



# Forest Hill Swim & Tennis Club Rules, Regulations, and Community Values

June 2018 Revision

Welcome to Forest Hill Swim & Tennis Club!

At Forest Hill Swim & Tennis Club, membership is built on three basic values:

1. Put **Families First** by offering a best in class swim and tennis facility where families and friendships grow.
2. Promote **Fitness for Life** through aquatics and tennis activities designed to foster a love of outdoor recreation.
3. Committed to **Safety through Respectful Cooperation** with the club's rules and regulations, each other and our staff.

Our Rules and Regulations are intended to:

1. Protect and Benefit All Members and Maximize Their Enjoyment in a Family Friendly Environment
2. Assure Safe and Sanitary Operation of the Pool and Tennis Facilities
3. Clarify Club Member Knowledge and Understanding of Club Rules and Procedures

Each member is responsible for reading and understanding the rules, and making sure their family and guests understand and abide by them. Situations not specifically covered in these rules and regulations shall be acted upon by the Board of Directors to provide definition to the membership. As prescribed in the By-Laws, the Board of Directors is also empowered to amend, add or delete rules for the good of the membership. Questions regarding rules interpretation and their enforcement should be directed, in writing, to the Board of Directors.

*Forest Hill Swim & Tennis Club*



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## **I. RESPONSIBILITIES AND AUTHORITY OF THE CLUB MANAGEMENT**

The Club Management consists of the club manager, the assistant managers, the tennis professional and the tennis assistants. The Club Management is responsible for all phases of club operation, including but not limited to, responsibility for maintenance, cleanliness, safety, and order. The Club Management shall have final and conclusive authority to enforce these Rules and Regulations, except that they shall have the option to refer any dispute about the Regulations to the Club President and or the Board of Directors.

### **A. ENFORCEMENT OF RULES**

The Club Management shall have the authority to temporarily suspend, any Member or Guest, from the use of the Club or its facilities if such action is necessary for the safety of the Member involved, or the safety of other members of the Club, or to maintain peace, dignity and compliance with the Rules of the Club. The Club Management shall report such suspension to the Board of Directors and Club President as soon as possible. The President will notify the Executive Committee of the suspension and will contact the member in question regarding the length of the suspension and any further corrective action taken by the Board of Directors

An incident report shall be completed by the Club Management outlining the specific details of any infraction, including the names of Members and Guests involved and the corrective action (or lack thereof) taken by the Member and Guests upon notification of the violation.

The incident report shall be submitted to the Club President and Executive Committee of the Board as soon as possible. The Executive Committee shall determine if any disciplinary action shall be taken. The severity of the violation and the nature of the corrective behavior taken by the Member will greatly influence the decision of the Executive Committee.

## **II. EXPECTED CONDUCT OF CLUB MEMBERS**

- A. Follow instructions of the Club Management, lifeguards, tennis personnel and staff.
- B. Show proper courtesy and treat everyone, staff and other members, with respect.
- C. Strive to conduct oneself in an appropriate manner at all times and attempt to set a positive example for others.
- D. Refrain from the use abusive language, inappropriate behavior, or unsafe conduct which in the opinion of the Club Management or lifeguard on duty is unacceptable or unsafe.
- E. Report any concerns and operating suggestions to the Club President and or Board of Directors.
- F. Dispose of their trash and recyclable materials while on the club property

### III. GENERAL RULES AND REGULATIONS

1. Cars shall proceed slowly, drive defensively, and cautiously on property.
2. Mini-bikes and motorcycles are to be operated and parked only on the club access roads and parking lots.
3. Recordings and pictures made or taken with cell phones, cameras, and PDAs are prohibited within the bathrooms or changing areas.
4. No pets of any kind shall be permitted on the club property.
5. Smoking is prohibited inside the club gates.
6. Members are required to report to the Club Management 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. Members cannot knowingly allow their membership to be represented by another person.
8. Members must meet their guest at the gate to register their guests.
9. The use of glass containers is prohibited because of the danger of broken glass.
10. Intoxicated and/or disruptive persons shall not be allowed on Club premises. Alcohol consumption is not recommended on club grounds, except during specified club sanctioned events.
  - a. During Board Sanctioned Events, the following shall apply:
  - b. Alcohol brought onto club premises shall be "Bring Your Own Beverages" by members and appropriate guest. No alcohol shall be sold or served by the club at any time.
  - c. In accordance with Maryland Law, no alcohol may be consumed by any person under twenty-one (21) years of age.
  - d. All alcoholic beverages must be consumed within the reasonable proximity of the Tennis Hut or Clubhouse and not near the pools or on the pool decks.
  - e. The requests and instructions of the Club Management must be obeyed by members and guests at all times. Staff shall have the absolute authority to remove any person, in their sole discretion, who becomes intoxicated or behaves inappropriately and or offensively due to alcohol consumption.
11. When dictated by crowded conditions, share swimming lanes and adhere to court time limits so that other members may get an opportunity.

## IV. ADMISSION TO THE CLUB

### A. MEMBERS

1. All members and guests are required to check in with the front gate attendant upon arrival.
2. All members must provide proof of membership to the gate attendant.
3. No child guest or member nine (9) years or younger will be allowed on the club grounds unless accompanied by a parent, responsible adult, or baby sitter thirteen (13) years or older.
4. Members will be asked to update membership pictures annually.

### B. GUESTS

1. All guest fees must be paid at the front gate upon arrival.
2. Guests must be accompanied by a member and the member shall sign in with the gate attendant with the guests name. Guests will not be permitted to remain on Club grounds in the absence of the member.
3. Children under thirteen (13) will not be permitted to sign in a guest.
4. One (1) adult member must be present, if the member's child has over five (5) or more guest under the age of sixteen (16).
5. A nonmember, not a houseguest, may be a club guest only two days each week, regardless of the host family. A week is hereby defined as a calendar week – Sunday to Saturday.
6. Pool guests are permitted, subject to the above regulations, at a rate of \$10.00 age three and up.
7. Children under three and grandparents not utilizing the tennis courts and/or swimming pool will not be charged a guest fee
8. Tennis guests or non-members taking tennis lessons are required to pay a \$10.00 court usage guest fee in addition to their tennis lesson fees. Tennis guests are extended use of the tennis facility only during lessons.
9. Members are responsible for the conduct of their guests, and members are obligated to inform their guest of the club rules and regulations.
10. The cost of any property damage caused by a members' guest may be charged to the responsible active member.

### C. GUEST GROUPS

1. No groups larger than thirty (30) persons and no more than two (2) groups per day may come to the club without prior approval by the Club manager by submitting a Group Request ten (10) days in advance. This includes groups that may be hosted by several different member families at the same time.
  - a. **Adult chaperones not using the pools are still required to pay the guest fee**
2. A gathering of 10 guests is considered a party and therefore needs to register their party with the Club Manager 10 days prior to the party.

3. Please refer to **FHSTC Guest Fees** for a complete list of Party Packages offered.
4. 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.
5. For groups with guests that include children under the age of sixteen (16), there must be one (1) adult member supervisor for each five (5) children under the age of sixteen (16).
6. Members are responsible for the conduct of their guests, and members are obligated to inform their guest of the club rules and regulations. Hosts are responsible for knowing rules and regulations. Failure to observe the Rules and Regulations is just cause for the Club Management to require the entire group to leave the Forest Hill premise.
7. No party reservations will be taken on Memorial Day, 4<sup>th</sup> of July, or Labor Day
8. Any deviation from the above rules pertaining to guest privileges shall be submitted to and approved by the Board of Directors.

#### **D. GUEST PASSES**

1. A guest pass will be made available to overnight houseguests at a cost \$35.00 per 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. 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.

#### **E. NON-MEMBER CHILDCARE PROVIDERS (BABY SITTERS)**

1. Non-member childcare providers for children of members must be registered, in advance and in writing, by the parent with the Club Management. Notification must include the childcare provider's name, name of the children for whom they are responsible and the phone number where the parents can be reached.
2. Members are responsible for ensuring their childcare providers are familiar with Forest Hill Rules and Regulations and that they abide by them while on Club property.
3. Childcare providers will be permitted entrance to the club and use of the facilities Monday through Friday. Childcare providers, who are not members of the club, are not permitted in the club without the children they are caring for.
4. Payment of \$2.00 per day is due at the gate.

## **V. USE OF CLUB FACILITIES**

### **A. CLUB SEASON**

The pool and grounds 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 pools and pool decks may only be used if a lifeguard is on duty. Between Memorial Day and the close of schools, the club will have an abbreviated schedule on weekdays and at the regular schedule on weekends. See [www.fhstc.com](http://www.fhstc.com) for specific hours.

The tennis courts will be lighted at night seasonally until 11:00 pm. Tennis courts may be closed earlier at the discretion of the Club Management due to inclement weather or non-use of courts. The club grounds and facilities may only be used during the hours stated herein or as might be posted with due notice.

### **B. CLUB OFF SEASON**

The pool grounds and facilities will be closed after Labor Day and remain closed through the Friday before Memorial Day. The club grounds may be used for certain Tennis and Social Events during the off season only when approved by the Board of Directors.

During the off season, only the tennis courts are available for use by Members and their guests. If Members are playing with Guests during the off season, they should remit payment of guest fees to the designated Tennis Committee Chair on the Board of Directors, or other Board Member.

Other than the tennis courts, the club grounds and pool decks are off limits to members and their guests during the off season.

## **C. POOLS**

### **1. SCHEDULE**

The Main, Phillips (lap), and Straehle (baby) Pools will be open seven days a week between the Memorial Day and Labor Day weekends. Hours are posted on the website ([www.fhstc.com](http://www.fhstc.com)) and 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. A schedule for group lessons will be established and posted on the website.
- c. The pools will be closed during inclement weather at the discretion of the Manager on Duty. Check [www.fhstc.com](http://www.fhstc.com) for updated information. In the event of lightening or thunder, all swimmers will be asked to exit the water and the pool deck for a minimum of thirty (30) minutes. The Club Management and or the lifeguards have the authority to extend this period if it is deemed appropriate. Members may not stand under the metal awnings during this time. They must stand under the deck at the clubhouse or exit the pool grounds and wait in their car.
  - i. If the pool has not opened by 4:00 PM due to inclement weather, the facility may remain closed regardless of weather conditions, until the next scheduled day of operation.
  - ii. In the event of inclement weather which arrives after 6:00 PM, the pool may remain closed for the duration of the evening.
- d. The pools may be closed for maintenance or reasons involving health and safety as determined by the Club Management. Where the need for such action can be foreseen, advanced notice will be posted 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 eight (8) years of age and under and non-swimmers may use the Straehle (Baby) pool, and adult supervision in the fenced area is required.
- d. No unsupervised child guest or child member nine (9) years or younger will be allowed in the Main Pool until they have demonstrated their swimming ability by passing the club swimming test.
- e. No person shall be allowed on the pool deck unless the pool is open for regular swimming hours.
- f. Running within the pool deck fenced enclosures or other congested areas, and rough play, in or out of the water, is strictly forbidden.
- g. During scheduled swim and dive meets, instruction periods, only members or participants are permitted within the pool enclosure fence.
- h. Underwater masks, snorkels, flippers, tennis balls, torpedoes and the like are prohibited.
- i. Deck chairs will not be permitted within 8 feet of the pool edge.
- 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. No food is permitted in pool areas.
- m. Water and liquids in spill proof containers with lids are permitted on the pool deck.
- n. Non-potty-trained children are required to wear swim diapers.
- o. Life jackets with a strap between the legs are permitted when a parent is directly supervising a child and is within an arm's length reach of the child.
- p. Chairs, lounges, tables and umbrellas provided by the Club are for the benefit of all members and their guests and may not be reserved. Standing on chairs is prohibited.
- q. Diving Well:
  - i. Children under the age of ten (10) must pass the swim test and wear a club authorized band in order to use the diving well.
  - ii. 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.
  - iii. Divers must swim to the nearest ladder once they have completed their dive.
  - iv. Divers must wait until previous diver has reached the pool ladder before executing their dive.
  - v. Staff may close the deep well at their discretion. Instances warranting this decision include children taunting other children to stop going off the diving board



- r. Phillips (Lap) pool:
  - i. The lap pool will be open to lap swim according to the individual pool schedule and summer pool schedule except for those dates and times listed on the website.
  - ii. Lanes are available to adult members first and then children with permission from a lifeguard.
  - iii. Be considerate of other members by limiting you swimming time and sharing the lane.

## **D. 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. Courts will be lighted seasonally 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. TENNIS 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 one (1) hour and doubles play is for one and a half (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, for example 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 who are called but not ready to play will be taken off the list if they do not begin playing with ten (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 fifteen (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:
  - i. Courts 6 and 8 are reserved for the Club Tennis Professionals for lessons as necessary.
  - ii. After 5:00 pm on weekdays or after 12:00 pm 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.
  - iii. After 6:00 pm on weekdays and after noon on weekends, priority for play is as follows:
    - a. All adult group
    - b. Then, adults and kids
    - c. Then, all kids with court 6 allowing kids to be in rotation equally with adults as long as the court is not being used for lessons or clinics.
- 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.
  - i. Sanctioned club tournament matches e.g., Suburban League matches, interclub matches, ladder matches, club socials, etc. are not subject to the one (1) hour or one and a half (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.
  - ii. All tournament matches are subject to Forest Hill tournament rules.
  - iii. Courts 1 through 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 or 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**

- a. Unruly actions on or near the tennis courts as judged by the Tennis Professional, the tennis attendant, the Manager on Duty or any Board Member shall be cause for dismissal from the club for the day.
- b. 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 during the regular club season. Any members or guests using the courts during the off season should make provisions to remove any trash.

- c. Since the tennis courts are often crowded during the summer months we ask that all members 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, please remember that there are other members whose playing time is limited by work hours, etc., and allow them to take preference.
- d. 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.
- e. 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. Swimwear, such as bikinis and swim trunks, are not permitted.

#### **E. PLAYGROUND, BASKETBALL COURTS, AND LACROSSE GOAL**

- 1. Parents are responsible for the conduct and safety of their children at all times.
- 2. The playground area is intended primarily for children under the age of ten (10) years or fifth (5) grade and younger.
- 3. No child under three (3) years of age can be left unattended at the playground
- 4. Lacrosse is permitted in the vicinity of the lacrosse goal only. The lacrosse goal is located near the basketball courts.

#### **F. PICNIC AREA**

- 1. Picnic tables with or without awnings can be reserved with the exception of the holidays described in section F.2 (below) in advance for parties. Please see the group fee schedule (**IV.C**) for the appropriate fee.
- 2. Picnic tables, lounge chairs and the clubroom cannot be reserved in advance for Memorial Day, the 4th 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.