

# Forest Hill Swim & Tennis Club

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410-465-1386 Pool Office · 410-461-2572 Tennis Pavilion  
www.fhstc.com

## Rules and Regulations

(Revised May 2010)

The following are rules and regulations intended to:

1. PROMOTE SAFETY
2. PROTECT THE CLUB PROPERTY
3. Clarify club member knowledge and understanding of procedures in place

Only if each member cooperates can safe and pleasant recreation be assured for all and the club is made a desirable adjunct to the community. Parents are requested to caution their children to observe the rules and obey the instructions of the Club Manager and his Staff.

The club grounds and facilities will be officially closed between seasons. Members, their children and paying guests may use the club grounds and facilities between seasons at their own risk. The club grounds and facilities may only be used during the hours stated herein or as might be posted with due notice. The pools cannot be used unless a guard is on duty. Violations may result in suspension, expulsion from the club, and/or prosecution by the law.

The Corporation shall not be responsible for personal injury, loss of or damage to personal property when club management personnel are not on duty.

### I. RESPONSIBILITIES AND AUTHORITY OF THE CLUB MANAGER

The Club Manager on Duty is responsible for all phases of club operation, including but not limited to, responsibility for maintenance, cleanliness, safety, and order. He/She shall have final and conclusive authority to enforce these rules. In addition, he/she is authorized to restrict any action on the part of club users which, in his/her judgement, may be prejudicial to general health and safety, or destructive to club property. The manager shall have the authority to suspend any member or guest for one complete day and repeated offenders will be referred to the president of the club and/or the Board of Directors.

### II. CLUB SEASON

The club season will be from the Saturday before Memorial Day to Labor Day. This may be extended at the discretion of the Board of Directors. The club will be open daily from 8:00 am to 10:00 pm with a member of management or staff in attendance. (Between Memorial Day and the close of schools, the club will be open weekdays from 4:00 pm to 9:00 pm and at the regular schedule on weekends.) The tennis courts are available for use all year, and during the tennis season (April 15th through October 15th) courts will be lighted at night until 11:00 pm. Tennis courts may be closed earlier than 11:00 pm at the discretion of the Manager on Duty due to inclement weather or non-use of courts.

### III. ADMISSION TO THE CLUB

#### A. MEMBERS

You will be asked to update your pictures. Please comply as requested.

No child (guest or member) 9 years or younger will be allowed on the club grounds unless accompanied by a parent, responsible adult, or baby sitter (13 years or older).

No child (guest or member) 12 years or younger will be allowed in the Main Pool until they have demonstrated their swimming ability by passing the club swimming test or are accompanied by a parent, responsible adult, or baby sitter (13 years or older).

## B. SINGLE MEMBERSHIPS

Single memberships will be issued to applicants upon approval of the Board of Directors to single persons only. Single members will pay the same amount of dues as family memberships. A single member may be allowed to bring one guest of his/her choice with full use of the club facilities at anytime they choose and not be required to pay guest fees for said person. Single members bringing more than one guest at a time must pay regular guest fees.

## C. GUESTS

Guests must be accompanied by a member and the member shall enter his own and his guests name in the guest register. Children under 13 will not be permitted to sign in a guest. A nonmember, not a houseguest, may be a club guest only one day each week. (A week is hereby defined as a calendar week.) Guests are permitted, subject to the above regulations, at a rate of \$10.00 for adults (ages 18&up) and \$5.00 for children ages (17&under) (rates include tax). Tennis guests/non-members taking tennis lessons are required to pay a \$5.00 court usage guest fee at all times and are extended use of the tennis facility only during lessons. These fees must be paid at the front gate.

## D. GUEST PASSES AND RATES

1. A guest pass will be made available to overnight houseguests at a cost \$25/week per person. The Board of Directors can deny a guest pass to any member, and the Board must approve guest passes longer than one week. Houseguests are defined as "out-of-town" guests that do not reside in the immediate area of the club. Only adults can register houseguests.
2. When members have children and/or grandchildren visiting their home from outside of a 100-mile radius, the children and/or grandchildren will be treated as family members. Please provide pictures and specific dates of visitation to the Club Manager. Grandparents are allowed access to the club without paying a guest fee when accompanied by the member and if they are not using the facility. If they intend to swim or play tennis normal guest fees will apply.
3. Baby sitters for children of members will be permitted entrance to the club and use of the facilities Monday through Friday. The Club Manager must be notified in advance in writing by the parent. Notification must include the baby sitter's name, name of the children for whom the sitter is responsible and the phone number where the parents can be reached. Payment of \$2.00/day is due at the gate and a receipt will be issued. The sitter must be in possession of the receipt while on Forest Hill grounds and under no circumstances may the children be left by the sitter while at the club.
4. Members are responsible for the conduct of their guests, and members are obligated to inform their guest of the club rules and regulations.
5. GUEST GROUPS: No groups larger than 75 persons and no more than 2 groups per day may come to the club without prior approval by the Board of Directors. This includes groups that may be hosted by several different member families at the same time. Any group of more than 10 guests must be registered with the Club Manager by completing the Group Registration Form three days in advance of the day that the group will use the club facilities. At least one member family must act as the official host of the group, even if there are several member families that will be part of the group. A guest fee must be paid for each guest using pool, tennis, basketball and volleyball courts. There must be one adult member supervisor for each five children under the age of 16. A copy of the Rules and Regulations will be given to the official host of the group and these rules must be observed by everyone in the group. Failure to observe the Rules and Regulations is just cause for the Club Manager to require the entire group to leave the Forest Hill premise.
6. Member parties are limited to 10 or fewer guests on the day and or weekend of Memorial Day, 4th of July, and Labor Day holidays are celebrated.
7. Groups numbering 11-24 pay \$25, 25-49 pay \$50, 50-75 pay \$100 per group per day plus guest fees for each guest using pool, tennis, basketball or volleyball courts.
8. Any deviation from the above rules pertaining to guest privileges shall be submitted to and approved by the Board of Directors.

#### IV. USE OF CLUB FACILITIES

##### A. POOLS

1. Schedule: The Main and Phillips Pools will be open Monday through Sunday from 11:00 am to 9:00 pm. (Hours are subject to change at Manager on Duty's discretion.)
  - a. The Phillips (LAP) Pool is reserved for swim team practices, swim meets and swimming lessons. Adults may use the Phillips Pool for lap swimming during posted hours when it is not in use by the swim team. Children under 18 are not allowed in the Phillips Pool or pool enclosure fence other than for swim team, swim meets, lessons and laps, when approved by the Phillips guard.
  - b. The hours for the Straehle pool are 11:00 am to dusk.
  - c. A schedule for group swimming instructions will be established and will be posted on the club bulletin board.
  - d. The pools will be closed during inclement weather at the discretion of the Manager on Duty. The pools may be closed for maintenance or reasons involving health and safety as determined by the Manager on Duty. Where the need for such action can be foreseen, advanced notice will be posted on the bulletin board, and otherwise, announced as circumstances permit.

##### 2. POOLS - RULES AND REGULATIONS

- a. No person shall use the pools unless they are officially open and a guard is on duty.
- b. No swimming shall be allowed in the diving well of the pool when people are using the diving boards.
- c. Only children 8 years of age and under and non-swimmers may use the wading pool, and adult supervision is required.
- d. Diving well:
  - (1) Children under the age of 12 must pass the swim test and wear a club-authorized band in order to use the diving well.
  - (2) Only one diver on the board at a time. Those waiting must remain on the deck until the diver in front of them has left the board.
  - (2) Divers must swim to the nearest ladder once they have completed their dive.
  - (3) Divers must wait until previous diver has reached the pool ladder before executing their dive.
- e. Running within the fenced enclosures or other congested areas, and rough play, in or out of the water, is strictly forbidden.
- f. During scheduled swim and dive meets, instruction periods, only members/participants are permitted within the pool enclosure fence.
- g. Underwater masks, snorkels, flippers, tennis balls, torpedoes and the like are prohibited.
- h. Deck chairs will not be permitted within 8 feet of the pool edge.
- i. All bathers are requested to take a cleansing shower before entering the pools. Failure to comply with this important health measure will not be tolerated.
- j. No member shall knowingly enter the pool area, or permit a child or guest to do so, while wearing bandages or suffering from an infectious or communicable disease.

- k. Street clothes, or modified street clothing, will not be permitted in the pool. The acceptable attire is bathing suits.
- l. Smoking is prohibited.
- m. Only water is permitted in the pool area.
- n. Children, under the age of 4, are required to wear rubber pants.
- o. Life jackets with a strap between the legs are permitted when a parent is directly supervising a child and is within an arms length reach of the child.

## B. TENNIS COURTS

### 1. Schedule

Tennis courts are available for use all year and may be used by members during the off season at their own risk. From April 15<sup>th</sup> until October 15<sup>th</sup> courts will be lighted until 11:00 pm unless declared closed at an earlier hour at the discretion of management. During the tennis season a tennis attendant will be on duty as indicated in the Forester and on the website.

### 2. Rules and Regulations

- a. When court space appears limited, members must register with the tennis staff member on duty.
- b. Non-members must be accompanied by a member and are subject to the rules governing guest privileges and payment of guest fees. Members must register a guest with the tennis attendant and present any receipts for payment of guest fees to the attendant prior to play.
- c. When empty courts are available of the same surface, there is no time limit to singles or doubles play. If there is a waiting list, singles play is for 1 hour and doubles play is for 1½ hours. Separate waiting lists will be kept for the hard courts and the Har-tru courts.
- d. Courts cannot be reserved in advance. Players must be present to sign up for courts, i.e. two (2) players must be present for singles, four (4) players for doubles. Three (3) players can sign up for singles time.
- e. The attendant will assign new arrivals to empty courts first and will not start a waiting list until all courts are occupied.
- f. When all the courts are occupied, the attendant will start a list of people waiting to play, keeping the list in the order that people registered.
- g. When a court is available, the next group of two (2) or four (4) players who have been waiting the longest will be given the court. The attendant will not search the premises for players. He will announce court availability for the next group at the pavilion and in the area of the upper 5 courts.
- h. If the group next on the list is not available or cannot be located when a court becomes available, the group below them will be given the court. Players called but not ready to play will be taken off the list if they do not begin playing with 10 minutes. All players taken off the list will have to start at the bottom of the list again.
- i. If players leave the court before their time is up, they cannot give the rest of the court time to other players. They must let the attendant know they are leaving and he will assign the court to the next group of players on the waiting list.
- j. Players on courts who wish to combine singles into doubles may do so and may use the court with the longest reserved time left. They must let the attendant know that this is being done so the attendant can assign the vacated court to the next group of players on the waiting list.

- k. Players who have just completed their turn of the courts must wait 15 minutes before signing up for another court when all courts are being used.
- l. Children and adults have equal accessibility to the courts during the weekdays before 5:00 pm.
- m. Special Rules for Courts 6 and 8:
  - (1) Courts 6 and 8 are reserved for the Club Tennis Pros for lessons as necessary.
  - (2) After 5:00 pm on weekdays or after 12 noon on Saturday, Sunday, and Holidays, if not otherwise used by the pros, Court 8 is equally accessible to adults and children, i.e. Children cannot be "bumped" from the waiting list for Court 8 and children cannot be "bumped" from Court 8 before their assigned time is completed.
- n. Courts are reserved, as necessary, for interclub matches, tournaments, and special club activities as specified by the Tennis Chairperson. Events will be posted at the Tennis Pavilion and, in general, are listed in the Forester.
  - (1) Sanctioned club tournament matches (e.g., Suburban League matches, interclub matches, ladder matches and club socials) are not subject to the 1 hour or 1½ hour rule. The matches will be played to completion. Players must notify the attendant that a tournament match is being played before beginning play or they will be subject to the appropriate time limit.
  - (2) All tournament matches are subject to Forest Hill tournament rules.
  - (3) Courts 1-8 can be used for Forest Hill Camp and Junior Tennis, during camp hours.
- o. Non-players are not allowed on the courts when the courts are being used for tennis. The courts are to be used for playing tennis only.
- p. Only the Club Tennis Pros, with whom the club has a contract, and tennis attendants are permitted to instruct for a fee. Courts 6 thru 8 are reserved for the Pros to use as necessary. When clinics are scheduled, the Pros have preference on courts 6 and 7 as well as court 8.
- q. No bicycles, skates, skateboards, or motorized cars/vehicles are permitted to be operated on or near the courts.
- r. Members must abide by the decision of the tennis attendant over the use of the courts.

### 3. Tennis Behavior

Unruly actions on or near the tennis courts as judged by the Tennis Pro, the tennis attendant, the Manager on Duty or any Board Member shall be cause for dismissal from the club for the day.

- a. Playing members and spectators shall keep the courts and court area free of trash and other debris by using the receptacles provided in the area. Trash removal service is provided from April 15th to October 15th and the members using the courts during months other than these should make provisions to remove any trash.
- b. Courts are crowded during the summer months and all members should attempt to keep this in mind when using court time. Common courtesy should be the rule. If you have played numerous times during the week, won't you please remember that there are other members whose playing time is limited by work hours, etc., and allow them to take preference.
- c. Language on the courts should be within the limits of proper etiquette. Loud or profane comments cause an unnecessary distraction to other players and are not allowed.
- d. Tennis Etiquette:
  - (1) Always refrain from loud or abusive language.
  - (2) Wear proper shoes and clothing.
  - (3) No spitting on courts.
  - (4) Do not cross behind courts when play is in progress.
  - (5) Do not retrieve your ball from another court while play is in progress.
  - (6) Return balls from another court when play is not in progress.

### 4. Tennis Attire

- a. All persons using the courts shall wear tennis shoes.
- b. All persons using the courts shall be clothed in suitable attire, including tops. Women shall not wear bikinis.

### C. SNACK BAR

#### 1. Schedule

During the summer months (Memorial Day to Labor Day), the snack bar will be open weekdays from 11:00 am to 7:00 pm and on weekends from 12:00 pm to 7:00 pm or at the Manager on Duty's discretion.

- a. No credit at the snack bar.
- b. Only authorized snack bar personnel are allowed in the snack bar kitchen.
- c. A numbering system for service may be utilized during peak rush hours.
- d. Inspection of the snack bar facilities may be made weekly by the Club Manager and/or a member of the Board of Directors.

### D. GENERAL RULES AND REGULATIONS

1. Speed limits and other traffic signs shall be carefully observed.
2. Mini-bikes and motorcycles are to be operated and parked only on the club access roads and parking lots.
3. Adequate facilities for disposing of trash will be provided to insure against littering of club facilities. These receptacles should be utilized.
4. Intoxicated persons shall not be permitted on the club property.
5. No pets of any kind shall be permitted on the club property.
6. Members are required to report to the Manager on Duty any individual using the club facilities who is neither a member nor a paid guest. Any person found illegally using the club facilities shall be barred as a guest for up to one (1) year.
7. Any member who knowingly allows his/her membership to be represented by another person will lose club privileges for up to one (1) year.
8. Any member who does not register his/her guest will lose club privileges for up to one (1) year.
9. The use of glass containers is discouraged because of the danger of broken glass.
10. No intoxicant may be brought on, served, or permitted to be consumed on club grounds without prior Board approval.
11. Lacrosse is permitted in the vicinity of the lacrosse goal only. The lacrosse goal is located near the basketball courts.

### E. PICNIC AREA

1. Picnic tables with or without awnings can be reserved (with the exception of the holidays described in E. 2.) in advance for parties. Please see the group fee schedule for the appropriate fee. This fee is in addition to the guest fees.
2. Picnic tables, lounge chairs and the clubroom cannot be reserved in advance for Memorial Day, the 4<sup>th</sup> of July or Labor Day. Tables can be used on these holidays on a first come basis. Members can "save" tables for use on these holidays when the grounds open at 7:30 a.m.

## V. MEMBER ISSUES

1. When a former member submits an application for membership with the application fee, their name is placed at the 'top' of the 'Waiting list'. When they are contacted to join, they must pay the initiation fee, current year's dues and purchase a bond.
2. When a child of an existing member submits an application for membership with the application fee, their name is placed at the 'top' of the 'Waiting list'. When they are contacted to join, they must pay the initiation fee, current year's dues and purchase a bond.
3. When a child of a member that is resigning (a.k.a. Transfer of Membership to Offspring) submits an application for membership with the application fee, their name is placed at the 'top' of the 'Waiting list'. When they are contacted to join, they must pay the initiation fee, current year's dues and purchase a bond. The parent, resigning member, will be refunded the value of their bond.
4. When a new homeowner of a home purchased from a member that is resigning (a.k.a. Transfer of Membership due to sale of home) submits an application for membership with the application fee, their name is placed at the 'top' of the 'Waiting list'. When they are contacted to join, they must pay the initiation fee, current year's dues and purchase a bond. The previous homeowner, resigning member, will be refunded the value of their bond.
5. Other Exceptions will be considered by the Board of Directors.

All rules and regulations are routinely reviewed, updated, or modified as necessary by the Board of Directors. Upon receipt of a written petition signed by a member of good standing, the Board of Directors will review any existing rule or regulation and will provide a written response.