

2017

**CROFTON SWIM AND TENNIS CLUB, INC.  
CROFTON, MARYLAND**

**RULES AND REGULATIONS<sup>1</sup>**

**I. INTRODUCTION**

Active membership in the Crofton Swim and Tennis Club entitles Members equal access and use of Club facilities. Use of Club facilities is a privilege, however, and assumes compliance with the Rules and Regulations, set forth herein, are for the protection and benefit of the entire membership of the Club as well as to insure compliance with health and safety regulations by which the Club must abide. Members are urged to read these Rules and Regulations and to insure that they, their family, and their guests comply with them. Ignorance of the Rules and Regulations does not excuse lack of compliance. Members should remind violators of these Rules and Regulations, and report violations to the Club Manager or their designated representative. Club staff are empowered by the Board to enforce all Rules and Regulations. Appeal of enforcement can be made directly to the Board in writing and/or in person during their monthly meetings.

**A. GENERAL RESPONSIBILITIES AND PRIVILEGES OF MEMBERSHIP**

1. The use of Club facilities is restricted to active Members and their Guests.
2. The use of Club facilities is restricted to times determined and established by the Board of Directors. Any person, including Members, who shall use or attempt to use any Club facility at any time other than when it is officially open or authorized for use, will be prosecuted.
3. Members will be held responsible for all actions of themselves, their families, and of their Guests. All damages to property of the Club caused by a Member or his/her Guest(s) shall constitute a debt of that Member to the Club.
4. In the interest of the health, safety, and welfare of CSTC and its members, the Board of Directors may deny membership or admittance to any members, guests, or other persons who have been granted probation before judgment or convicted of a sexual offense, or who are registered or required to register with the Maryland

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<sup>1</sup> Updated May 2017. These Rules and Regulations supercede all previous versions.

Sexual Offender Registry, or any other state, federal, or military sexual offender registry.

5. Members assume the risk for use of all Club facilities for their family, their guests, and themselves, and shall not hold CSTC responsible for an accident or injury except in the instance of willful misconduct or gross negligence on the part of the Club.
6. Members are responsible for notifying the Club in writing of changes in addresses and/or telephone numbers.
7. The Club will not be responsible for lost, stolen, or damaged items. Members are encouraged to check the Lost and Found cart on a regular basis for belongings. Items left in the Lost and Found will be donated to local charities.
8. Any contingency, which might arise and is not included in these rules, is subject to the discretion of the Pool management and/or Board of Directors

## **B. BOARD OF DIRECTORS**

The Board of Directors, under the By-Laws of the Club, manages the affairs and exercises the powers of the Club. The Board, drawing upon that authority, is empowered to prescribe, amend in whole or part, or rescind any or all of these Rules and Regulations. The Board has authority to enforce these Rules and Regulations and to impose appropriate penalties for violations thereof.

## **II. RULES AND REGULATIONS**

### **A. GENERAL**

1. All members (three years and older) must have a picture on file to use any of the Club facilities. Pictures will be taken at the check in station and maintained in the CSTC membership database.
2. Loitering is not permitted on CSTC grounds at any time, including the parking lot and tennis courts. Only authorized personnel are permitted in the check in station, guard office, snack bar, and on the lifeguard stands.
3. All injuries occurring on the site must be promptly reported to the staff.
4. Members and their Guests must drive slowly (less than five mph) and carefully while on Club property. Pedestrians always have the right of way.
5. Parking is prohibited on any grass area, along the front curb by the clubhouse, or in the front entrance.

6. No abusive or profane language or breach of the peace is permitted on the Club premises.
7. Appropriate attire is required by all members and guests. Thong swimwear is not permitted.
8. No pets of any kind, except seeing-eye dogs, are permitted on the Club premises.
9. Crofton Swim and Tennis Club is a Smoke Free facility. Both Smoking and Vaping are prohibited on CSTC property.  
*Smoking refers to the use of traditional tobacco products. Vaping refers to the use of electronic nicotine delivery systems or electric smoking devices. These are commonly called e-cigarettes, e-pipes, e-hookahs and e-cigars.*
10. The Sand Court is to be used as a 'Multi-Use' court for club members and club member guests.
11. No recreational skateboarding is permitted on Club property. Bicycles and scooters should be parked in the bike racks and cannot be raced on Club property. Skates must be removed before entry. Skates and skateboards are to be left outside the check in gate. All of the above must be used on the designated paths and crosswalks.
12. The front gate will be locked at 9 p.m. during the summer season and all vehicles must be removed from the lot at that time. The gate to the parking lot will be locked during the winter months.
13. Guest Rules:
  - a. Any Member bringing a Guest into the Club during any hours of operation to use the pools, tennis courts or any other recreation facility, including the picnic area, volleyball or basketball courts, must personally register and pay for their Guest(s) with the gate attendant or lifeguard. The sponsoring Member must remain at the pool with their Guest(s) at all times. Between the hours of 8 p.m. and 9 p.m., Guests should be registered with a lifeguard on duty.
  - b. **By definition, guests will include, but are not limited to, individuals from outside of the Crofton Triangle (defined as the area within Route 3, 424, and 450). Also considered as Guests are au pairs, nannies, babysitters, children for whom the Member provides day care, AFS and other exchange students, Naval Academy midshipmen, and any relative not living permanently in the Member's home. In general, Guests will not have a picture on file with the desk. See the facility manager if there is a question about qualification as a Guest.**

c. Guest privileges may be limited on crowded days.

**d. Residents of the Crofton Triangle will only be permitted as Guests on Wednesdays and during designated special events.**

e. Guests must comply with the Rules and Regulations of the Club and are the responsibility of the Member sponsoring the Guest. The Board of Directors reserves the right to take action against a member for the actions of their guests.

f. Children 16 years old and younger may register two guests at a time except with prior written parental permission.

g. Members wishing to bring more than 10 guests must notify the pool administrator at least 72 hours in advance. Guest fees must be paid for all guests.

13. Guest Fees: (Children under the age of 2 are free)

**a. Daily Guest Fees**

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| <b>Daily</b>                 | <b>\$6.00</b>   |
| <b>Evening Rate</b>          | <b>\$4.00 (After 5pm)</b>   |
| <b>Special Event Rate</b>    | <b>\$10 (Live Music, Holidays, or other posted events)<br/>\$6 (Under 21)</b> |
| <b>Senior Rate (age 62+)</b> | <b>\$4.00 Daily<br/>\$2.00 Evening (After 5pm)</b>                            |
| <b>Children 3 and under</b>  | <b>Free</b>   |

b. Guest passes can be purchased daily from the desk or guards.

**Childcare Provider/ Caretaker Pass: \$75**

A Childcare Provider/Caretaker Pass, can be purchased by members for individual(s) who are responsible for the care of member's child(ren) over the season. This pass allows the individual(s) access to CSTC only when in the company of the member's child(ren).

A Childcare Provider Pass application can be obtained on our website or by contacting the administrative officer. The pass is valid for the current season only.

**Extended Stay Visitor Pass: \$50**

A 7-day pass for up to 5 people for unlimited use of the facility when accompanied by the member. This pass is intended for use of out of town relatives or friends who are staying with the member. The request for this pass must be submitted to the administrative officer no later than 7 days prior to the visit. There is a 2 pass limit per member, per season.

**Guest Pass: \$30**

The Guest Pass Ticket will be \$30 for 8 visits. Guest Passes will be held at the Pool Gate and will be punched in the presence of the member and the guest. A limit of 4 passes can be purchased per member, per season.

**Registered Party Guest Rate: \$5**

All picnic area parties must be registered with the Front Desk Personnel at least one week prior to the event. Additional fees are associated with the rental of the CSTC Clubhouse and can be obtained by the CSTC Administrative Officer.

14. Parties: CSTC Members may host private parties during the regular operating hours under the following conditions:
  - a. Guests who are not CSTC members must be limited to 40 or fewer. Parties consisting of 41 or more non-members must arrange to rent the pool after hours. See below for after hour's facility rental information. Two or more CSTC members may not co-host a party or event in order to increase the number of guests permitted.
  - b. Parties must be scheduled with the Facility Manager at least two weeks prior to the party. Approval for the party may be denied depending on previously scheduled events. **No more than 2 parties will be allowed on the same day.**
  - c. Guest fees must be paid for all guests attending the party, regardless of whether they use the pool.
  - d. The pavilion by the Snack Bar and the Upper Deck are not available for private parties during regular operating hours of the pool.
  - e. Members are prohibited from bringing grills (charcoal or gas) on site.

Charcoal grills are available in the wooded picnic areas. Members are responsible for providing charcoal and any other supplies required.

f. All Club Rules and Regulations are in effect during parties. Members are responsible for enforcing the Rules and Regulations as well as for any damages due to actions of their guests.

15. After hours parties and events:

a. The pool and/or Clubhouse meeting room are available for rental by CSTC members in good standing. Please see the Administrative Officer for specifics on the fee schedule.

b. The Member renting the facilities is responsible for their own music. Music must comply with normally accepted volume levels and must be turned off at 11 p.m.

c. See the Administrative Officer to schedule facility rentals and to sign contracts. A security deposit and cleaning fee (if renting the meeting room) must be paid at the time the contract is signed.

## **B. FACILITY MANAGER**

1. The Facility Manager, or his/her representative may, at any time, and at his/her discretion, close any Club facility because of breakdown, operational difficulties, inclement weather, or for other good and sufficient reasons. The Manager's decision shall be final.
2. Any person may be barred from any Club facility at the discretion of the Facility Manager, for any violation of these Rules and Regulations, or for any reason that, in the judgment of the Facility Manager constitutes a hazard to himself or others. Action by the Facility Manager, under this paragraph, must be reported in writing to the Board of Directors within 24 hours of the time such action is taken and is limited to a time period of 72 consecutive hours for any single violation. Members against whom action is taken may appeal to the Board of Directors. Pending action on the appeal, violators must abide by the decision of the Facility Manager.
3. The Manager is empowered, upon written instructions from the Board of Directors, to deprive any person of the use of any and all Club facilities for such time as is ordered by the Board of Directors.

## C. POOL

1. Swimming hours will be from 11 a.m. to 9 p.m. daily, unless otherwise noted. Swim team practice will be held before 10 a.m. weekdays, with weekday evening practice (using 4-5 lanes only) to be held from 3:45 p.m. to 6:45 p.m. Swim lessons will be given, pending demand, before 11:00 a.m. or in the evening. The pool may be closed, with sufficient advance notice, for certain special events such as parties or swim/diving meets.
2. A 15-minute break from swimming will be enforced for all bathers 16 years of age or under on every hour between 12 noon and 9 p.m. During this time, supervising individuals (16 years or older) may instruct smaller children, hands on - one on one, in the shallow end. There is no ball playing at this time.

During this time, members may not accompany or sit with their children (15 years and younger) in the shallow end. This is to be used as Hands-On instruction time with smaller children only.

3. Adult lap lanes: Two lap swimming lanes will be available for those 12 and over, except for other as designated.
  - a. Circle swimming will be strictly enforced (swim to the right of the center line).
  - b. No more than six people in a single lane at a time.
  - c. No standing on either end of the lap lanes.
  - d. No conversations in the lanes.
  - e. No ball playing in or across the lanes.
  - f. Water walking shall be permitted; however, water walkers shall vacate the lane upon request of a lap swimmer.
  - g. Children 12 and under may use the swim lanes with direct adult supervision (that is, the adult is in the water either directly next to the child or at the end observing). Parties will vacate the swim lanes if an adult (without a child) wishes to use the swim lane.
4. Pool Access by Children
  - a. Any child 10 years of age and younger shall not be permitted on pool property

unless accompanied by a parent or other responsible party of at least 13 years of age. The responsible party must be on the pool deck or in the water with the child at all times, unless the child is under the supervision of a swimming instructor.

- b. Children 11 and 12 years of age may come to the pool unaccompanied by an adult provided they have passed the swim test. The guards will give the basic swimming test upon request. The swim test will consist of swimming 1 length of the pool and treading water for 2 minutes. Passing the swim test in order to go off the diving boards does not allow a child under the age of 11 to come to the pool without a responsible adult.
- c. Any child 13 years old and over may come to the pool with no restrictions.
- d. **The Facility Manager and his/her staff are not babysitters. Parents or authorized persons will be responsible for the behavior of their children at all times while on Club property.**

Any inappropriate behavior addressed by the guards will result in a phone call to the parent. The parent/guardian will be asked to pick up the child and remain off pool property for the remainder of the day. The child can return the next day or after conversation with the parent/guardian, approval from management and with the parent/guardian in attendance upon return.

5. Children in Diapers

- a. Main Pool: Children wearing swim diapers are not allowed in the main pool. Parents may not sit on the edge of the main pool with a non-toilet trained child.
- b. Wading Pool: Children in commercially available swim diapers, will be permitted in the wading pool only.

6. Only children six years and under may use the wading pool. Children using the wading pool must be accompanied by an adult or responsible party of at least 16 years of age within the wading pool area at all times.

7. Toys are prohibited in the main pool with the exception of water balls.

8. Diving Board Rules:

- a. Low Board: Anyone wishing to use the low board shall have passed the basic swim test, and be able to swim to the ladder without assistance.



Guests wishing to use the low board must also pass the swim test.

- b. High Board: Anyone wishing to use the high board shall have passed the basic swim test and be at least four feet in height or ten years old. In addition, all those using the high board must be able to swim to the ladder without assistance. Guests wishing to use the high board must also pass the swim test.
  - c. Only one person is permitted on either diving board or ladder at a time.
  - d. Members must wait for the diver ahead of them to touch the ladder in the pool before beginning to climb the board ladder.
  - e. Diving is permitted straight away from the diving board ONLY.
  - f. No inwards dives are permitted at any time.
  - f. Jumping and diving from the sides of the diving well, and general swimming therein, will not be allowed except during the times and in the manner deemed appropriate by the Manager for instructional purposes.
  - g. No running on the diving boards.
  - h. No one is permitted in the diving well for the purpose of having children jump to them from the board.
  - i. No flotation devices allowed in diving well.
  - j. At the discretion of the Facility Manager, use of the diving boards may be temporarily prohibited.
- 9. Flips, cartwheels, back dives and splash dives from the sides of the pool are prohibited.
  - 10. Diving from the side of the pool is prohibited.
  - 11. Diving from or sitting on a person's shoulders while in the pool is not permitted.
  - 12. Running, pushing, wrestling, or causing undue disturbance in or about the pools is prohibited.
  - 13. Talking to guards who are in the chair should be avoided except in emergency situations.

14. Persons are not allowed to hang onto or pull on the lane lines.
15. Flotation Devices:
  - a. Rafts or any other flotation devices shall not be permitted in the main pool except during designated special events (e.g. Raft Night).
  - b. At no time shall a surfboard, boogie board or hard plastic raft be permitted in either pool.
  - c. Kickboards may be used by lap swimmers.
  - d. The use of water wings is prohibited at all times. Children may wear Coast Guard approved life jackets in the shallow area of the pool under direct supervision of an adult at all times.
16. Water balls are to be played with in the water and not on the deck. Use may be suspended by the staff due to crowded conditions or at the discretion of the staff. Nerf footballs and any Nerf ball greater than six inches in diameter are prohibited. Nerf ball throwing is restricted to a distance of less than 30 feet.
17. No glass or hard plastic items are allowed in and around the pools.
18. No food is allowed around the pool. Beverages in plastic cups or in aluminum cans are permitted on the pool deck. Food is permitted only in the picnic areas, the pavilion, and on the upper deck.
19. The wooden deck is reserved for adults only (18 and older) on Saturdays, Sundays, and holidays.
20. Children age 16 and under are not permitted on the upper deck unless with a parent or guardian. No children under 21 are permitted on the Upper Deck during special designated events.
21. Cutoff pants or shorts or any other article of clothing with buttons or zippers are not permitted in the pool.
22. Bathers must remove all sand from their bodies before entering the pool.
23. Admission will be refused to all persons having an infectious disease, sore or inflamed eyes, or a communicable disease of any kind. Persons with open sores or wearing bandages of any kind will not be permitted.
24. Spouting of water and similar unhygienic action is prohibited.

25. Water shoes are permitted but must be rinsed before entering the pool.
26. Flippers, snorkels and pool buoys are permitted only in the lap lanes.
27. Water aerobics and adult lap swimming classes will have priority for pool usage on certain evenings during the summer. General lap swimming may be restricted to one lane at a time.
28. Do not reach into or put objects in the skimmers located around main or wading pools.
29. Swim Lessons:
  - a. Swim lessons will be offered by the pool at scheduled times during the season. See Facility Manager and/or lifeguards for details and associated fees.
  - b. Refund of swim lesson fees will be granted, at the discretion of the instructor, to those who have not completed the lesson due to extenuating circumstances. Requests must be made by completion of the second day of the session.
  - c. There will be 1 makeup lesson per session offered in case of cancellation due to weather.

#### **D. OTHER FACILITIES AND EQUIPMENT**

1. Multiuse Sand Court:
  - a. Showers are provided to rinse off after sand court play. Neither the main pool nor the wading pools are to be used as footbaths. Violators will be denied access to the facility for a period of 24 hours, at the discretion of the Manager.
  - b. Use of the sand court is prohibited during swim and diving meets.
2. No Club property shall be removed from the Club premises without prior authorization from the Manager.
3. Chairs have been allocated in several areas of the Club premises and may not be removed from those areas. No Member or Guest may “save” a chair for a person not on the premises.
4. Office phones are not for use by the general membership. The pool staff will neither take nor relay messages, except in an emergency.

5. All members and Guests must observe parking lot rules, including crosswalk markings, handicapped space signs and no parking signs.
6. The Manager must approve material posted on the general bulletin board.
7. The Snack Bar operating hours will be noon till 7:00 p.m. daily. Each person is responsible for cleaning up his or her own area under the pavilion. Chairs may not be removed from the Snack Bar area.

### **III. TENNIS**

#### **A. GENERAL RULES**

1. The use of tennis courts will be limited to Members and their Guests. A member must accompany guests at all times on the court of play. Guest privileges are limited to one guest for one member. Guests of tennis players must sign in at the front desk and are subject to the same guest rules and regulations as pool guests.
2. Appropriate tennis attire is required on the courts at all times. Shirts must be worn at all times. Appropriate tennis shoes are required.
3. Tennis players only are permitted inside the fenced court areas. Accompanying people should remain outside of the fenced areas.
4. Observe the common rules of tennis etiquette. Additional rules are posted on the bulletin boards and fences.
5. Club members in good standing may use the courts between the hours of 7:00 AM and 10:30 PM when the club is otherwise closed, and after the end of the regular club season.
6. The tennis courts will be locked before and after regular pool hours and during the off season. Members wishing to use the courts when they are locked must request the padlock combination via email to the club administrator or other club official designated by the club board of directors. Members must agree to abide by the following procedures for after hours use of the courts:
  - a. Members will NOT provide the padlock combination at any time to any other members or any non-members. This is to ensure that the courts are used only by authorized members and their guests.
  - b. Members agree to lock the gates to the courts when they are done

playing, unless they finish during normal club operating hours. Padlocks should be locked on the open gates during normal club operating hours.

- c. If new players arrive after a member has unlocked the courts, the member who unlocked the courts must, before leaving, ascertain that the later arriving players are authorized to use the courts. This is done by asking them to provide the combination to the lock. If they cannot provide the combination, they should be asked to leave and the courts secured.

7. The front gate will be locked at 9 p.m. during the summer season. All tennis players must remove their cars from the parking lot prior to that time or risk their car being locked inside the gate.

8. Single person court usage (backboard, serving practice, etc.) is allowed as follows:

- a. Individuals should use end courts whenever possible.
- b. Any courts may be used only with permission of adjacent court players when adjacent courts are occupied
- c. Courts cannot be reserved for individual practice
- d. No chairs, tables or other lawn equipment are allowed in the court areas
- e. No bicycles, skates, skateboards, baby strollers or similar apparatus damaging to court surfaces are permitted on the courts at any time.
- f. Questions, disputes or other concerns relating to these tennis court rules may be referred to the Facility Manager, Tennis Committee, or Board of Directors.
- g. Members failing to follow tennis court rules and procedures are subject to remedial action so directed by the Board of Directors as defined in Crofton Swim & Tennis Club, Inc. By-Laws.
- h. Parents of children, as well as children themselves, caught misusing or damaging the tennis facilities in any way will be subject to the Board's censure, including paying for necessary repairs.

9. Reserve Court Rules

Courts will be reserved for Club sponsored events such as tournaments, clinics, or group lessons. The Tennis Committee determines participation in the tennis events.

10. Lower Court Lights:

- a. Lights for lower courts are operated by using a key panel located inside the front gate of the courts and are operational on a timer from dusk to 10:30 p.m. Be aware that once a set of lights has been turned off there is an approximately 15 minute long cool down delay before the lights can be turned on again.
- b. A Member may receive a key from a designated representative of the Tennis Committee upon paying a deposit. See the bulletin board or ask at the desk for the name and phone number of the key manager. Keys are numbered to permit return of lost/found keys. Loss of key will require acquisition of another. Keys are not to be designated.