

## TUCKAHOE RECREATION CLUB

### Policies and Procedures

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.

**Parents and Hosts:** Please be sure that your children and guests understand the rules and follow the instructions of the Club management and staff.

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## POLICIES AND PROCEDURES

### A. Admission To The Club

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 Manager 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 Manager. Winter members may only purchase guest passes to be used that day.
  - 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:** Weekly House Guest Passes are available for purchase at the front desk.

### B. USE OF THE 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. 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.
  - b. Members should avoid bringing valuables to the Club. 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. The Club is not responsible for theft or loss.
  - c. Children six (6) years of age and older must use same gender bathrooms.
4. **Pets:** Pets of any type are not allowed on the Club grounds.
5. **Food and Alcoholic Beverages:**
  - a. Alcoholic beverages are not allowed on the Club grounds. The Club manager may make exceptions for specific events, with the approval of the Board of Directors.
  - b. Glass containers are not allowed on the Club grounds.
  - c. All trash shall be promptly deposited in containers provided for this purpose.
  - d. No food or drinks are allowed on any of the pool decks at any time.
  - e. Food and drinks may be consumed only in designated areas around the snack bar, the hillside picnic area, grassy areas around the pool deck and on the deck by the tennis courts.
6. **Smoking:** Tuckahoe is a non-smoking facility. Smoking is not allowed on the Club grounds.
7. **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 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.

Club Equipment (continued):

- 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.

8. **Cell Phones:** The use of cell phones is prohibited at all times in all locker rooms.

9. **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: *By Definition: All Lap Lanes are considered circle swimming lanes.***

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. 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.
- c. A Manager on Duty or Pool Operator must clear people with any type of wound or infection (e.g. skin, eye) before entering a pool.
- d. Spitting or blowing of nose in pool water 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 twelve (12) years of age must be within arm's reach of the child at all times.
- d. Playthings must be limited to non-breakable items. Throwing of playthings will not be permitted.
- e. Approved floatation 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.
- f. Diving is prohibited.
- g. Children may not tamper with skimmers, drains and other pool equipment.
- h. No food or drinks are permitted.

3. **Safety – Intermediate Pool:**

- a. Children through age eight (8) 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 twelve (12) 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.
- 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 playthings 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.

4. **Safety – Indoor and Large Outdoor Pools:**

- a. Children *under the age of 8* must be accompanied at all times by one of their parents 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. 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.
- d. Children under twelve (12) 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; **and**
  - (2) 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.

**Safety – Indoor and Large Outdoor Pools (continued):**

- 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. All children under the age of 14 must vacate the pool during the designated 15-minute breaks.
- f. Flotation devices are not allowed in the indoor and outdoor pools except for instructional purposes or therapeutic use prescribed by a medical doctor and approved by the *Pool Operator and Manager on duty*. Kickboards may be used for kicking practice at the lifeguard's discretion.
- g. Group games (e.g. Marco Polo, sharks and fishes) and individual activities are subject to restrictions at the discretion of the lifeguard. Running, shoving, pushing, dunking, tossing children while standing in the pool, splashing and other horseplay are strictly prohibited.
- h. 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.
- i. Hyperventilation, especially before underwater swimming, is not permitted.
- j. 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.

**5. Safety – Slides:**

- 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.

**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. Divers must wait to dive until the area is clear of the previous diver has reached the ladder nearest their board.
- e. More than one bounce, running dives or other dangerous actions on the diving boards are prohibited.
- f. General swimming in roped-off areas is prohibited unless the diving boards are closed.
- g. Catching people at the end of the board is prohibited.
- h. No inward dives.
- i. Goggles and toys are prohibited

**7. Safety – General Pool Area:**

- a. Running on the deck is prohibited.
- b. During inclement weather, the outdoor pool may be closed at the discretion of the Pool Operator.
- c. In the event of an emergency, three long blasts of the lifeguard's whistle will signal immediate evacuation of the pools.

**Remember- these rules have been established to ensure the safety and enjoyment of all members and guests and to comply with local laws and insurance requirements. The cooperation of all members and guests is essential.**

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

- a. Play on all courts is first-come, first-play.  
**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.
 Reservation procedures are posted at courts.
- 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.

Sign-up Procedures (continued):

- 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. 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. County regulations prohibit the use of tennis backboard prior to 9:00 A.M. or after 8:00 P.M.
  7. Guest registration and fees apply to the entire facility, including tennis, and are paid to the receptionist.
- 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.
- F. USE OF SAUNAS:**
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.
  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.
- Remember – staying in too long can be dangerous!**
- G. 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.
- H. USE OF WHIRLPOOL:**
1. Children under fourteen (14) are not permitted in whirlpool.
  2. Showers **must** be taken before entering the whirlpool.
  3. Instructions and cautions on whirlpool use are posted in whirlpool area.
  4. Use of cell phones or other electronic equipment is strictly prohibited due to threat of electrocution.
- Remember – staying in too long can be dangerous!**
- I. USE OF STEAM ROOM:**
1. Children under fourteen (14) years old are not permitted to use the steam room.

USE OF STEAM ROOM (continued):

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.

**POINTS OF ETIQUETTE****A. SWIMMERS:**

The following etiquette is suggested for the comfort and safety of fellow swimmers.

1. Do not enter a swim lane already occupied by the other swimmers without first informing them.
2. Never jump or dive into the pool from the other side when a swimmer is in a side lane and never dive over or under another swimmer.
3. 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.
4. When sharing a lane with other swimmers:
  - a. Avoid using strokes which require more than half the width of a lane
  - b. Do not use hand paddles
  - c. Always be aware of other swimmer's location in lane
  - d. Always swim on your side of the lane unless engaged in circle swimming, when you keep to the right
  - e. Use a stroke where least danger for collision occurs
5. 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*.
6. 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. Proper attire is appropriate workout clothes, e.g., shirt, shorts, and shoes.
4. Wipe off all equipment after use with towels and cleaners provided.
5. 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.
6. Complete rules are posted in the fitness center.

**SPECIAL EVENTS AND ACTIVITIES****A. WATER SPORTS AND INSTRUCTION:**

1. Competition:
  - 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.

**WATER SPORTS AND INSTRUCTION (continued):**

2. Junior Developmental Program: There is an active developmental program for the junior swimmers and divers throughout the year.
3. 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.

**B. TENNIS ACTIVITIES AND INSTRUCTION:**

1. Competition: 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. 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.
4. Club Tournaments: There are various Club tournaments held during the warm weather to determine Club champions in the various categories.
5. Junior Developmental Program: There is an active developmental program for junior tennis players during the summer.

**CLUB FACILITIES****A. OUTDOOR/SUMMER:**

1. Pools: 25 meter with diving well  
Intermediate...for children under 8  
Wading...for children under 4
2. Six lighted tennis courts
3. Snack bar
4. Picnic area with grills and tables
5. Putt-putt nine-hole golf course
6. Lawn sports area, tether ball and shuffleboard.
7. Playground area.

**B. INDOOR/YEAR-ROUND:**

1. Pool-25 yards
2. Exercise room, age 14 and older
3. Whirlpool, age 14 and older
4. Steam room, age 14 and older
5. Men's and women's saunas, age 14 and older
6. Snack room and eating area with vending machines
7. Multi-purpose room

**OPERATING HOURS**

The operating and holiday hours for use of all Club facilities are posted on the Club grounds, on the website and with the receptionist.

**CLUB POLICY IN CASE OF EMERGENCIES**

In case of severe weather or other local emergency conditions, the Club Manager will always try to keep the club open to members, subject to the safety of the staff and members. The Club 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.