

**MAPLE MANOR SWIMMING CLUB**  
**RULES, REGULATIONS AND POLICIES**

**Effective May 2020**

**1. Membership**

- a. All Members must live in the household of a Bond Holder.
- b. A Bond Holder must be 21 years of age or older.
- c. Bond Holders have full privileges of the Club and may bring guests of any age pursuant to the Club's Guest Policy (see Section 2 below).
- d. There are no "special" Swim Team Memberships offered by the Club.
- e. With Board approval, to be exercised on a limited case-by-case basis, a Bond Holder may be permitted to "freeze" their membership for a period of one summer for a fee. This will allow the Bond Holder to maintain his or her Bond while not paying dues for one summer season. See Exhibit D for a list of current fees.
- f. The Board of Directors of the Club establishes annual dues on a yearly basis. Every Member is required to pay annual dues each year.
- g. Special Members are classified as follows: (a) A relative of a Bond Holder **residing in the Bond Holder's home** on a year-round basis or no less than the entire summer; (b) a foreign exchange student; (c) a child of a Bond Holder 21 years of age or older who is a full time student; and (d) an approved baby sitter 16 years of age or older.
- h. Special Members must be approved by the Board of Directors of the Club. Special Members will be listed on the Bond Holder's dues statement. An additional dues fee will be charged to the Bond Holder.
- i. Annual dues for Bond Holders, children and special members must be paid and postmarked by April 15th. Annual dues paid and postmarked after April 15th must include a late payment penalty, the amount of which is determined on a yearly basis by the Board of Directors.
- j. If membership is to be terminated, written notification must be received no later than April 16<sup>th</sup> of the year membership is being terminated in order to receive a full Bond refund. Any Member whose annual dues or whose family's annual dues remain delinquent through the end of the season shall, upon termination of the applicable Bond, have the season's dues deducted from the Bond Holder's Bond refund, unless they received approval from the Board and paid the "freeze" fee.

k. After May 15th, unpaid dues may cause membership to become null and void. No one who is delinquent in payment of dues after May 15th or other membership obligations shall be entitled to the privileges of membership.

l. If the maximum numbers of Bond Holders and/or family memberships, as determined from time to time by the Board of Directors, is reached, the Club will form a waiting list. Married children of current Members do not receive priority over any other applicants on the waiting list. Proximity of residence to the Club does not entitle a person to bypass the waiting list or receive priority on the waiting list.

m. The age of a child on June 1 is the age used in determining membership status, entry or other privileges at the Club.

n. Member Children 12 years of age or older may enter the Club unaccompanied by a Bond Holder, adult Club Member or guardian.

o. Children 6 years of age or under may not enter the Club unless accompanied by a Bond Holder or an approved baby sitter age 16 or older.

## **2. Guest Privileges**

a. Policy – It is the policy of the Club to maintain the Club for the use and benefit of the Club’s Bond Holders and Members. Although the Club does provide for guests of Bond Holders and Members as set forth below, it is the policy the Club to control guest use and privileges in order to promote and maximize full use of the Club by Bond Holders and Members.

### **b. Classification of Guests**

i. Regular Guest – **Must** be accompanied by a Club Member 12 years of age or older. Regular Guest or Club Member **must** pay a daily guest fee no later than the time of the Regular Guest’s entrance/admittance to the Club.

ii. House Guest – **Must** reside in a Bond Holder’s home for a period of not less than four (4) consecutive days and **must** be accompanied by a Club Member 12 years of age or older. House Guest or Club Member **must** pay either a daily guest fee or a weekly house guest fee no later than the time of the House Guest’s entrance/admittance to the Club.

iii. Babysitter – **Must** be approved in advance by the Board of Directors or the Manager of the Club. Approved babysitters do not count toward Regular Guest limits set forth below, but babysitters **must** pay a daily guest fee at the time of entrance/admittance to the Club, a Special Member Fee or other fee as approved by the Board.

iv. Non-participating Guest – **Must** be wearing street clothes, refrain from utilizing the Club’s facilities and be accompanied by a Club Member. Non-participating Guests are not required to pay a guest fee.

c. Each family membership/Bond Number is allotted eight (8) Regular Guests per calendar month. Current Board Members are allotted a second set of eight (8) Regular Guests per month. A guest record of all guests of any type, together with the family membership/Bond Number being utilized for the guest to enter the Club, will be kept at the front desk and/or otherwise by the Club. There is no carry-over or accumulation of unused guest privileges from month-to-month or from year-to-year.

i. Children 11 years of age or under may not have guests at the Club unless accompanied by a Bond Holder, adult Member, guardian or approved babysitter.

ii. Children 12 years of age or older may bring guests 12 years of age or older.

iii. Guests who are 6 years of age or under must be accompanied by a Bond Holder or an approved baby sitter.

d. Birthday Parties/ Other Parties with non-member guests

i. Birthday party decisions such as time, numbers of guests, etc. are left to the discretion of the Club Manager.

ii. All requests for birthday parties should be directed to the Club Manager.

iii. Birthday parties are permitted any day of the week except for holidays and other days where special Club events are scheduled.

iv. As of 2012, the fee for a birthday party is \$75 and accommodates a maximum of 25 guests.

v. The responsible Bond Holder must pay the Party Fee and all Guest Fees no later than the time of the party.

e. Absent express written permission from the Club Manager or the Club’s Board of Directors, **no Regular Guest shall be allowed more than five (5) total visits to the Club per season.**

f. Any exceptions to the allotted number of guest privileges per month or guest visits per season – for example, for out-of-town guests or special family events – should be submitted in writing to the Club’s Board of Directors for consideration. The Board of Directors shall fully consider any such requests on a case-by-case basis, but it should be anticipated that exceptions will only be approved in truly special or extenuating circumstances.

g. Prior to entry to the Club on any day, each guest – whether Regular Guest, House Guest or other – must register with the Club’s front desk: (1) his or her name and (2) the name and/or Bond Number of the Bond Holder or Member for which he or she is a guest. The sponsoring Bond Holder or Member must be with the Guest to sign the Guest into the Club. If the guest is a minor child too young to register himself or herself, the Bond Holder or Member for which he or she is a guest should register the guest. All Guest fees for any Guest must be paid prior to entry to the Club.

h. Entrance to the Club for any guest – whether Regular Guest, House Guest or other – shall be denied if: (1) the guest has not registered as set forth in these Rules; (2) the guest has not paid – or had paid – the applicable guest fee(s); (3) in the case of a Regular Guest, the Regular Guest has, without prior authorization exceeded the maximum number of permitted visits per season; or (4) the Bond Holder or Member providing access to or for the guest has exceeded his, her or their allotted number of guest privileges per month. In any such situations, the Club’s on-duty front-desk employee(s) have the authority to deny the guest entry to the Club, and all Members and guests are encouraged and requested to respect both the guest admittance policy and the front-desk employee(s) on-duty at the time. Any questions or disputes with regard to guest admittance shall be immediately referred to the Club Manager or, in his or her absence, to an Assistant Manager, all of whom are expressly authorized by the Club’s Board of Directors to maintain and enforce the Club’s guest policies.

i. The Club Member 12 years of age or older with whom a Regular Guest or a House Guest was properly admitted to the Club, or another member of the Bond Holder’s family also 12 years of age or older, **must** remain at the Club the entire time that the Regular Guest or the House Guest is at the Club and/or using the Club’s facilities.

j. All guests at the Club are expected and required to abide by all Club rules, including, without limitation, applicable pool rules. All guests at the Club are requested to respect the authority of the Club’s employees, including, without limitation, the Club’s Manager, Assistant Managers and lifeguards. Every Bond Holder or Club Member bringing a guest (of any type) into the Club is responsible for the guest’s actions and conduct, including, without limitation, violations of Club rules or regulations and improper respect of authority, while the guest is at the Club and/or using the Club’s facilities.

k. Any person who is not a Member of the Club and who has entered the Club without complying, in full, with the guest privilege rules stated herein shall, upon request of the Club’s Manager and/or Assistant Managers, be asked to leave the Club immediately. The Club’s Manager and/or Assistant Managers are expressly authorized by the Board of Directors of the Club to ask any guest failing to comply with applicable rules, regulations or policies of the Club to leave the Club and not return for the remainder of the day or other period of time.

l. Any Club Member who permits or facilitates, or attempts to permit or facilitate, a non-Member to gain access to the Club or the Club’s facilities without the non-Member complying with all guest privileges rules and procedures (including but not

limited to payment of appropriate guest fees) shall be subject to penalty, fine, sanction or other appropriate action. Such action, as directed by the Board of Directors of the Club and/or implemented or enforced by the Club Manager, will hold and consider the Bond Holder(s) associated with the Club Member primarily responsible.

### **3. Pool Hours**

a. The Club is open daily starting on a date in mid-June to be determined yearly by the Board of Directors through Labor Day. The Club is open weekend days only from the Saturday of Memorial Day Weekend (including Memorial Day itself) to the full-time opening date, and may be open on certain weekend days only after Labor Day, at the discretion of the Board of Directors.

b. The Club is open from 12:30 p.m. to 9:00 p.m. Monday through Friday. The Club is open from 11:30 to 9:00 on Saturday and Sunday. Prior to opening, the Club is not available for general membership use. Swim team practice, swim lessons and pool maintenance are conducted before 12:30 p.m.

c. The Club may close early, or open late, with approval of the Board of Directors due to the hosting of swim meets or other special Club events.

d. The Club may close or be closed due to inclement weather, act of God, national emergency or other significant safety concern.

e. August hours: week days 10:30 to 8pm

f. Weekends 11:30 to 9pm

### **4. Baby Pool Early Opening Hours and Policies**

a. On Tuesdays and Thursdays from June 19 through July 23, unless extended, the baby pool will be open from 10:00 a.m. to 12:00 p.m.

b. Baby Pool Early Opening Hours are solely for Members and their children 6 years of age and under. No guests are permitted.

c. Members must stay with their children. No drop-offs are allowed.

d. All members and children must leave the Club premises from 12:00 to 12:30 in order to allow the Club staff to prepare for the rest of day.

e. The ONLY facilities of the Club that are open at this time are the baby pool, the sand box and swing set near the baby pool and the bathrooms. Children are not allowed on the volleyball courts, out in the ball field or in the other pools.

f. On arrival, members and their children must check-in with the lifeguard on duty at the baby pool and show Club-issued identification and admission cards.

g. Members utilizing the Club during Baby Pool Early Opening Hours must take great care that neither they nor their children disrupt swim team practices or activities.

## **5. Inclement Weather/Unexpected Closing**

a. The Club reserves the right to close or be closed for inclement weather, act of God, national emergency or other significant safety concern or unusual circumstance. The decision to close the Club shall ordinarily be made by the Club Manager. If the Club closes or is closed, the Club will use its best efforts to notify Members of the Club.

b. As set forth in more detail below: (i) if the Club closes after 6:00 p.m., it will not re-open again that day and (ii) if the Club closes prior to 6:00 p.m., the Club may, in its discretion, decide to re-open again later in the day or may decide to remain closed for the rest of the day.

i. The Club Manager or, in his or her absence, the Club's Assistant Manager(s) shall, in the ordinary course, assess and determine whether the Club shall close or be closed for inclement weather, act of God, national emergency or other significant safety concern and shall notify an Officer of the Club's Board of Directors or, in their absence, at least one member of the Board of Directors of the determination. In extreme or unusual circumstances, the Club's Board of Directors reserves the right to determine whether or not the Club shall close or be closed on any given day or at any given time that the Club is normally open and in operation.

ii. If the Club closes or is closed for inclement weather or other unexpected reason at or after 6:00 p.m., the Club shall not re-open again that day.

iii. If the Club closes or is closed for inclement weather or other unexpected reason prior to 4:00 p.m., the Club Manager or, in his or her absence, the Club's Assistant Manager(s) shall reassess the status of the closure at 4:00 p.m., determine whether or not the Club shall re-open again that day and notify an Officer of the Club's Board of Directors or, in their absence, at least one member of the Board of Directors of the determination. If a decision is made at 4:00 p.m. to re-open the Club, a re-opening time shall be established. If a decision is made at 4:00 p.m. that the Club is to remain closed, the Club shall not re-open again that day.

iv. If the Club closes between 4:00 p.m. and 6:00 p.m., the Club Manager or, in his or her absence, the Club's Assistant Manager(s) shall further determine, at the time of the closure, whether the Club will reassess the closure at 6:00 p.m. or whether the Club shall simply remain closed for the remainder of the day and shall notify an Officer of the Club's Board of Directors or, in their absence, at least one member of the Board of Directors of the determination.

## 6. Entrance Procedures

a. The Board of Directors reserves the right to change the Club's entrance procedure at its discretion and/or as circumstances warrant at any time during the Club's season.

b. Each Club Member shall receive a Club-issued and Club-authorized identification and admission card.

c. Each Club Member agrees to allow the Club to photograph the Club Member for purposes of admission.

d. Each Club Member (whether Bondholder, other adult or child) **must** log in with his or her Club-issued and Club-authorized identification and admission card at the Front Desk every time he or she enters the Club.

e. If a Club Member does not have his or her Club-issued and Club-authorized identification and admission card at the time of entry, the Club Member **must** register his or her name and, if requested, provide his or her family Bond Number and/or proof of identity at the Front Desk prior to entry to the Club. If a child is too young to register his or her name, the Club Member responsible for the child shall register the child prior to entry to the Club.

f. Front desk employees have the authority to request identification of any person seeking entry to the Club if, for any reason or at any time, Club membership is in doubt or otherwise in question.

g. All guests must follow the Guest Policies and Procedures prior to entry to the Club and are the responsibility of the host Bondholder or Member at all times.

h. Any Club Member whose annual dues or whose family's annual dues are delinquent or unpaid shall be denied entry to the Club until or unless the unpaid dues and penalties, as applicable, are paid in full.

i. No Club Member or guest shall be admitted to the Club without first complying with the Club's entrance procedures. Any Club Member or guest who enters the Club without first complying with the Club's entrance procedures shall be asked to leave the Club until or unless entrance procedures are fulfilled and/or proof of membership is established or confirmed.

j. The Club's on-duty front-desk employee(s) have the authority to deny entry to the Club, and all Club Members and guests are encouraged and requested to respect both the entrance procedures and the front-desk employee(s) on-duty at the time. Any questions or disputes with regard to entrance to the Club shall be immediately referred to the Club Manager or, in his or her absence, to an Assistant Manager, all of whom are expressly authorized by the Club's Board of Directors to maintain and enforce the Club's entrance policies and procedures.



## **7. Pool Operation**

a. The affairs and management of the Club are under the authority and direction of the Board of Directors. The President of the Board carries out the decisions of the Board and conveys the decision to the Pool Manager.

b. The Club has a Pool Manager who is in charge of the lifeguards and other employees on a daily basis. The Club further has one or more Assistant Pool Managers who, when designated by the Pool Manager, may be in charge of the lifeguards and other employees. The Pool Manager enforces the rules of the Club.

c. It is the duty of the Pool Manager and Assistant Pool Managers, the lifeguards and all other Club employees to operate, maintain and supervise the Club, including the pools and other facilities, in a safe manner.

d. The Pool Manager and Assistant Pool Managers are responsible for the conduct of lifeguards and other Club employees, the condition of the pools and the pools' sanitation and safety. Club employees report to and are responsible to the Pool Manager.

e. The Pool Manager and Assistant Pool Managers are required to enforce the rules of the Club and have the authority to discipline any person who violates a rule or whose behavior is inappropriate.

f. The Pool Manager, or in the Manager's absence, the Assistant Pool Managers, have the authority to determine under what conditions the Club may be closed or under what conditions one or both pools are to be cleared of all swimmers.

g. If a situation arises when the Pool Manager and the Assistant Pool Managers all must be away from the Club, they are to contact the Club President who will make arrangements for a Board Member or other responsible Member designated by the President to be present at the Club as the Acting Manager.

h. Lifeguards are required to enforce all pool health and safety rules.

i. The pools may not be used when the Club is closed without prior approval of the Board of Directors.

## **8. Health and Safety**

a. Bathing suits must be worn in the pools. No cutoffs are allowed.

b. No eating or drinking is allowed in the pools or on the pool aprons.

c. No glass or breakable containers of any kind are allowed on Club premises.

d. A paramount goal of Maple Manor Swim Club is to provide a safe, civil, cooperative, enjoyable, family-friendly atmosphere for all of its members and for the MMSC staff and volunteers who manage the pool operations and support its activities. Although alcohol is not prohibited at the Swim Club, Management reserves the right to make decisions on alcohol use and the limitations of use by any individual. For example, if a member or guest is visibly intoxicated, the manager on duty is authorized to use his/her discretion and remove that member or guest from the club.

i. It is required that all members transfer any alcoholic beverages into a non-breakable container. Also, be sure to completely cover any label in an effort to be discreet.

ii. Management strongly recommends disposing of any empty alcoholic containers on your own and not using the club recycling bins. This helps reduce the exposure to alcoholic containers by young staff members as well as young club members.

iii. Please be sure to observe the “no glass” policy referenced above.

e. The use of a pool when no regular lifeguard is on duty at the pool is strictly prohibited.

f. No hardball is allowed to be played anywhere at the Club at any time. Softball is permitted only on the back half of the Club property.

g. Pets are not allowed on the Club grounds at any time.

h. At the discretion of the Pool Manager, or Assistant Pool Managers, admission may be refused to anyone whose physical condition may endanger the health or safety of himself or herself or other Members or guests.

i. Running, pushing, wrestling, ball playing, group jumping and causing undue disturbances in or about the pool areas are prohibited.

j. Diving from the edge of the main pool or the diving pool is not allowed where a potential for injury exists.

k. No diving or jumping from the swim blocks in the main pool is permitted.

l. Expectorating or blowing of the nose into the pools or around the pool areas is prohibited.

m. Use of the baby pool is limited to children 6 years of age or under. Each child using the baby pool must be accompanied by a Bond Holder, parent, guardian, approved baby sitter or other responsible adult.

n. No diapers of any kind are permitted in the main pool. Persons using the main pool must be toilet-trained.

- o. Parents with children who are not toilet trained are asked to take proper precautions when the children are using the baby pool, including use of disposable or similar swim diapers. Changing facilities are provided in the locker room.
- p. No diving or jumping is allowed in the baby pool.
- q. Only one person is allowed on a diving board at a time.
- r. Multiple bouncing on a diving board is prohibited.
- s. Diving from the diving boards or the edge of a pool will not be allowed where a known or obvious potential for injury exists.
- t. When using the diving boards, a diver must swim clear as soon as the dive is completed.
- u. After a dive, swimmers must exit the diving pool by the closest of the four ladders.
- v. All Members and Guests are asked to acquaint themselves with the various depth markings shown on the edges of the pools.
- w. No flotation devices of any kind are allowed in the main pool or the diving pool with the exception of Float Night (which is held on Wednesday nights from 6:30 p.m. to closing). Flotation devices are allowed in the baby pool. The Manager and/or Assistant Managers have the right to approve or reject any flotation device sought to be used on Float Night or in the baby pool. In addition, any child with a diagnosed disability may be allowed to wear a life jacket at any time, subject to the approval by Pool Management or the Board of Directors.
- x. The edges of the pools are to be kept clear of blankets, chairs, playpens or other obstructions.
- y. The lifeguards are present for the protection and safety of all Club Members and Guests. All Members and Guests are required to adhere to and abide by all lifeguards' directions. In order to avoid distracting lifeguards and/or diverting their attention, Members and Guests are prohibited from talking with lifeguards on duty and loitering at lifeguard stands.
- z. Children under the age of 12 are required to have a swimming band in order to use the diving pool. Swimming bands can be obtained from lifeguards upon passing the Club's Swimming Band Test. The lifeguards will not allow any swimmer under 12 years of age to use the diving pool absent proof that the swimmer has successfully satisfied the Band Test. The lifeguards have the authority to require any person, whether Member or Guest, to take the Club's Band Test prior to the person being allowed to use the diving pool. The lifeguards have the authority to administer the Band Test during certain pool times. The Band Test requires a swimmer to be able to swim

two (2) lengths of the main pool and to be able to tread water as specified by the lifeguard administering the Band Test.

aa. Fifteen (15) minutes at the top of each hour is reserved for Adult Swim Time. During this period, as announced by the lifeguards, only swimmers ages 16 and up are permitted in the main pool. All children 15 years of age or under must vacate the main pool during Adult Swim Time and are not permitted on the edge or on the steps of the main pool. In cases where no adults enter the water after 3 minutes (empty pool), the manager has the discretion to call off that instance of Adult Swim Time. In instances where pool use is light during Adult Swim Time, the manager has the discretion to divide the pool lanes with a safety line to allow concurrent activities. The safety line may be requested during periods of light pool use outside of designated Adult Swim Time by inquiring with the pool staff and permitted at the discretion of the manager.

bb. Potty-trained babies are allowed in the main pool when held the entire time by a parent or other responsible adult guardian.

cc. Lounge chairs are reserved for adults only (particularly on busy days). This will be enforced by the pool staff.

## **9. Summer Employment**

a. The Personnel Committee of the Board of Directors makes recommendations for hiring summer employees on a yearly basis. Club Members are to, and will, receive priority with regard to summer employment at the Club; however, Club membership does not entitle or guarantee employment to any Member.

b. With the exception of management personnel (manager and assistant manager positions) and swim team coaches and assistant coaches or any other exception expressly approved by the Club's Board of Directors, children of Bond Holders of the Club must in order to be eligible for summer employment at the Club during any given summer season: (1) have a parent, guardian or other family member who is an active Bond Holder of the Club for the entirety of the summer season employed, and (2) the Bond Holder's yearly membership dues must be timely paid in full for the summer season employed. The Club reserves the right to discontinue employment if the above-stated conditions are not satisfied.

c. With the exception of management personnel (manager and assistant manager positions) and swim team coaches and assistant coaches or any other exception expressly approved by the Club's Board of Directors, to the extent that any summer employee is not a Member of the Club, he or she is not permitted at the Club other than during his or her specified working hours or in accordance with the Club's guest policies.

d. Lifeguards must be certified in Lifeguard Training, First Aid and CPR. Managers and Assistant Managers are to be certified in First Aid and CPR. Copies of

Red Cross Lifeguard Training, First Aid and CPR certificates are to be provided by all lifeguards prior to starting employment.

e. Lifeguards must be at least 15 years of age. Any time that a lifeguard with less than one year of lifeguard experience is on duty, the Club Manager will take reasonable steps to ensure that a lifeguard with at least two seasons of lifeguard experience is also on duty in or about the pool and/or deck areas.

f. The Club complies with all applicable Child Labor Laws. Minors under the age of 14 shall not be employed. Minors under the age of 18 shall not be employed without an employment certificate/work permit, with the exception of a person who has graduated from high school at the age of 17. Only employees 18 years of age or older are eligible to work more than eight (8) hours per day.

g. If or when a situation arises that results in the Manager taking disciplinary or similar action against an employee, the Manager is to report the situation and resultant action to the President of the Board of Directors and/or the Board Member in charge of the Personnel Committee who will, in turn, inform all Board Members of what has taken place.

h. No paid vacation is provided for any Club employee. Employees who need time off for a family vacation or other similar reason, must notify the Manager at the beginning of the season or, at a minimum, at least two (2) weeks prior to the requested time off.

i. The Club Manager will make reasonable efforts to provide summer employees with oral and/or written employment responsibilities and/or performance objectives.

j. Umbrellas are available at lifeguard stands if or when needed.

k. The Personnel Committee of the Club sets salaries prior to each season, subject to the approval of the Board, based on a pay scale formula that includes, without limitation, the following: past performance grades and/or reviews at the Club, seniority with the Club and applicable certifications. Starting salaries are subject to change based upon minimum wage requirements and regulations.

l. In the event of inclement weather, hourly employees will be paid based upon actual hours worked at the Club, subject to the scheduling and discretion of the Club Manager.

## **10. First Aid**

a. The Club does not stock, supply or administer medications, including allergy medications.

b. Members or Guests with allergies must bring their own allergy medications and be prepared to administer their own allergy medications if or when necessary.

c. The Club will supply “band aids” and other similar first aid items to Members and Guests for basic first aid needs. The Club cannot and will not treat more serious or severe injuries or medical conditions.

d. In case of serious or severe injury or medical conditions, 911 should be called immediately.

e. With the exception of minor injuries that are treatable with a band-aid, all injuries will be logged and an injury report filled out by staff on duty.

### **General and Miscellaneous**

- Bond Holders are responsible for the conduct of all persons admitted to the Club under his or her Bond, including family Members and Guests.

- Consistent with the Club’s entrance procedures (see section 6 above), front desk attendants always have the authority to ask for identification if Club membership or access is in question or doubt.

- Club Members are not to use the Blair Road turnaround for picking up or letting off passengers from their cars. The main entrance of the Club on Dillon Road is to be used for this purpose.

- **No parking is allowed on Blair Road or Dillon Road.** If all parking spaces in the parking lot are filled, Members should contact the Pool Manager who will designate an area on the grass for additional parking.

- The cost of any property damage will be charged to the responsible Bond Holder.

- No illegal drugs are to be brought into the Club or onto the Club’s grounds by any Bond Holder, Member or Guest.

- The Club is a non-smoking and a non-vaping facility.

- No abusive language or behavior will be tolerated.

- Members and Guests must drive slowly and carefully on the driveway and parking areas.

- Lifeguards will blow a warning whistle ten (10) minutes before closing time of the pools. All Members and Guests must leave the Club grounds within ten (10) minutes after closing time.

- All waste material must be placed in appropriate waste receptacles.
- Any special Member requests must be put in writing to the Board of Directors for decision.
- The Club is not responsible for loss or damage to personal property.
- All persons using the pools of the Club do so at their own risk. The Club is not responsible for accident or injury in connection with use of the pools.
- Violations of Club rules, regulations or policies may result in sanctions, including suspension or loss of Club privileges. Any such sanction, including the term of any suspension of Club privileges, is to be decided by the Board of Directors.
- The Pool Manager and Assistant Pool Managers have complete authority regarding enforcement of all rules, regulations and policies. Appeal of any decision of the Pool Manager or Assistant Pool Managers shall be made only to the President of the Board of Directors of the Club.
- The Club's rules, regulations and policies may be revised or deleted, and additional or replacement rules, regulations and policies may be established at any time by the Club's Board of Directors.
- Float Night (Wednesdays) Safety Guidelines
  - i. Safety is the number one priority! The following Float Night Rules are in place to continue this fun activity at Maple Manor Swim Club:
  - ii. Children 6 and under must have an adult in the pool to supervise them.
  - iii. Children 7 & over must have passed their diving band test or an adult must be in the pool to supervise them. Please see a lifeguard or manager to inquire about taking a diving band test.
  - iv. Over-sized floats will be not allowed in the pool (at the discretion of the manager - general rule of thumb is <40").
  - v. Never jump off the side of the pool onto a float!
  - vi. No standing on floats. No pushing/knocking others off of floats.
  - vii. The manager reserves the right to limit the number of floats and swimmers in the pool.

**11. Exhibit A: Whistleblower Policy – Under Separate Cover**

**12. Exhibit B: Records Retention Policy – Under Separate Cover**

**13. Exhibit C: Conflict of Interest Policy – Under Separate Cover**

**14. Exhibit D: Current fees - Under Separate Cover**