats. It is recommended that sliders hold their legs together when entering the water. No climbing on the tube. No playing under the platform.

#### Section 4: Tennis Area Operations

Use of the tennis courts is restricted to active members and their guests only.

Only players wearing soft-soled, non-marking tennis shoes will be permitted on the courts.

Players 15 years of age and younger will yield courts to adult players after 5:00 p.m. unless participating with an adult.

Authorized activities such as team matches, team practices, tournaments, etc. will take preference over general play.

The "practice" area may be reserved by the PHRA pro for tennis lessons. When not utilized for lessons, area use is limited to 1/2 hour when others are waiting. The practice area may not be used during PHRA team matches or tournament play.

Players or spectators may not lean on nets or climb fences.

Tennis courts are for playing tennis and other racquet or paddle sports only. Other uses, including soccer, hockey and similar activities, are not allowed. Bicycles, roller skates, skateboards, rollerblades, scooters, strollers, and other wheeled devices are NOT permitted on the courts.

Dragging or sliding objects across the courts is not permitted.

Food, glass containers and smoking are not permitted on the courts.

There will be no team practices scheduled on weekends.

Players are requested to wear appropriate tennis attire including shirts, when on the courts.

Players are to observe the rules of tennis etiquette and good sportsmanship. Questions and/or reports of misconduct should be referred to the Tennis Representatives, Tennis Director, or a member of the Board.

Pets are not permitted on the tennis courts.

Only tennis instructors authorized by PHRA's tennis contractor may offer paid private tennis lesson at PHRA's tennis courts.

Non-members using PHRA's tennis courts must be accompanied by a member and pay a \$5 guest fee.

## Section 5: Other Recreational Activities

1. Table tennis, volleyball, basketball, in-pool basketball, and other similar activities are limited to 1/2 hour per participant when other persons are waiting.
2. When required a waiting list will be located at the registration desk in the bathhouse. Names will be placed on the waiting list on a first come-first served basis; players who are not ready when their turns come will forfeit their places on the list.
3. Soccer field, basketball court, and volleyball court use is restricted to active members and their guests unless approved by the Board.

#### Section 6: Miscellaneous

1. Members shall drive slowly and carefully in the parking lot and park only in the area provided.
2. Bicycles must be parked only in the racks provided and secured with a lock or chain. All motorized vehicles including motorcycles and mopeds must be parked in the parking lot. Motorcycles and mopeds are not permitted on PHRA's walkways.
3. PHRA is not responsible for any personal items, cars, bicycles, etc. on PHRA facilities. Loss or damage is the responsibility of the owner or agent.
4. Use of skateboards is strictly prohibited anywhere on PHRA facilities. Except bicycles, all wheeled vehicles (e.g., mopeds, motorcycles, scooters) must be walked on paths. Bicycles must be ridden slowly and safely on all PHRA property.
5. Parents are encouraged to label towels and clothing. Personal items may be reclaimed from the lost and found rack located near the maintenance room or from the office. At the end of each full month of operation, unclaimed items will be donated to a charitable organization or discarded.
6. Members and their guests need to check grills before using to make sure tanks are filled.
7. Members must also leave all grills in a clean condition.