### VIENNA WOODS SWIM AND TENNIS CLUB

***Owned and operated by Community Ventures, Inc.***

## P.O. Box 33, Vienna VA 22183

**www.viennawoods.org**

#### RULES AND REGULATIONS

The following rules and regulations are for the benefit and protection of all members. They have been established to assure safe and sanitary operation and use of the Club facilities (pool, snack bar, tennis and basketball courts, park and adjacent area) and to provide enjoyable recreation for all members of the Club and their guests. Failure to comply with any of these rules may be considered sufficient cause for immediate suspension of privileges for the offending member and also may be considered sufficient cause for cancellation of membership. These rules are in compliance with the Swimming Pool Ordinance and Regulations of Fairfax County and the Town of Vienna.

SECTION 1 **- Management**

The Operations and Rules Committee, appointed by the Board of Directors, is responsible for developing, monitoring, and enforcing the Rules and Regulations.

The Club Manager and Tennis Pro are delegated the responsibility for the maintenance of order, safety and cleanliness around the pool and tennis areas, other Club facilities, and the grounds. They are in full charge of the Club facilities and pool and tennis staff at all times. They have overall responsibility for the operation of the Club facilities, the operating staff, and for the proper enforcement of the Rules and Operations established by the Board of Directors.

SECTION 2 - **Enforcement of Rules**

Each member of the operating staff, in addition to the Manager and Assistant Manager, is responsible for the enforcement of the rules. Parents are responsible for advising their children to observe all rules and obey the instruction of the Manager, Assistant Manager and the staff. Members are expected to show the staff proper respect and cooperation at all times. The Manager and Assistant Manager will take such action as deemed necessary for the safe and orderly operation of the facility. The Manager/Assistant Manager may exercise authority to suspend Club privileges for a period not to exceed three (3) days; for good and sufficient cause the Manager may recommend to the Operations and Rules Committee suspensions for periods longer that three (3) days. Grievances and complaints regarding enforcement or interpretation of rules and regulations by the staff will be referred to the Chairman of the Operations and Rules Committee.

The cost of any property damage will be charged to the responsible member, and until paid, membership privileges will be suspended.

Police of the Town of Vienna are authorized to enter the Club premises at any time and exercise the same authority as in any public place.

ANY PERSON CAUGHT STEALING OR VANDALIZING ON THE CLUB PREMISES MAY BE TURNED OVER TO THE PROPER LEGAL AUTHORITIES FOR PROSECUTION, AND MAY HAVE THEIR AND THEIR FAMILY'S PRIVILEGES SUSPENDED FOR THE ENTIRE SEASON.

SECTION 3 **- Identification**

All persons using the facilities of the Club are required to properly identify themselves as members to the pool or tennis attendant as appropriate. Members must submit full-face photographs with their annual dues every even numbered year for the attendant's membership file to insure that a recognizable likeness of the individual is on file. Members who do not have such photographs on file will not be allowed to enter the pool until photographs for each family member are placed on file at the club house. New shareholders must submit such identification photographs when payment is made for the share. Guest names will be entered on the register and guest tickets presented upon entering Club premises for swimming or tennis. Seasonal guests must submit full-faced photographs when the fee specified in Section 6 is paid.

SECTION 4 - **Hours of Operation**

From opening day until Fairfax County schools close, the hours of operation for the pool will be:

Monday through Thursday \*1:00 pm to 7:45 pm

Friday \*1:00 pm to 8:45 pm

Saturday 10:00 am to 8:45 pm

Sunday 12:00 noon to 8:45 pm

\*NOTE: Because many of our lifeguards attend high school, we may not have sufficient staff to open until 3:00 pm. Please check with the front desk after opening day.

After Fairfax County schools close, the pool will be open:

Monday through Friday 4:00pm to 8:45 pm

Saturday and holidays 10:00 am to 8:45 pm

Sunday 12:00 noon to 8:45 pm

Parking lots will be closed at 9:00 pm every night. The exception to these hours will be nights scheduled for special events, in which case closing hours will be at 11:30 pm with parking lots vacated by 11:45 pm.

The tennis courts will be available throughout the year during daylight hours.

The pool will be closed or the above hours altered when necessary for maintenance operations, inclement weather (an air temperature reading below 70 degrees on the pool thermometer), or upon determination by the Manager.

SECTION 5 - **Use of the Pool Facilities**

A. General

1.All members, including children, will use the pools and other Club facilities at their own risk. Vienna Woods is a family club facility; therefore, appropriate dress, attire and actions are required. Please change children’s diapers in men's or women's locker rooms or family changing area located just inside the men’s locker room. Changing tables are provided. DO NOT change diapers on snack bar deck.

2. Children who have not reached their twelfth (12th) birthday must be accompanied by and under the continuous supervision of a member who is sixteen (16) years of age or older at all times while in the pool area unless they have reached their eighth (8th) birthday, have passed the pool Patch Test, their parents have submitted written permission for them to be in the pool area unaccompanied by an adult member, and their parents have signed an Authorization for Emergency Medical Treatment form. Both the permission and emergency form from the parents must be on file at the pool Registration Desk. Their patch must be displayed on their swimsuit while in the pool area.

3.Children desiring a Patch must pass a yearly Patch Test which will be administrated by the Manager and Assistant Manager. Patches from previous years will not be recognized. The Patch Test consists of the following:

a. SWIMMING FREESTYLE TWO (2) WIDTHS OF THE DIVING AREA WITHOUT STOPPING.

b. TREADING WATER FOR TWO (2) MINUTES.

c. FLOATING ON THE BACK FOR TWO (2) MINUTES.

4.Adults are requested to limit children for whom they have accepted responsibility while at the pool to a reasonable number.

5. Any individual displaying unruly behavior may be ejected from the pool by the Pool Manager or Assistant Manager.

B. Main Pool

1. Everyone entering the main pool must wear a swimsuit.

2. Children under twelve (12) years of age are permitted in the large pool subject to the following conditions:

a. Children under four (4) years old must be physically area only during breaks and during periods of sparse usage as determined by the Pool Manager or Assistant Manager. If a child is not toilet-trained, appropriate disposable water diapers must be worn under the swimsuit.

b.Children ten (10) years of age or older who have passed the Patch Test may not enter the shallow roped section of the large pool, unless it is to play with a younger sibling and only after they have asked and received permission from the Lifeguard at the nearby guard stand.

c. Children between six (6) and twelve (12) years of age must not use the diving area unless they have passed the Patch Test.

1. Floating aids worn by children require adult supervision (in the water)

at all times.

e. Children under the age of six (6) are not permitted to use the diving boards.

C. Baby Pool

1. Each child entering the baby pool area must be accompanied by a member who

is sixteen (16) years of age or older and is solely responsible for his or her

behavior and safety. Children are to use the baby pool at their own risk. There is

no lifeguard on duty at the baby pool.

2. No child over six (6) years of age will be allowed in the baby pool.

SECTION 6 - **Guest Rates for Swimming and Tennis**

A. FOR USE OF POOL AND TENNIS FACILITIES DURING SEASON

SEASONAL GUESTS - $100.00 per seasonal guest for the tennis and swimming season. ID photographs must be submitted to desk when fee is paid.

CASUAL GUESTS - One coupon or ticket per casual guest per day on

weekdays, Monday through Friday. Two coupons

or tickets per casual guest per day on weekends

and holidays.

Guest coupons for casual guests are available at the Pool or Tennis Registration Desk as books of four (4) coupons for $30.00. SINGLE COUPONS WILL NOT BE SOLD. Sale of coupon books will be made to members sixteen (16) years of age or older. Guest coupon books are valid from year to year. Guest coupon books must be signed upon purchase at the desk. Guest coupons are the property of Vienna Woods and its members only. Guests may not purchase or retain coupons. Guests will be responsible for surrendering coupons to Vienna Woods or the member before admittance is accepted.

Guest privileges may be restricted to certain hours on weekends or holidays, to alleviate overcrowding of the pool or tennis courts. Such temporary restrictions of guest privileges will be made at the discretion of the Manager or Assistant Manager when deemed advisable and will be posted at the Registration Desk.

SECTION 7 - **GUEST CLASSIFICATION AND RULES FOR SWIMMING AND TENNIS**

# A. Classification

1. Seasonal Guest - Any person permanently residing outside the Standard Metropolitan Statistical Area of Washington, but living in the home of a shareholder for the swimming and tennis season and registered as such.

2. Casual Guest - All other guests.

# B. Guest Rules

1. All guest privileges will consist of admission to and use of the Club facilities by any person who is not a member.

2. A casual guest must be accompanied by a member and must be registered as a guest of the shareholder.

3. Guests who do not wish to swim or play tennis may be admitted to the pool or tennis area without charge, at the discretion of the Manager. However, such admittance will not allow the guest to enter the water or play tennis.

4.Guests are subject to the same provisions and rules as the members, including

Patch, shallow roped part of the main pool and Baby Pool regulations.

5. All casual guests must enter, remain and leave the Club premises in the company of the member who brought the guests.

SECTION 8 - **HEALTH RULES FOR POOL**

Before entering the pool area from the bathhouse, a shower with soap is advised. This is the BEST single means to safeguard you health and that of other pool users. In consideration of your own health, and the health of others using the pool facilities, use of the swimming or baby pools during and immediately following any illness is inadvisable. In particular, individuals having infections of the skin, eyes, respiratory or gastrointestinal systems, wearing bandages, or having coughs or colds, will be excluded from the pools, at the discretion of the Manager/Assistant Manager.

Swimmers will enter the pool deck ONLY through entrances provided and will rinse off all clinging grass, etc., at the foot showers provided for that reason on the pool decks.

SPITTING, SPOUTING OF WATER, OR BLOWING THE NOSE in the pool are STRICTLY PROHIBITED.

All illness or injuries regardless of severity occurring on the premises must be reported immediately to the Manager or the Assistant Manager.

Enforcement of Health Rules shall be the responsibility of the Manager and the Assistant Manager. When necessary to call for medical advice, ANY CHARGES INCURRED SHALL BE PAID BY THE MEMBER CONCERNED.

The Manager/Assistant Manager may require a person who has become chilled or incapacitated to leave the pool area and take a hot shower to warm up, after which he/she may not be allowed to return to the pool.

No footwear may be worn in the pool, including aqua shoes.

Swimsuits are required in the swimming pool. No other attire will be accepted. However, at the discretion of the Manager/Assistant Manager individuals susceptible to severe sunburn may be allowed to wear clean T-shirts (no buttons, snaps, zippers, etc.) while swimming. Please remember the Club is a family facility. Nudity and public breast-feeding may be offensive to others. Please be considerate. Similarly, change children's diapers only in the men's or women's bathhouses. Changing tables are provided.

VIENNA WOODS SWIM AND TENNIS CLUB IS A NON-SMOKING FACILITY. SMOKING IS PERMITTED IN DESIGNATED AREA ONLY.

##### SECTION 9 - Safety

NO PETS WILL BE ALLOWED ON THE CLUB PREMISES.

NO RUNNING, PUSHING, ACROBATICS, WRESTLING, BALL PLAYING IN POOL, RAUCOUSNESS OR CAUSING UNDUE DISTURBANCE IN OR ABOUT THE CLUB WILL BE ALLOWED.

NO GLASS CONTAINERS OF ANY KIND WILL BE ALLOWED IN THE POOL AREA.

ONLY ONE PERSON WILL BE ALLOWED ON THE DIVING BOARD AT A TIME.

NO DIVING UNLESS AREA IS CLEAR. NO DIVING FROM SIDE OF DIVING BOARDS. NO HORSEPLAY ON THE DIVING BOARDS WILL BE ALLOWED.

NO DIVING IN THE SHALLOW (2 AND 3 FOOT) AREA OF POOL.

NO DIVING FROM SIDE OF POOL IN DIVING AREA.

CHILDREN USING SWIMMING AIDS FOR SUPPORT MUST BE PHYSICALLY ACCOMPANIED BY AN ADULT IN THE WATER.

NO WATER TOYS WILL BE ALLOWED IN THE POOL AREA AT ANY TIME, EXCEPT NON-GLASS GOGGLES AND SWIM FINS.

USE OF THE BABY POOL IS LIMITED TO CHILDREN 6 (SIX) YEARS OF AGE OR YOUNGER.

SWIMMING WHEN NO LIFEGUARD IS ON DUTY IS STRICTLY PROHIBITED.

POOL MANAGEMENT AND GUARDS HAVE FULL AUTHORITY TO CLEAR POOL OF SWIMMERS AT ANY TIME.

ONLY EMERGENCY PAGING WILL BE PERMITTED.

BICYCLES WILL BE RESTRICTED TO RACKS PROVIDED.

SECTION 10 - **Swimming Lessons**

Information on swimming lessons will be posted in advance of class dates and information concerning swimming lessons will be available at the Bathhouse office.

SECTION 11 - **Parking and Driving**

Members and guests will drive slowly and carefully on the driveways and parking areas of the Club grounds. MAXIMUM SPEED LIMIT IS 10 MILES PER HOUR. Pedestrians always have the right-of-way on the parking lots and approaches.

Members and guests, while using Club facilities, will park cars in the parking lots provided for that purpose, not on adjacent streets. Substantiated complaints of violation of this rule will be cause for 15 days suspension from use of the Club facilities.

Extreme care and due regard for others will be exercised in parking of cars. REMEMBER - Parking on adjacent streets while using facilities is PROHIBITED. In the event that both parking lots are full, come back later. THIS IS A USE PERMIT RESTRICTION.

Blowing of horns, except as necessary to avoid an accident, is not allowed. Children shall not be summoned by blowing of horns.

The signals of authorized persons directing traffic must be complied with upon entering or leaving the parking areas.

The blocking of entrances, driveways, fire hydrants, or places marked "NO PARKING" is prohibited.

Pets will not be left in cars in the parking lots. Leave them home.

Members and guests are requested to leave the Pool, Tennis Courts, Recreation Area and parking area promptly at closing time, so that attendants may secure the areas by 9:00 pm except as noted in SECTION 4, paragraph 1.

###### SECTION 12 - General

IT IS UNLAWFUL TO WILLINGLY DESTROY, DAMAGE OR REMOVE PROPERTY INCLUDING SIGNS, REGULATIONS, DECORATIONS, ETC. OR EQUIPMENT OR ANY TREE OR PLANT LIFE.

Members and guests will take care to avoid trespassing on private property adjacent to the Club grounds, and to be considerate of our neighbors in every way.

The presence of intoxicated persons or the bringing of alcoholic beverages in any form to the Club is strictly prohibited.

**FOOD, DRINK AND REFRESHMENTS MUST BE CONSUMED IN THE PATIO AREA OR THE PICNIC AREA ONLY.**

Abusive language will not be used while on Club property; talking back or arguing with members of the staff is prohibited.

Lost articles may be examined every morning by applying to the staff member on duty. They will be disposed of after one week, if not claimed.

Appropriate containers must be used for all debris. Please help KEEP YOUR CLUB CLEAN.

The management is not responsible for loss or damage to personal belongings, bicycles or automobiles on the Club grounds.

EXCEPT FOR EMERGENCIES, the Club telephone will not be used to deliver or receive messages to members on the Club premises. The pay phone on the patio is for personal calls.

SECTION 13 **– Picnic Grove**

The Vienna Woods picnic grove is for the use by the general membership and their guests. Reservations must be made through the pool management to assure availability.

**Alcoholic beverages of any kind are prohibited**. Those members or guests consuming alcoholic beverages will be asked to leave, forfeiting their deposit and reservation.

Reservations are for a two-hour maximum period.

Grills are not permitted.

1. Party Reservations

1. Party reservations are for the picnic tables only. The swings, sandbox and volleyball court are to remain available to the general membership. Vienna Woods has approximately:

4 rectangular tables holding 10-12 adults each in the lower area

6 rectangular tables holding 10-12 adults each and 5 hexagon-shaped tables holding 8-10 adults each in the upper picnic area.

Tables can be moved according to the party need.

1. Prior to Party

Call ahead or stop at pool office to register party. Inform office attendant of the following:

* 1. Date of party
  2. Number of people attending party
  3. Number of tables to reserve

1. Day of Party
   1. Stop at pool office to fill out “Picnic Grove Registration Form”. This is to include the names of all non-members who will be attending the party.
   2. Leave a $10 refundable deposit with the completed form.
   3. A member of the party must stay at front desk to welcome guests and sign them in.
2. Conclusion of Party
   1. Remove all trash on tables and surrounding area, placing it in dumpster in the parking lot.
   2. Replace trashcan liner with the one provided.
   3. Pay for guests according to Section 6 of the Rules and Regulations.
   4. The deposit will be refunded after all financial obligations and inspection of picnic area is completed.
3. Volleyball Court
   1. The volleyball court is to be used for the sole purpose of playing volleyball. The Volleyball can be rented from the office for a small refundable fee. This fee will be returned when the renting party returns the ball to the pool office.
   2. Do not hang onto, pull or destroy the net.
   3. In the event that the ball goes over the fence and into the woods, it is the responsibility of the renter to assure that the ball is returned.
   4. AT THE CONCLUSION OF THE GAME ALL PERSONS PLAYING VOLLEYBALL **MUST** SHOWER TO REMOVE ALL SAND BEFORE GOING INTO THE POOL.

###### SECTION 14 - Tennis

# A. General Procedures

1. The tennis courts will be monitored all day on weekends from May through September. **PROOF OF MEMBERSHIP SHALL BE REQUIRED BEFORE USE OF THE COURTS IS PERMITTED.** All members shall sign the registration book. Registration shall consist of full name and share number.

2. Members bringing guests shall submit guest tickets (one coupon or ticket on

weekends and holidays) to the court attendant for each guest, permitting the guest access to the tennis facilities for the day if the guest is accompanied by a member. Guest tickets shall be required at all times and will be strictly enforced. Each guest must be registered in the registration book. Entries will be: guest's name, sponsoring member's name, and sponsoring member's share number. When courts are not monitored, members are required to turn in guest tickets to the registration desk at the pool during the pool season.

3. Any dispute regarding use of the tennis facilities will be resolved by the court attendant. Any abuse of the rules or the facilities should be brought to the attention of the court attendant, tennis pro, tennis director or pool manager.

B. Use of the Tennis Courts

1. Reservations - During the pool season, all courts are reserved at the tennis pro shop or with the court attendant up to seven (7) days in advance. Any member holding a reservation cannot make another until the scheduled reservation is used or cancelled. Repeated failure to use or cancel reservations could lead to a suspension of the privilege. Same day reservations must be made at the courts. The pro shop phone number is 281-0458.

2. Tennis shoes must be worn on the courts. Play is limited to one hour of singles or one and one half hours of doubles when other members are waiting. Reservation time limits are the same as the time limits for singles and doubles. Members are requested to vacate the courts voluntarily when their time is up if others are waiting.

3. Junior players - Junior Players (anyone under the age of 16) except when playing with a senior player, are to vacate the courts after 5:00 pm on weekdays whenever senior players are waiting to play.

## BOARD OF DIRECTORS

Last amended May 2023