

2024

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

RULES AND REGULATIONS¹

I. INTRODUCTION

Active membership in the Crofton Swim and Tennis Club (CSTC), alternatively referred to as the “Club,” entitles Members to equal access and use of Club facilities. Use of Club facilities is a privilege and assumes compliance with the Rules and Regulations set forth herein for the protection and benefit of the Club's entire membership and to ensure compliance with health and safety regulations by which the Club must abide. Members are urged to read these Rules and Regulations and ensure that they, their family, and their guests comply. 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 a Manager, CSTC Board of Directors Member, or lifeguard. The Board empowers club staff to enforce all Rules and Regulations. The members are responsible for periodically checking the rules for updates and changes. The most recent revision date will be on the front page of the Rules & Regulations and will be posted on the CSTC website.

A. BOARD OF DIRECTORS

The Board of Directors (Board), as outlined in the Club's by-laws, is responsible for managing the affairs and exercising the Club's powers. With this authority, the Board is empowered to prescribe, amend, in whole or in part, or rescind any or all of these Rules and Regulations. The Board also has the authority to enforce these Rules and Regulations and to impose appropriate penalties for violations thereof.

B. GENERAL RESPONSIBILITIES AND PRIVILEGES OF MEMBERSHIP

1. The use of Club facilities and sponsored programs is restricted to active members and their guests unless expressly permitted in writing by the Board.
2. The use of Club facilities is restricted to times determined and established by the Board. Any person, including members, who uses or attempts to use any

¹Updated April 30, 2024. These Rules and Regulations supersede all previous versions.

Club facility at any time other than when it is officially open or authorized for use will face strict consequences, including possible prosecution.

3. Members will be held responsible for all actions of themselves, their families, and their guests. All damages to property of the Club caused by a member or their guest(s) shall constitute a debt of that member to the Club.

4. **In the interest of the health, safety, and welfare of the Club and its members, the Board 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 Sexual Offender Registry, or any other state, Federal, or military sexual offender registry.**

5. Members assume the risk for the use of all Club facilities for their family, their guests, and themselves and shall not hold CSTC or the Board responsible for any accident(s) or occurrence of 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 any change in address or telephone numbers.

7. The Club is not responsible for lost, stolen, or damaged items. Members are encouraged to check the Lost and Found regularly for belongings. Items left in the Lost and Found will be periodically donated to local charities.

8. Any contingency that might arise and is not included in these rules is subject to the discretion of the Club management or the Board.

II. RULES AND REGULATIONS

A. GENERAL

1. No abusive or profane language or breach of the peace is permitted on Club premises.

2. Verbal attacks or abuse directed at members, guests, pool management, lifeguards, employees, or the Board will not be tolerated.

3. All members (three years and older) must have a picture on file to use any

of the Club facilities. Members can upload pictures to their CSTC online account. Please contact the Administrative Officer if you have any questions about this.

4. Loitering is prohibited on Club grounds at any time, including the parking lot and tennis courts. Only authorized personnel are permitted in or around the check-in gate, guard office, snack bar, and lifeguard stand.

5. All injuries occurring on the site must be promptly reported to the staff.

6. Members and their guests must drive slowly (less than five mph) and carefully while on Club property. Pedestrians always have the right of way.

7. Parking is prohibited on any grass area, along the front curb by the clubhouse, or in the front entrance. All members and guests must observe parking lot rules, including crosswalk markings, accessible parking signs, and no parking signs.

8. 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.

9. All members and guests must wear appropriate attire. Thongs and similar swimwear are not permitted. Cut-off pants, shorts, or any other article of clothing with buttons or zippers are not allowed in the pool.

10. Water shoes are permitted but must be rinsed before entering the pool.

11. No pets, except seeing-eye dogs, are permitted on the Club premises.

12. CSTC is a smoke-free and drug-free facility. No illegal substances, smoking (including vaping), or underage drinking are allowed on CSTC property. If a member or guest is caught violating CSTC's rules on alcohol or illegal substance usage, they will be subject to membership revocation and criminal charges.

13. Do not view inappropriate pictures or materials on your portable electronic devices. Offensive acts and materials on club property are strictly prohibited and could result in suspension of your membership or even expulsion from the Club.

14. 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.

15. Guest Rules:

a) Any member bringing a guest to the Club during the 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. The sponsoring member must always remain at the pool with their guest(s).

b) 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 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. Guests will generally not have a picture on file with the desk. See the administrative officer if you have a question about qualifications as a guest.

c) Guest privileges may be limited on crowded days/times as determined by the Board.

d) Residents of the Crofton Triangle will only be permitted as guests Monday-Thursday and during designated special events. This is subject to change at any time based on bond availability.

e) Guests must comply with the Club's rules and regulations and are the responsibility of the member sponsoring the guest. The Board reserves the right to take punitive action against a member for the actions of their guests.

f) Children must be 11 years old to bring a guest (no more than one guest for children 11-13) without adult supervision. **See section D-4 for more information about pool access by children.*

g) Members wishing to bring more than ten guests to the pool must notify the Administrative Officer or gate guard manager at least 72 hours in advance. Guest fees must be paid for all guests.

16. Guest Fees: (Children under the age of 3 are free)

a) **Daily Guest Fees**

(1) **Daily** **\$5**

(2) **Special Event Rate** **\$10**

\$5 (Under 21)

b) **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 the member's child(ren) during 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.

c) **Extended Stay Visitor Pass \$50**: This is a 7-day pass for up to 5 people, which allows unlimited use of the facility when accompanied by the member. This pass is intended for use by out-of-town relatives or friends who are staying with the member. The request for this pass must be submitted to the Administrative Officer seven days before the visit. There is a 2-pass limit per member per season.

d) **Guest Pass \$30**: A pack of 8 Guest Passes can be purchased for \$30. The passes will be loaded to your online member account. A limit of 4 packs of passes can be purchased per member per season.

e) **Registered Party Guest**: All picnic area parties must be registered with the Administrative Officer or Gate Guard Manager at least one week before the event. Additional fees are associated with renting the CSTC Clubhouse and can be obtained from the Administrative Officer or Gate Guard Manager.

17. Parties: CSTC members may host private parties during the regular operating hours under the following conditions:

a) Non-CSTC guests must be limited to 40 or fewer attendees. Parties of 41 or more non-members must arrange to rent the pool after hours. See below for after-hours facility rental information. Two or more CSTC members may not co-host a party or event to increase the number of guests permitted.

- b) Parties must be scheduled with the Administrative Officer or Gate Guard Manager at least two weeks before the party. Approval for the party may be denied depending on previously scheduled events. No more than two 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 and snack bar are not available for private parties during the pool's regular operating hours.
- 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 required supplies and cleaning up after use.
- f) All Club Rules and Regulations are in effect during parties. Members are responsible for enforcing the Rules and Regulations and for any damages caused by their guests.

18. After-hours parties and events:

- a) The pool and Clubhouse meeting room are available for rental by CSTC members and are in good standing. Please see the CSTC webpage for current rates & rules.
- b) The Member renting the facility is responsible for their own music. Music must comply with normally accepted volume levels and must be turned off at 10 p.m.
- c) See the Administrative Officer or Gate Guard Manager to schedule facility rentals and sign contracts. A security deposit must be paid when the contract is signed.

B. FACILITY MANAGER

- 1. The Facility Manager or their representative may close any Club facility at any time and their discretion 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 self or others. Under this paragraph, action by the facility manager must be reported in writing to the Board within 24 hours of the time such action is taken and is limited to a period of 72 consecutive hours for any single violation. Members against whom action is taken may appeal to the Board. Pending action on the appeal, violators must abide by the decision of the Facilitymanager.

3. The Board empowers the Manager to deprive any person of the use of any and all Club facilities for such time as the Board orders.

C. Inclement Weather.

1. The facility manager, lifeguard(s), Club employees, or Board members can suspend the use of the Club (all areas) during inclement weather.
2. While the Club may continue to operate during periods of rain, usage will be suspended if the following occurs:
 - a) Thunder: At the sound of thunder, all usage of the Club facilities (except the Clubhouse) will be suspended for 30 minutes. This period resets for each instance of thunder.
 - b) Lightning: At the sight of lightning, all Club facility usage (except the Clubhouse) will be suspended for 60 minutes. This period resets for each instance of lightning.
3. During suspended operations, all members will be required to take their belongings and either take shelter under the Snack Bar pavilion or in their vehicles as directed by staff.

D. 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 11 a.m. on weekdays and some weekday evenings. With sufficient advance notice, the pool may be closed for certain special events such as parties or swim/dive meets.

2. All swimmers under 18 will be required to take a 15-minute break from swimming 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 will be no ball playing at this time.

3. Adult lap lanes: Two lap swimming lanes will be available for those 12 and over, except as designated.

- a) Circle swimming will be strictly enforced (swim to the right of the

center line). No lap swimmer may deny another lap swimmer access to the lane up to a maximum of six lap swimmers in a single lane at a time.

- b) No standing on either end of the lap lanes or conversations in the lanes.
- c) Kickboards, flippers, snorkels, and pool buoys are permitted only in the lap lanes.
- d) General lap swimming may be restricted to one lane at times.
- 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 them.

4. Pool Access by Children:

- a) Any child under eight years old shall not be permitted on pool property unless accompanied by a parent or other responsible party who is at least 16 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 ages 8 to 10 are not permitted on pool property unless accompanied by a parent or other responsible party who is at least 13 years old. 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.
- c) Children ages 11 and 12 may come to the pool unaccompanied by an adult, provided they have previously passed the swim test. The lifeguards will give the basic swimming test upon request. The test consists of swimming one length of the pool and treading water for two minutes.
- d) Children 13 years old and over may enter the pool without restrictions.

e) The Pool staff are not babysitters. Parents or authorized persons are responsible for their children's behavior at all times while on Club property. Any inappropriate behavior addressed by the pool staff may result in the following disciplinary action taken:

(1) **First offense:** Verbal warning to correct behavior and/or time out on the bench.

(2) **Second offense:** The child is removed from the pool for the day. The Parent/Guardian will be asked to pick up the child and remain off the pool property for the day. The child can return the next day or following a Parent/Guardian & Pool staff discussion.

(3) **Fighting or other behavior deemed unsafe or severe by lifeguards or pool staff will be addressed at the time of the incident. Persons involved may be asked to leave CSTC for the day or until a time determined by the Board.**

5. Diapers

a) Main Pool: Children wearing diapers of any kind are not allowed in the main pool. Children must be toilet-trained to use the main pool. Parents may not sit on the edge of the main pool with a non-toilet-trained child.

b) Wading (Baby) Pool: Children wearing commercially available swim diapers will only be permitted in the wading pool.

(1) Only children six years and under may use the wading pool.

(2) Children using the wading pool must be accompanied by an adult or responsible party who is at least 16 years old and always remains within the wading pool area.

6. Lifeguard-approved toys are permitted in the main pool. All toys will need to be approved by a lifeguard before use. Toys may be prohibited during busy times at the Pool Staff's discretion.

7. Diving Board Rules:

a) Low Board: Anyone, including guests, wishing to use the low board shall have passed the basic swim test and be able to swim to the

ladder without assistance.

b) High Board: Anyone, including guests wishing to use the high board, must have passed the basic swim test and be at least four feet tall **or** ten years old. In addition, all those using the high board must be able to swim to the ladder without assistance.

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 pool ladder before beginning to climb the board ladder.

e) Diving is permitted **ONLY** straight away from the diving board.

f) High Board: Any person using the high board must enter the water feet first when jumping from the board. There will be no traditional diving from the high board.

g) No inward dives (when the diver stands on the end of the board with their back to the water, jumps up, and rotates forward) are permitted at any time.

h) 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 Pool Staff for instructional purposes.

i) No running on the diving boards.

j) No one is permitted in the diving well for the purpose of having children jump to them from the board.

k) No flotation devices are allowed in diving well.

l) At the pool staff's discretion, the use of the diving boards may be temporarily prohibited.

m) During Adult swim – ½ the adult swim will be open well, and the other half will be for diving board use.

8. Flips, cartwheels, back dives, and splash dives from the sides of the pool are prohibited.

9. Diving from the side of the pool is prohibited.
10. Diving from or sitting on a person's shoulders in the pool is prohibited.
11. Running, pushing, wrestling, or causing undue disturbance in or about the pools is prohibited.
12. Talking to guards in the chair should be avoided except in emergencies.
13. Persons cannot hang onto or pull on the lane lines.
14. Flotation Devices:
 - a) Rafts or other flotation devices shall not be permitted in the main pool except during designated special events (e.g., Raft Night).
 - b) No surfboard, boogie board, or rigid plastic raft will be permitted in either pool.
 - c) 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 the direct supervision of an adult at all times.
15. Water balls are to be played with in the water, not on the deck. The pool staff may suspend use due to crowded conditions or at the discretion of the pool staff. Nerf balls greater than six inches in diameter are not allowed. Nerf ball throwing is restricted to a distance of less than 30 feet.
16. No glass is allowed on the CSTC premises.
17. Food is not allowed around the pool. Beverages in plastic cups or aluminum cans are permitted on the pool deck; however, they are not permitted within 5 feet of the pool. Food is permitted only in the picnic areas, the pavilion, and on the upper deck.
18. Chairs, deck furniture, and personal belongings shall not be placed within 4 feet of the pool edge to permit the movement of lifeguards, members, and guests.
19. The wooden deck is reserved for adults only (18 and older) on Saturdays and Sundays.

20. Children aged 16 and under are not permitted on the upper deck of the clubhouse unless with a parent or guardian. No one under 21 is allowed on the Upper Deck during specially designated events. Only the party guests may use the clubhouse and upper deck when the clubhouse is reserved for a party. A sign will be posted when there is a party.
21. Swimmers must remove all dirt and sand from their bodies before entering the pool.
22. Admission will be refused to all persons with an infectious disease, sore or inflamed eyes, or any communicable disease. Persons with open sores or wearing bandages will not be permitted.
23. Spitting, water-spouting, and similar unhygienic action is prohibited.
24. Do not reach into or put objects in the skimmers around the main or wading pools.

E. OTHER FACILITIES AND EQUIPMENT

1. Volleyball & Basketball Court:
 - a) The Sand Court is to be used for Volleyball only.
 - b) The sandbox is to be used for children to dig or build sandcastles.
 - c) Children under ten must be actively supervised by someone sixteen years or older when using the court or the sandbox.
 - d) No hanging on the volleyball net or basketball rim.
 - e) Showers are provided to rinse off after sand play. Neither the main pool nor the wading pools are to be used as footbaths.
 - f) Use of the volleyball or basketball court is prohibited during swim and diving meets.
 - g) No trash will be left in the volleyball or basketball area. Food or beverages are not allowed on the courts except for water in a non-glass container.
2. Rock throwing on Club property, including throwing rocks over

the fence onto other property, will be prohibited.

3. No Club property shall be removed from the Club premises without prior authorization from the Facility Manager.
4. 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 someone not on the premises.
5. Office phones are not for use by the general membership. The pool staff will only take or relay messages in an emergency.
6. The Administrative Officer must approve material posted on the general bulletin board.
7. The snack bar will operate from noon to 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.
8. The snack bar tables are reserved for the consumption of food and beverages for no longer than 30 minutes at a time. You may not leave your belongings unattended in the snack bar area.

F. TENNIS/PICKLEBALL

1. Tennis courts are limited to Members, accompanied guests, or participants in CSTC-sanctioned events or programs. A member must accompany guests at all times on the court of play. Guest privileges are limited to three guests per member. Tennis players' guests are subject to the same rules and regulations as pool guests.
2. All guests will pay the standard CSTC guest fees outlined in section II.A.15 of this document. If Guests are in attendance as part of a CSTC-sanctioned event, they can pay the cost for that event. The Tennis Coach will remain present during the event.
3. Appropriate tennis attire, including shirts, is always required on the courts.
4. No pets of any kind are allowed on the tennis courts.
5. Tennis and pickleball players are permitted inside the fenced court areas

only. Accompanying people should remain outside of the fenced areas.

6. Observe the standard rules of tennis etiquette. Additional rules are posted on the bulletin boards and fences.

7. Club members in good standing may use the courts between 7:00 AM and 10:30 PM when the club is otherwise closed and after the end of the regular club season.

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

9. 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) No chairs, tables, or other lawn equipment are allowed in the court areas.

d) No bicycles, skates, skateboards, baby strollers, or similar apparatus damaging to court surfaces are permitted on the courts at any time.

e) Questions, disputes, or other concerns relating to the tennis court rules may be referred to the Facility Manager, Tennis Committee, or Board.

f) Members failing to follow tennis court rules and procedures are subject to remedial action directed by the Board as defined in Crofton Swim & Tennis Club, Inc. By-Laws.

g) 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.

10. Court Reservation Rules:

a) Courts will be reserved for club-sponsored tournaments,

clinics, or group lessons.

b) The times for all clinics, leagues, and lessons should be communicated to the Board seven days in advance to eliminate scheduling conflicts and posted on the Club's website.

c) The Board can, at its discretion, approve rental contracts for court usage.

11. The Tennis Coach will be present for all club-sponsored activities.

12. Club-sponsored activities will take precedence over individual court use. Please be considerate of these events.

13. Lower Court Lights: The lights for the lower courts are operated using a key panel located inside the front gate of the courts. They 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 cool-down delay before the lights can be turned on again. Please email admin@croftonswimandtennis.org for the lockbox code.