



1. OPERATING RULES PROMULGATION

a. Purpose.

- i. The rules contained herein are for the protection, benefit and enjoyment of all members and their guests. These rules ensure the safe and sanitary operation of all facilities of the Old Keene Mill Swim & Racquet Club, Inc. (hereafter, the Club), provide equitable distribution of the availability of Club facilities for all age groups and disciplines with the membership, and extend the service life of equipment and grounds.

b. Origin.

- i. These rules have been approved by the Board of Directors of the Club. Recommendations for changes to these rules should be made to any member of the Board of Directors. Contact information can be found online at [www.okmpool.com](http://www.okmpool.com).

2. COMPLIANCE WITH THE RULES

- a. The facilities of the Club have been developed expressly for the enjoyment of the Club's members and their guests during authorized and published operation hours. Members should review these rules, caution their children and guests to observe all rules, and comply with the direction of the Pool Manager, pool staff, or Club's independent contractors. Club members are responsible for the conduct of their children and guests. The Board of Directors reserves the right to discipline any Member or guest found by the Board to be in non-compliance with these rules.

3. LIABILITY

- a. The Club, its Board of Directors, the Pool Manager and pool staff, or Club independent contractors are not liable for:
  - i. Any accident or injury to any person or their property;
  - ii. The loss or damage to any personal property; or
  - iii. The loss or damage to personal belongings, bicycles, or automobiles located on or near the Club's property.

4. MANAGERS AND STAFF

- a. The Club contracts with a professional pool management company to operate the Club's pool facilities, manage pool staff, and enter into direct contracts with independent contractors to perform activities in support of the Club.
- b. The Director of Operations is the designated liaison between the pool management company (and its personnel).



- c. Members should address any requests or concerns regarding the activities of the Pool Manager, pool staff, or (noncompetitive) independent contractors to the Director of Operations.
  - i. The pool management company (and its personnel) is not authorized to act on any request or complaint that does not originate from the Board of Directors.
  - ii. The best way to reach the Director of Operations is via email at [operations@okmpool.com](mailto:operations@okmpool.com) and [info@okmpool.com](mailto:info@okmpool.com).
- d. Members should address any requests or concerns regarding the activities of competitive independent contractors (i.e. coaches) to the appropriate team representative or the Director of Competitive Activities.

5. GENERAL RULES

- a. Bathrooms.
  - i. Children of kindergarten age and older are to use gender-appropriate bathrooms and shall not enter bathrooms of the opposite sex.
  - ii. Videotaping and photography are not allowed in or around bathrooms or showers.
- b. Drugs & Alcohol.
  - i. Marijuana or any other illegal drug is expressly prohibited.
  - ii. Consumption of alcohol by anyone under the age of 21 is prohibited.
  - iii. Consumption of alcohol by pool management personnel on duty is prohibited.
  - iv. The pool manager (or their designee) may remove any member, guest, contractor, pool management personnel from the premises if:
    - 1. The person is clearly impaired and/or posing a health or safety risk to themselves or other members; or
    - 2. Is acting in an abusive or disruptive manner.
- c. Smoking or Vaping.
  - i. Smoking or vaping anywhere within the club is strictly prohibited due to Health Department Regulations. Smoking or vaping is only allowed in the parking lot (outside the chain link fences).
  - ii. Members will take all precautions when smoking or vaping to protect and preserve the physical grounds. Any damage that may occur as the result of negligent behavior associated with a member smoking or vaping will be treated in accordance with the rules regarding "Damage & Destruction".
- d. Food and Drink.



- i. Food and drink may be consumed:
  1. In the picnic area;
  2. In the fenced area adjacent to the wading pool; or
  3. Under the pavilion area by the tennis courts.
- ii. Glass containers are not permitted anywhere in Club facilities.
- iii. Chewing gum is not permitted in or about the pool area.
- iv. Food is not permitted:
  1. In the pool;
  2. On the deck area immediately adjacent to the pool; or
  3. On the tennis courts.
- e. Pets. Pets are not permitted on the grounds of the Club (service animals are permitted)).
- f. Trash. Trash or refuse must be placed in trash containers.
- g. Vehicles, bicycles, motorcycles.
  - i. Parking.
    1. Parking spaces are for use by members and Club staff only while using the Club facilities.
    2. Vehicles shall only be parked in authorized parking lanes marked by painted lines.
    3. Cars shall not be parked at an angle or spread over two spaces.
    4. Bicycle parking must be in the bicycle racks provided or in the immediate area nearby if the racks are full.
      - a. The Club is not responsible for bicycles.
      - b. When bicycle racks are full and adjacent areas are used, the entire sidewalk area must be kept open for pedestrians.
    5. Members and their guests must be considerate of local neighbors and not park in front of private driveways or mail boxes.
    6. In the interest of security, unattended cars should not be left in the parking lot overnight or for multiple days.
      - a. In the case of an emergency, please place a note, visible on the dashboard of your vehicle, along with an explanation; and



- 
- b. Please leave a message at the pool office (703.455.1312).
  - ii. Speed Limit.
    - 1. The speed limit on Club property for all types of vehicles (including bicycles) is 10 miles per hour or whatever lower speed is appropriate for conditions.
    - 2. Members should also observe this limit on the feeder road, Orion Court.
    - 3. Violations of this rule may be reported by any Club member who can provide all available information. Such reports need not allege a specific speed, but must contain adequate information showing that the speed was "too fast for conditions".
  - iii. Right of way.
    - 1. Pedestrians always have the right of way.
    - 2. Motorized vehicles shall always yield to bicycles.
  - iv. Bicycles or any other type vehicle may not be operated on grassy areas.
  - v. Horn blowing is prohibited except as necessary to avoid an accident.
    - 1. Members in the bath house or pool area shall not be summoned to waiting cars by vehicle horns.
  - vi. Other Vehicles.
    - 1. The Club facilities shall not be used as a place to operate engine-powered model aircraft, model cars, mini-bikes, motor scooters, go-carts, big wheels, skate Boards, roller skates, etc., except as a lawful means of conveyance to and from the pool property.
  - h. Damage & Destruction.
    - i. Costs associated with the willful damage, destruction or theft of the Club's property shall be charged to the member responsible.
    - ii. Parents are responsible for costs incurred by their children.
    - iii. Failure to reimburse the Club for costs associated with willful damage, destruction or theft may result in a membership being deemed not "In Good Standing".
    - iv. Payment of costs incurred does not necessarily preclude membership suspension.
  - i. Special Events.
    - i. The Club's facilities may, under special circumstances, be used for special events.



- ii. Only the Board of Directors can authorize such arrangements.
- iii. If approved, notice of such events shall be posted at least two weeks in advance.
- iv. Special rules may apply while such events are in progress.
- j. Good Neighbors & Noise Control.
  - i. All members and their guests must respect the property rights of homeowners or businesses in the immediate neighborhood of the Club.
  - ii. Lawns of nearby homeowners or businesses may not be used for shortcuts nor may their property be abused in any way.
  - iii. The control of noise in the Club facilities is essential. Managers, life guards and Club directors must use good judgment in effecting control of unnecessary noise.
  - iv. Loud, profane, vulgar or abusive language is not permitted on the Club's grounds.
  - v. The public address system is intended for necessary announcements only. Use only the minimum volume required to accomplish the purpose of the announcement. Routine paging is not permitted.
  - vi. Individual radios and tape players must be operated at a level not objectionable to others.
- k. Injuries.
  - i. Injuries occurring on Club property, including Tennis facilities and the parking lot, must be reported by the Member or guest to the pool manager or life guard who will complete a report recording the circumstances.
- l. Lost and Found.
  - i. The pool manager maintains a Lost and Found Facility.
  - ii. Articles found by Club members should be turned in to the manager or lifeguards on duty.
  - iii. Persons losing articles should describe them to the pool manager who, if satisfied of ownership, will return the article to the owner.
  - iv. Articles not claimed within 30 days are disposed of at the discretion of the Board of Directors.
- m. Loitering.



- i. Loitering is prohibited on Club property including the parking lot, pool area and tennis courts.
  - ii. Members or guests must stay clear of the guard stations and not loiter at the check-in desk.
- n. Prompt Departure.
  - i. Prompt departure from the Club's facilities is essential for Pool Staff and Club independent contractors to properly secure for the night and prevent noise.
  - ii. The pool manager will ensure that all members and guests at the pool and tennis facilities are reminded 15 minutes before closing time that they must be out of the gated pool area and all cars to be out of the parking area at closing time.
  - iii. The Director of Tennis may, at his or her discretion, authorize cars associated with members at the tennis facilities to remain in the parking lot, so long as the Director makes arrangements to ensure that the parking lot is empty, the tennis lights off and fence locked, and the parking lot gate locked by 10 PM.
- o. Access.
  - i. Access to facilities when the Club is closed is prohibited except for authorized persons.
  - ii. Violators of this rule will be subject to laws of trespass--even if they are Club members.
  - iii. In the best interest of the membership, the swimming pool manager has the authority and discretion to refuse admittance to any member or guest, if in the manager's opinion, sufficient cause exists, such as situations which may affect the health, safety or use of facilities.
    - 1. This decision may be appealed to the Board of Directors.
- p. Notices.
  - i. Bulletin boards will be maintained for Club and Club-related notices
    - 1. The Director of Operations maintains the bulletin board at the pool facility
    - 2. The Director for Tennis maintains the bulletin board at the entrance to the tennis facility
  - ii. Requests to display notices should be addressed to the appropriate Director.
- q. Annual Registration Requirement .



- i. All memberships must complete the Annual OKMSRC registration online before first use of Club facilities.

1.

- r. Right to Suspend the Rules.

- i. Under special circumstances, sections of these Rules can be temporarily suspended by a quorum of the Board of Directors.

## 6. GUESTS

- a. Definition.

- i. Guest's privileges consist of admission to and use of the Club facilities by an authorized person who is not a Club member.

1. Day Guests.

- a. Any person who is invited to use the Club's facilities by a member for one day.
- b. Day guests must be accompanied by an adult member upon check-in.
- c. A guest pass must be presented to the pool staff, or purchased prior to admittance.

2. Overnight Guests.

- a. Any person permanently residing outside Fairfax County and visiting overnight, or for an extended period, in the home of a Club member and registering as such.
- b. On their first visit, Overnight Guests must be accompanied to the Club facilities by an adult member of the sponsoring family. The member must register the guest (fill out and sign the appropriate form or enter into the day guest book, whichever is being used by the pool staff) and must pay with a check for the appropriate pass amount.
- c. A member of the pool staff will provide an overnight guest card, good for the appropriate dates, and both the member and the guest must sign the overnight guest card.



- d. The card is valid only for the time frame specified on the front of the card and only for the guests whose names appear on the card.

3. Seasonal Guests.

- a. Any person permanently residing outside Fairfax County, but living in the home of a Club member for 30 consecutive days or more during the season when the pool is open.
- b. Seasonal guests must be accompanied by the sponsoring member during their initial visit to the Club.
- c. Seasonal guests must be included in the sponsoring family's annual membership form. If guests arrive after the sponsor family has already submitted the annual membership form, arrangements must be made with the Membership Director.

- b. Rules. Guests are subject to the same rules as members.

c. Responsibility.

- i. A member assumes full responsibility for guests and may be penalized by infractions committed by the guest.
- ii. Although members should not hesitate to bring guests, discretion must be doing so out of respect for the rights of all members who deserve to use our facilities under normal "loading" conditions.

d. Member Precedence.

- i. During periods of high-loading, members take precedence over guests; if capacity is reached and members are waiting to enter the pool, guests who have been in the pool area for more than one hour may be asked to leave by a Board Member, on a first-to come, first-to-leave basis.
- ii. Refunds will not be provided.

e. Medical Emergency.

- i. In case of medical emergency, guests will be handled according to the instructions of the sponsoring member. Notification will be made to an adult of the sponsored family.

f. Guest Passes.

- i. Guest passes must be purchased online.
- ii. Guest passes that are purchased are non-refundable and non-transferable; however, they can be used over several years if the member remains in good standing with the Club.





1. Members who have terminated or who are on priority hold status may not use guest passes they have purchased.
2. Types
  - a. Day Guests: \$25.00 card - admits 5 guests, or \$5 per individual guest (if purchased at the Club), during the May pool opening to September pool closing season. Purchasers of multiple cards at any one time receive a discount of \$5 for each card beyond the first (e.g., \$45 for two cards, \$65 for three, \$85 for four, etc.). Prices subject to change.
  - b. Overnight Guests: \$10.00 per person or \$25.00 per family per week or weekend. Prices subject to change.
  - c. Seasonal Guests: No charge. Such guests are included on the membership registration form. Prices subject to change.
  - d. "Earned" Day Guest Passes: The Board of Directors may offer from time to time incentives in the form of individual day guest passes to memberships to encourage volunteerism, attendance at General Membership meetings, or early payment.
    - i. Additionally, memberships may earn individual day guest passes by volunteering (one individual day guest pass for each volunteer activity, as determined by a Board Director) or through incentive plans offered by the Board of Directors.
    - ii. All earned individual day guest passes must be used in the same Dues Year.
  - e. Limits.
    - i. No limit currently exists regarding the number of guests.
    - ii. During the course of the season, the Board of Directors may elect to limit the number of guests permitted, either by number of times, or permitted by any single membership. Such limitation shall be communicated to the affected members by email.
  - f. Procedures.
    - i. All guests to the Club must sign in at the gate in the guest book using the host member's number, date, and number in party. This information will be verified by a member of the pool staff.
      1. This includes all guests to both the pool and tennis facilities during the season from pool opening to pool closing.
    - ii. Members may bring guests at no cost during the extended tennis season from



pool closing in September to May pool opening; no guests may use the tennis facilities without the presence of the member.

- iii. When a guest card is used, the pool staff will then initial the appropriate number of holes (one per guest) on the guest card and write the guest's name on the back of the card. Once there are five initials, the gate attendant will keep the card, as the card is no longer valid.

- i. **Improper Registration.**

- i. Guests fees collected for guests who are subsequently determined to be improperly registered are not refundable.
- ii. Members who are found abusing the guest pass rules may be subject to penalties prescribed by the Board of Directors.

- j. **Parties.** Members may reserve the pavilion or food area at the pool for parties. There will be a \$25 non-refundable reservation fee, which will be applied towards guest fees for the party itself. Prices subject to change.

- i. Additional fees and terms may apply for non-bonded members.

- k. **Babysitters.**

- i. Member parents may designate in writing, babysitters 13 years or older to accompany their children to the pool.
- ii. This privilege may only be used for children who are not old enough, in the judgment of the parent, to go to the pool by themselves.
- iii. Since the Club cannot be a party to anything which might distract sitters from their appointed child-tending duties, sitters are expected to refrain from activities which would detract from their ability to perform such duties.
- iv. Member parents must personally register the babysitter(s) for inclusion on the membership form.
- v. Sitters are expected to comply with Club rules and regulations.

- l. **Day Care.**

- i. The Board of Directors may make arrangements to allow members who are licensed with Fairfax County as a Day Care provider to bring the children in their care.
- ii. The member must enter into an agreement with the Board of Directors, and provide a copy of their license to the Board of Directors for filing.

## 7. SWIMMING POOL RULES

- a. **Swim & Dive Meets.**

- i. The pool may be closed to members for scheduled swimming and diving meets.



---

ii. Meets are typically held:

1. Some Saturdays starting at 9:00 AM
2. Some Mondays starting at 4:00 PM
3. Some Tuesdays starting at 4:00 PM (but only the diving well and 5-foot section will be closed for dive meets)

b. Closures.

i. Inclement Weather.

1. All Club facilities must be cleared immediately when lightning and severe thunder indicate that an impending storm is present.
2. Staff must also remove themselves from possible exposure after clearing the pool and pool area.
3. Generally, Club facilities should remain closed 30 minutes after the last sighting of lightning or sound of thunder.
4. Also, swimming will be halted during heavy rains when lifeguards are unable to see the main drain of the pool.
5. Per the pool management contract, if the air temperature falls to 69 degrees or less, the facility can be closed.
6. Reopening the pool is at the discretion of the pool manager.
7. The pool management office, and Director of Operations, should be notified of any temporary pool closures as they occur; the Director of Operation must be notified when any temporary closings exceed two hours.
8. The pool will not be reopened after a temporary closure if there is less than one hour until normal pool closing time.
9. The pool may not close for the day until the Director of Operations of the club authorizes closure and the pool management office has been notified. At such times, one attendant will remain on duty until closing time.
10. Children present at the time of pool closure, who are awaiting parental pickup, will be kept in the bath house, close to phone service for safety reasons. It is the responsibility of the member to have the child picked up within 20 minutes of a permanent closure.

ii. Defecation/Vomit.

1. The injection of body wastes, including sputum, into a pool is prohibited. A pool contaminated by human or animal feces or vomit



---

shall be closed immediately, allowing NO swimmers in the water.

2. Similarly, if other areas of the pool deemed to be essential to the operation of the pool become contaminated by human or animal feces or vomit, the pool may be closed until such time as that area is sanitized and deemed operational.
  3. If it is determined that contamination has occurred as a result of a willful or intentional act by a member, guest, contractor or member of pool management staff, the incident(s) will be treated in accordance with the rules regarding "Damage & Destruction".
- iii. Maintenance and Other Reasons.
1. The pool may be closed for routine maintenance, health conditions or other reasons deemed sufficient by the pool manager or the Board of Directors.
  2. Notification will be posted on the pool bulletin Board in advance if time permits.
- c. Health and Safety.
- i. The Pool Manager (or their designee) shall have final and conclusive authority to enforce all matters relating to health and safety at the pool.
  - ii. The Pool Manager (or the head lifeguard on duty in the absence of the manager) may eject any person failing to observe health and safety rules or otherwise conducting themselves improperly.
  - iii. Cleansing showers must be taken in the bath house before entering the pool.
  - iv. Running, pushing, wrestling or causing undue disturbance anywhere on Club facilities is prohibited.
  - v. Admission to the pool area may be refused to anyone wearing bandages, or with skin abrasions, colds, coughs, extremely inflamed eyes, open sores, cuts, infections, excessive sunburn, nasal or ear discharge or communicable disease of any nature.
  - vi. Spitting, spouting of water or blowing noses, etc., into the pool or onto the pool deck is strictly prohibited.
  - vii. Usage of devices with photographic or filming capability are prohibited in the bathhouse. Underwater filming or photography is allowed only with consent of subject(s).
  - viii. Emotional abuse or verbal abuse is also prohibited. This includes harassment, intimidation to varying degrees, taunting, ridicule, repeated exposure to intentional injury, verbal assault (including the use of profanity), social ostracism, obscene gestures, yelling, insulting, threatening, mocking, demeaning



behavior or inappropriate physical contact and aggressive acts that cause a person to feel fearful, distraught or embarrassed. Violation of this rule may result in suspension of activities, suspension of membership privileges, or permanent expulsion.

- d. **Swimming aids & Toys.**
- i. Rafts, inner tubes, swim fins, water wings, life jackets, balls, etc., may only be used with the specific approval of the pool management.
  - ii. The equipment provided by the club is approved.
  - iii. Unsafe toys, games and sports equipment are prohibited from the pool or tennis facilities.
  - iv. Swimming accessories -- face masks, snorkels, fins, etc. -- are not normally permitted.
    1. The pool manager may make specific exception to this rule if there are not many people in the pool.
    2. This approval may be withdrawn at any time if such approval impairs the safety or enjoyment of others.
- e. **Proper Swimming Attire.**
- i. Children not completely toilet trained must wear tight waterproof pants over a cloth diaper or special swim diaper. No regular disposable diapers are allowed in pool.
  - ii. Toddlers without swim suits are not allowed in the pool. This may prevent accidental contamination of the pool.
  - iii. All persons in the pool area are required to wear clothing appropriate for a family environment; thongs are expressly prohibited.
  - iv. Street clothes may not be worn in the pool; members or guests who force anyone wearing street clothes into the pool may be subject to discipline by the Board of Directors.
  - v. Paper product diapers, cutoff swim suits, towels, etc., are not permitted in the pool.
  - vi. Bobby pins, barrettes, etc., are not permitted in the pool. Small objects clog the filter system and damage pumps.
- f. **Lounge chairs & tables.** Lounge chairs and tables are on a first-come first-serve basis. Lounge chairs or tables and chairs will be placed so as not to obstruct free access to the bath house entrances and the pool manager's office.
- g. **Rest Period.** To prevent fatigue of children, a 15-minute rest period for children under



---

16 years of age will be observed every hour in the main pool. During this rest period, children age six and under may use the wading pool.

h. Wading Pool

- i. The wading pool is for children age 6 and under.
- ii. Children may only enter the wading pool enclosure when accompanied by an adult or sitter.
- iii. The Club does not furnish lifeguard service at the wading pool. Parents, or those delegated by the parents to be in charge of their children, shall physically remain with the children in the wading area.

i. Diving Board.

- i. Only one person may be on the ladder at a time and only one person may be on the diving board at a time.
- ii. Excessive bouncing is prohibited. To prolong the life of the diving boards, and align with the Duraflex recommendations for board preservation, a "Single bounce" Rule will be in effect.
- iii. Divers may only dive or jump from the front end of the diving board and must jump or dive straight out and not to either side.
- iv. The manager may close the diving board when the pool is crowded so the membership and their guests may utilize the full area of the pool for swimming.
- v. The decision to open or close the diving board is at the discretion of the pool manager.
- vi. Divers on the board will not dive until the previous diver has reached the ladder.
- vii. General swimming is prohibited in the diving area when the diving boards are in use.
- viii. All inward facing or reverse dives are prohibited, except under the direct supervision of the Dive Coach.

1. Members or guests at least 18 years of age who have demonstrated competency to the Dive Coach during the current annual dues year are exempted from this provision.

j. Qualifications for "Big Pool" use (pool area between lap lanes and divingboards).

- i. Persons 13 years of age and older may use the big pool without previously establishing swimming proficiency. Members of this category who, after entering the pool, are unable to demonstrate to the lifeguards their ability to swim will be restricted to chest deep or shallower water.



- 
- ii. Children 12 years and younger must demonstrate appropriate proficiency, as defined by the pool manager, to swim in the "big pool."
  - iii. Those children passing the swim test must wear a wrist band each time to swim in the "big pool." The Pool Manager will maintain a list of those children who have passed the swim test.
- k. Table Tennis.
- i. The tables for table tennis are not to be under the pavilion
  - ii. Equipment must be checked out with the staff. Failure to return equipment when not in use will be penalized by loss of equipment checkout for one day. The pool manager has the discretion to permanently penalize any member who frequently abuses this rule.
  - iii. A table tennis signup sheet is maintained in the guard's office. Equipment will be checked out to the individuals scheduled to play next.
  - iv. Sitting on the tables, or putting things on the tables (e.g. bags, drinks, food etc.) is not permitted.
  - v. Loss or damaged equipment fines
    - 1. Ball - \$1.00
    - 2. Paddles - \$6.00
    - 3. Table Damage - \$100.00
- l. Special Control Measures.
- i. The pool manager has authority to rope off certain areas of the pool and restrict the use of these areas to certain age groups.
- m. Lap Swimming.
- i. At least one lane will be roped off across the wide part of the pool for this purpose.
  - ii. When more than two swimmers are swimming laps, they will all swim in a counter-clockwise direction (when looking down at the pool from above).
- n. Child Supervision Guidelines.
- i. Parents/guardians are responsible for making decisions about their child's safety and at what age children are able to be at the Club without parents present.
    - 1. There must be no emotional, medical, or behavioral problems which affect judgment or decision-making skills.
    - 2. The child must be comfortable being at the pool without a parent/guardian.
    - 3. Youth must have a safety plan worked out with the parent/guardian



---

that includes:

- a. How to access parent or other responsible adult at all times (including knowing the parent/guardian's whereabouts and having a telephone number where parent can be reached).
  - b. What to do in case of emergency.
  - c. Guidelines for acceptable behavior.
  - d. Knowledge of emergency telephone numbers.
4. Youth must demonstrate the ability to follow the safety plan and to make decisions that reflect concern for personal safety
- ii. The following supervision guidelines (based on the Fairfax County Family Services guidelines) are provided to help parents and caregivers make an appropriate assessment:
    1. 7 years & under: Should not be left alone.
    2. 8 to 10 years: Should not be left alone for more than 1 ½ hours.
    3. 11 to 12 years: Should not be left alone for more than 3 hours.
    4. 13 years+: Can be left alone (if appropriate).
  - iii. Please note: These are intended ONLY as guidelines; final determination is at the discretion of the Pool Manager. There may be situations, even within these guidelines, when it is not safe to leave a child unsupervised.

## 8. TENNIS COURT RULES

- a. Who Can Play.
  - i. Only Club members, their children, and their guests are authorized to use the tennis courts.
  - ii. Guests are permitted on the courts only when accompanied by a member.
    1. From May pool opening to September pool closing, the member must use a guest pass for each guest.
  - iii. Guest must remain with the member at all times.
  - iv. Members must ensure that a guest signs the guest book, which will be retained at the pool facility when the pool is open and at the tennis facility when the pool is closed (This includes guests brought by a member during the extended tennis season).
  - v. Members bringing children in the tennis court area will supervise their children to ensure that they do not disturb play.





- 
- vi. Children are not permitted on the courts if they are not playing tennis. Children 7 years of age and under are permitted inside the court enclosure only when playing tennis with adult members.
  - vii. Children 8 to 12 years of age are permitted to play without an adult member in attendance from 10:00 AM to 6:00 PM Monday through Friday, except holidays. Such children may play only with an adult in attendance at all other times.
  - viii. Children 13 years of age and older may play tennis without an adult in attendance. At least one playing child must be a member.
- b. Membership Numbers.
- i. Membership numbers will be used to verify the identity of persons using the tennis courts. These numbers must be produced upon request to verify that the persons using the courts are members of the Club.
  - ii. Numbers can be verified at the pool desk.
- c. Locked Facilities.
- i. In order to provide some security for the large investment in the equipment at the courts, a key lock will be used to secure the gate.
  - ii. Keys will be provided to members for a non-refundable fee.
  - iii. Keys are available at the swim desk during regular pool hours.
  - iv. Keys should be returned to the Club when a membership is terminated.
  - v. The gate must be kept closed at all times. Entry on the courts by any means other than the gate is prohibited.
  - vi. The tennis key that members are issued opens only the side gate entrance from the walkway. It does NOT unlock the parking lot entrance. The parking lot entrance is locked to secure the tennis facilities in the off hours and during the winter season.
  - vii. Upon pool closing, the Pool Manager or representative will:
    - 1. Ask all tennis members to remove their cars from the parking lot so they can close and lock the parking lot gate. Members can continue playing tennis but must move their cars outside the parking lot gate; and
    - 2. Lock the parking lot entrance
- d. Proper Footwear. Tennis shoes must be worn. No other footwear or bare feet are allowed.
- e. Restrictions.
- i. Tennis courts will be used for no purpose other than tennis.



- 
- ii. No equipment other than tennis equipment (e.g., field hockey, lacrosse, etc.) may be used on the courts.
- f. Etiquette.
- i. Players are requested not to walk behind players when play is in progress and not to retrieve balls from the adjacent courts until conclusion of the point being played.
  - ii. Loud, boisterous, obscene, or vulgar language is not permitted on the tennis courts. Good sportsmanship is expected at all times.
  - iii. All waiting players must remain outside the enclosure.
  - iv. Players are requested to keep the courts neat in appearance, free of leaves, trash, etc.
  - v. Players must relinquish their court without hesitation to the people with the next reservation at the end of the reservation period.
  - vi. No food or beverage other than water is allowed inside the court area.
  - vii. The Director for Tennis, tennis independent contractors of the Club, or any Officer of the Club, shall have final and conclusive authority to enforce all matters relating to health and safety at the tennis facilities.
    - 1. They may eject any persons failing to observe health and safety rules or otherwise conducting themselves improperly.
- g. Rules of Play. The Rules of the U.S. Lawn and Tennis Association will govern play on the tennis courts unless otherwise indicated by the Director for Tennis. It is the responsibility of each player to inform himself of these rules as well as the rules of the Old Keene Mill Swim Club.
- h. Play Time.
- i. Normal hours for tennis court play are from 7:00 AM to 10:00 PM.
  - ii. Prime time is 6:00 PM to 10:00 PM on weekdays, and 7:00 AM to 12:00 PM and 6:00 PM to 10:00 PM on Saturday, Sunday, and holidays.
  - iii. Non-prime time is Monday through Friday (except holidays) from 7:00 AM to 6:00 PM, and Saturday, Sunday, and holidays from 12:00 PM to 6:00 PM.
  - iv. Unreserved time is when the courts have not been reserved.
  - v. Playing Season(s)
    - 1. Regular Season: Memorial Day through Labor Day
    - 2. Extended Season Spring: April 15 through Memorial Day.
    - 3. Extended Season Fall: Labor Day through October 15.



vi. Maintenance.

1. The tennis courts will be maintained for play during the regular pool season.
2. During the extended season, the tennis courts will be maintained on a best-effort basis by the OKM Board of Directors or their designee.
3. The courts may be closed at the discretion of the Director for Tennis due to unfavorable tennis weather.
4. Individual practice during prime time is not permitted. There are not enough courts to permit one person to occupy a court during prime time for the purpose of practicing serves or other individual practice.

i. Reservation System.

- i. As it is not practical to have an employee in attendance at the courts to regulate tennis court use, the reservation system is designed to be self-run and self-implementing.
- ii. Reservations are required to play on Courts 1 and 3 except as provided elsewhere.
- iii. Courts may only be reserved for one continuous hour's play for singles. Courts may be reserved for a maximum of two consecutive hours for doubles.
- iv. Members may make reservations by "signing up" on the reservation sheets posted at the tennis courts. Reservations cannot be made more than 24 hours in advance. A member's name and membership number must be recorded on the reservation sheet to constitute a valid reservation.
- v. Reservation periods and usage period for Court 2 run for 60 minutes starting at the beginning of the hour.
- vi. Reservations are forfeited if players do not arrive in time to commence play by 10 minutes after the hour. If two hours have been reserved, the second hour is forfeited when the doubles match is not started within 10 minutes after the hour. The first hour may be retained if singles play is started on time.
- vii. Court 2 will be available on a first come basis. If Courts 1 and 3 are not reserved, they are available for open play on a first-come, first-served basis. Such play must terminate at the beginning of the next reservation period. During the week once school is no longer in session, only members 18 years or older can reserve court 3 after 4 PM.
- viii. OKM Adult Tennis Teams recognized by the Board are authorized to reserve 2 hours of practice time during prime hours during the team season only.
  1. Reservations for practice and matches must be made a minimum of 24 hours in advance; however, they may be made at any time prior to the



---

24-hour period.

2. Team captains will make an effort to keep team schedules posted on the bulletin Board at the beginning of their season for tennis player reference.
  - ix. Members are required to cancel reservations as soon as possible after it becomes apparent that the reservation will not be used.
  - x. Cancellation is accomplished by crossing out the name/membership number on the reservation sheet and initialing beside the deletion.
  - xi. Additional reservations may only be made after the hour for which the first reservation was made is played.
  - xii. Eligibility to make prime time reservations is restricted to adults (18 and above). As long as an adult member makes a reservation in his name and is playing, the other players may be children.
- j. Rules Enforcement.
  - i. Tennis members are expected to generally supervise tennis court use.
  - ii. All Club members are requested to take action when rule violations are observed. The action taken will depend on the nature of the problem. Members observing rule violations are asked to notify the Director for Tennis (or any Board of Director member).
  - iii. Since the rules must be self-enforcing, members have the right to "query" other members to ascertain that reservations or play is in accordance with Club rules. Members are urged to "query" in an appropriate, courteous manner and those being queried are requested to respond in the same way.
  - iv. The OKM Board or its designee will, during the regular and extended season, be responsible to keep the tennis courts in good playing condition and under general surveillance to prevent damage to property or misuse.
  - v. Pool staff will not adjudicate disputes, make or delete reservations, or supervise the rules of play on the tennis courts.
- k. Recommendations for Change. Written recommendations concerning these rules should be directed to the OKM Board or Tennis Director whose names are posted at the tennis courts.
- l. Ladder Rules. Ladders and ladder rules will be posted by the appropriate Ladder Manager.
- m. Lessons.
  - i. Because of insurance and liability issues, members are not authorized to provide lessons for a fee.



- ii. Tennis lessons are offered within the competitive tennis programs.
- n. Violations. Violations of these rules may result in restrictions of an individual from court use at the discretion of the Club's Board of Directors based on recommendations from the Tennis or Operations Director.

9. HARRASSMENT

- a. Definition.
  - i. Harassment consists of unwelcome conduct, and includes, without limitation, verbal harassment (i.e. epithets, derogatory statements, slurs), physical harassment (i.e. assault, physical interference with normal work or involvement, stalking), visual harassment (i.e. posters, cartoons, drawings), and innuendo, based on an individuals' protected status, such as gender, sexual orientation, race, color, ancestry, national origin, religion, veteran status, age, physical or mental disability or any other protected group status.
- b. Policy.
  - i. OKM is committed to maintaining an environment in which all individuals are treated with respect and dignity. In keeping with this commitment, we will not tolerate harassment by anyone, including any manager, employee, contractor, vendor, member or visitor.
- c. Reporting a Complaint of Harassment.
  - i. If you believe that you are being harassed, you must promptly notify the offender(s) that the behavior is unwelcome, harassing, and must stop immediately. While it is encouraged that you engage in such self-help to stop harassment, it is also recognized that the facts of any particular situation may make such a confrontation uncomfortable or otherwise ineffective.
  - ii. In the event that you choose not to confront the harasser(s) directly, you should inform the Pool Manager (if you are a member of the pool management company personnel or the harasser is a member of the pool management company personnel) or a member of the Board of Directors.
  - iii. If you witness or have information regarding harassment, you are encouraged to inform the Pool Manager (if you are a member of the pool management company personnel or the harasser is a member of the pool management company personnel) or a member of the Board of Directors.
  - iv. You are encouraged to promptly report such claims or information so that an investigation may be conducted and effective remedial action may be taken to stop the harassment.
  - v. While all complaints of harassment will be investigated, reporting complaints or providing information in an untimely manner may affect the ability to conduct a



---

thorough investigation, thus affecting the ability to take effective remedial action.

d. Investigating All Harassment Complaints.

- i. The Board of Directors is responsible for overseeing harassment investigations, determining whether harassment has occurred, and deciding the appropriate level of corrective action for those who violate the policy.
- ii. All complaints and information regarding harassment will be taken seriously and will be investigated promptly and thoroughly.
- iii. Reasonable steps will be taken to conduct the investigation in a confidential manner.
  1. Investigations will be conducted in accordance with the current “Old Keene Mill Swim & Racquet Club Procedure for Investigating Harassment”
- iv. To the extent that the nature of the complaint and the investigation permits, only those involved in the investigation process, including the alleged harasser or any witnesses, will be informed of the alleged victim’s identity or the nature of the complaint. However, it is also possible that information regarding the complaint and the investigation will be revealed during the course of legal proceedings.

e. Retaliation Is Prohibited.

- i. Retaliation against any individual who makes a good faith complaint or provides any information regarding harassment, including participation in a harassment investigation, will not be tolerated.
- ii. Any individual who engages in retaliation is in violation of this policy and will be subject to corrective action, including expulsion or termination.
- iii. Complaints of and information regarding retaliation are subject to the same reporting, investigation and remedial procedures as harassment claims.

f. Remedial Action.

- i. At the conclusion of the investigation, both the alleged victim and the alleged harasser will be informed of the findings and intended actions to be taken.
- ii. Individuals who are found to have engaged in harassment, retaliation or other inappropriate conduct will be subject to disciplinary action, which may include:
  1. Meeting with Complainant and Alleged Offender to resolve misunderstanding.
  2. Obtaining a formal apology from the Offender.



- 
3. Written warning to the Offender with documentation to their file.
  4. Requirement to seek counseling for the Offender.
  5. Probation for Offender.
  6. Suspension of club privileges.
  7. Expulsion or termination.
- iii. If the investigation results in a finding that an individual falsely accused another of harassment or retaliation in a knowing or malicious manner or otherwise knowingly or maliciously provided false information during the course of the investigation, that individual will be subject to disciplinary actions, which may include:
1. Meeting with Complainant and Alleged Offender to resolve misunderstanding.
  2. Obtaining a formal apology from the Offender.
  3. Written warning to the Offender with documentation to their file.
  4. Requirement to seek counseling for the Offender.
  5. Probation for Offender.
  6. Suspension of club privileges.
  7. Expulsion or termination.
- g. While this policy sets forth the standards for promoting an environment that is free from harassment, it does not limit our authority or ability to discipline or take any other remedial action for conduct that we find to be inappropriate, regardless of whether that conduct meets the definition of harassment.

## **10. ENFORCEMENT**

- a. In the case of a rule violation, members or guests may be asked to leave the pool for the day.
- b. Chronic or repeat rule violations may result in the suspension of Club privileges, or permanent expulsion and termination.
- c. The Pool Manager has the explicit responsibility to enforce the Club's rules and to prevent abuse of the Club facilities.
  - i. The Pool Manager is obligated to make on-the-spot decisions regarding health and safety matters.
  - ii. The Pool Manager may suspend members for up to 24 hours. A suspension of this nature requires that a note, detailing the offense and the discipline, be sent to the offender's home.



1. If the offender is a minor, the note must be signed by a parent before the suspension is lifted.
  - iii. The Pool Manager shall provide copies of all such notes to the Director for Operations.
  - d. Members of the Board of Directors or the Director for Operations shall enforce rules in the absence of managerial personnel.
  - e. All Club members must help enforce Club rules by complying with the spirit of the rules themselves.
  - f. The Pool Manager has the authority and responsibility to expel any Member or guest from the pool facility who is not acting in a respectful manner.
  - g. The Board of Directors retains the right to discipline any Member or guest who does not act in a respectful manner to the Pool Manager, pool staff, any Club independent contractor, or member (including members of the Board of Directors).
  - h. Police Assistance. The Fairfax Police Department has been notified by the Board of Directors that the Club will prosecute cases where legally sufficient evidence is obtained.
  - i. Disciplinary Actions
    - i. Serious violations or repeated minor suspensions will be handled by the Board of Directors.
    - ii. Disciplinary action may include, but are not limited to, temporary membership suspension, permanent membership revocation or probation.
  - j. The Club's failure to enforce at any time any rule stated herein does not constitute a waiver of that rule or of any other rule as stated.