

**MALLORY COUNTRY CLUB
POLICIES AND PROCEDURES
2009**

A. POOL OPENING AND CLOSING

The pool will open on Saturday, May 23, 2009 at 4:00pm.

The pool will close on Monday, September 7, 2009 at 10:00pm.

Only Opening Day Party registrants will be allowed into the facility at 11:00am on May 23, 2009.

B. FRONT DESK REGISTRATION

- All members must sign in at the front desk upon arrival.
- All Guests must be registered at the front desk upon arrival.
- NO CASH OR IOUs will be accepted at the front desk.
All payments must be made by check or money order.

C. OPERATING HOURS * (Pool closes 30 minutes before facility).

*Exceptions for special pool functions, swim meets, swim team practices, etc.

1) <u>General Operating Hours:</u>	05/23/09 – 06/12/09*	06/13/2009 – 09/07/09
Monday – Thursday	12:00pm – 8:00pm	11:00am – 10:00pm
Friday	12:00pm – 10:00pm	11:00am – 10:00pm
Saturday & Holidays	10:00am – 10:00pm	10:00am – 10:00pm
Sunday	10:00am – 9:30pm	10:00am – 9:30pm

**June 10, 2009 the facility and pool will close at 5:30pm for a VBSL training clinic.*

**June 11, 2009 the facility will stay open until 10:00pm for Men's Volleyball.*

2) <u>Adult Swim:</u>	06/13/09 – 08/01/09	08/02/09– 09/06/09
Monday – Friday	7:00am – 7:55am	07:00am – 10:00am
Saturday & Sunday	09:00am – 10:00am	09:00am – 10:00am
Daily	6:15pm – 6:45pm	06:15pm – 6:45pm
	10 minutes every hour (between minutes 50 and 60)	

Adult swim is for swimmers age 16 and older.

Weekday early morning adult swims are for swimmers only.

Parents may not to bring children to the early morning adult swim sessions.

Additional adult swims may be called as needed and determined by the staff.

A Lap-Lane Line will not be left in during the day.

4. Inclement Weather/ Unforeseen Conditions:

If the facility closes due to inclement weather, the facility will re-open if all hazards have passed, all systems are functioning properly, adequate staff is available, and the pool and grounds are free of storm debris. Hours are subject to change due to weather and other unforeseen circumstances. Members may be asked to leave the grounds during severe storms.

5. Snack Bar: Snack bar hours will be posted by contracted service provider.

- 6. Swim Team Practice:** The Swim Team will use the pool for practice:
Monday – Friday 8:00am – 11:00am and will use several lanes Monday – Thursday afternoons from 3:15pm – 6:15pm.
The swim season concludes August 1, 2009 with the All-Star Meet.

D. GENERAL PROCEDURES

1. All persons using the pool and other Club facilities do so at their own risk. The Club will not be responsible for any accidents or injuries connected with such use. During inclement weather, the pool manager or assistant manager may close the facility at

- their discretion and require all members to vacate the facility. The Club will not be responsible for any weather related accidents or injuries.
2. The Club will not be responsible for any loss, theft, or damage to personal property of members or their guests.
 3. Defacing or damage to Club property, caused by members or their guests, will be charged directly to members involved.
 4. Entrance into Mallory Country Club facilities, except during posted hours, may result in arrest and prosecution for trespassing, as well as termination of privileges.
 5. Members failing to register guests and/or pay guest fees will be asked to leave the club facility and may be subject to suspension by the board.
 6. An adult must accompany children under eight (8) years old at all times.
 7. After 6:30 PM, children under fourteen (14) years old must be accompanied by a family member sixteen (16) years or older or supervised by an adult. Adults who will be supervising children 14 years old or under that are not a member of their family must sign in at the front desk by 6:15 and provide the name(s) of the children that will be in their care. If the adult leaves the facility all children under the age of 14 in their care must also leave the facility.
 8. The following items will not be permitted at the facility: animals, glass, chewing gum, skateboards, scooters, Heelys, roller-blades, squirt guns or water projection toys, and bicycles (Except for walking bicycles and scooters to and from bike racks).
 9. A diaper changing area has been provided across from the men's restroom. A special trashcan will be available for diapers only.
ONLY CHANGE DIAPERS IN THE DESIGNATED CHANGING AREA.
CHANGING DIAPERS ON PATIO TABLES IS NOT PERMITTED.
 10. The following areas are off limits for recreational play:
 - a. The deck adjacent to the Snack Bar
 - b. Volleyball courts (Except for supervised organized games – DO NOT HANG ON NETS!)
 - c. Bamboo Area
 - d. Hose/Shower across from the water fountain.
 11. Members shall not promote, encourage, or provide alcoholic beverages to any person under the age of twenty-one (21) years old. The Board of Directors reserves the right to terminate the privileges of any member and/or his/her family should the provisions of this paragraph be violated.
 12. **ABC RULES AND REGULATIONS:**
In order to meet the requirements of the ABC Board's Rules and Regulations, and to preserve our ability to bring alcohol onto Club property, all adult club members must strictly abide by the following:
When bringing alcohol (Beer, Wine or Liquor) into the club:
 - a) Label ALL Coolers
 - b) Label ALL Alcohol Containers
 - c) Never Leave Alcohol UnattendedAnyone who does not follow the above mandates will be asked to leave the facility immediately. A failure to follow this request may result in a suspension of membership. An ABC Manager must be on site during normal operating hours. A list of ABC Managers will be posted at the Club entrance.
 13. Smoking is not permitted on the Pool Deck or underneath the Pavilion.
 14. Running, pushing, wrestling, or other disturbances will not be tolerated.
 15. All equipment brought into facility must be approved by management before use.
 16. A wireless DSL connection will be available for member use on the club grounds (300-yard access from the office). It will be non-secure. Members utilizing this service for inappropriate uses will be asked to leave the facility. Failure to do so may result in membership termination.
 17. Everyone is requested to place a towel over chairs or lounges to prevent oils and lotions from destroying the furniture.

18. Each member is responsible for placing his/her trash in the appropriate containers.
19. Each member is responsible for cleaning their table or sitting area before leaving the grounds. Cleaning supplies are available by the front entrance.
20. All trays must be returned to the snack bar after use.
21. Advertisement: It is the policy of Mallory Country Club not to advertise for any person or event except for those specifically sponsored by the Club. No notices will be posted for Club members or non-Club members for outside activities, employment, sales, etc., and lists or groupings of email addresses compiled by the club management, Board of Directors, or swim team for use by the club or swim team shall not be used for notices for outside activities, employment, sales, solicitation, etc.

E. MAIN POOL DISCIPLINE AND USE

1. Pool personnel (AAA Management, Club manager, lifeguards) contracted by the Board of Directors have full authority to manage and operate Club Facilities.
2. Management will have full authority to refuse admission into the swimming pool when, in their opinion, a safe maximum has been reached. (25:1 Ratio Maximum)
3. No swimming will be allowed unless lifeguards are on duty stands. No diving off the diving boards will be permitted unless specifically authorized by lifeguards on duty.
4. Non-swimmers will not be allowed to use the diving board or swim in deep water while using flotation devices. A swim test must be passed before deep water swimming and diving board use will be allowed. All swim tests will be administered by lifeguards only.
5. Management will have full authority to regulate pool hours when unsatisfactory conditions exist.
6. Unnecessary conversations with lifeguards or other pool personnel who are on duty should be avoided to insure the safety of the members. This includes the front desk area.
7. Front desk is for AAA staff and lifeguards only. No children are permitted behind the front desk at any time.
8. No children are allowed in the guard shack.
9. Children who are not toilet-trained are not allowed in the main pool without a pair of rubber pants with elastic leg openings worn over a disposable swim diaper.
10. Persons with communicable, infectious diseases, or wearing tape or bandages will be prohibited from using the pool.
11. Persons entering the pool shall be clean and have bathed or showered within a reasonable time before entering the pool. Persons entering the pool after being in sand or playground areas are required to shower before entering the pool.
12. Management has full authority of the Board to discipline all children at the Club facility. This action can include expulsion from the pool for a designated period of time. Parents present at the pool shall be responsible for the conduct and proper discipline of their own children, both swimmers and non-swimmers.
13. Parents are responsible for the safety of their children in and around the pool.
14. "Appropriate swimwear" must be worn at all times while in the pool. "Swimwear," is clothing specifically designed and made to be worn while swimming. "Swimwear" is not socks, shoes, sandals, cut-off shorts, athletic shorts, jeans, t-shirts, tank tops, street clothes and other clothing not designed and made to be worn for swimming. A member may request the permission of either the Pool Manager or the Board to wear clothing other than "swimwear" for special reasons.
15. Members may be fined (amount to be determined by the board) or their membership may be suspended (at the discretion of the board) if a family member is identified as a repeat offender regarding fecal elimination in the pool.

F. USE OF BABY POOL

1. The Baby Pool is to be used only by children under six (6) years of age.
2. Children who are not toilet-trained are not allowed in the baby pool without a pair of rubber pants with elastic leg openings worn over a disposable swim diaper.
3. Lifeguards are not on duty in this area. Parents must supervise their children at all times.

G. USE OF PAVILION AND GAS GRILLS

1. The pavilion should be protected against all damage. The same is true of all furnishings and fixtures within the pavilion area. Members utilizing the pavilion must be respectful of others around them.
2. The gas grills are provided for the use of adult members. Rules of operation will be posted and must be observed by all members utilizing the grills.
3. The grills are operated by a master switch, which must be turned on by the Pool manager or his/her representative. Any questions concerning the operation of these grills should be directed to the Pool Manager or his/her designee.

H. USE OF PLAYGROUND

1. The playground apparatus is only to be used by young children (10 AND UNDER), excluding swings.
2. Mallory Country Club will not accept responsibility for accidents or injury occurring on or around the play apparatus.
3. It is the responsibility of each parent to supervise children on the equipment. The Pool Staff and Board are not responsible for supervision of the playground.
4. Sand is not to be removed from the play area. Sand may not be thrown for any reason. Children must shower sand off before entering pools.

I. EQUIPMENT SIGN-OUT:

Equipment can be checked out at the front desk. A \$1 deposit is required and will be returned when equipment is returned to the front desk in good condition. All damaged, lost or non-returned equipment will be the responsibility of the member family.

J. GUESTS AND GUEST RATES

1. Members failing to register guests and/or pay guest fees will be asked to leave the club facility immediately and may be subject to suspension by the board.
2. All guests must be signed in at the gate by an adult member (member 16 years or older.) However, adults do not have to remain at the pool with children over the age of 8 and guests over the age of 8 between the hours of 10:00 am and 6:30 p.m. After 6:30 p.m., guests under the age of 14 must be accompanied by a member parent.
3. Guest rates (see #8) must be paid by the member bringing the guest, prior to entering the facilities. The name and address of the guest may be verified by some form of identification (such as a driver's license).
4. Guests who live outside Norfolk City limits can use the facility on any day of the week.
5. Guests who reside in the City of Norfolk may use the facilities all day on Sunday, Wednesday and Friday, and after 6:00 p.m. on Thursday.
6. Mallory members will be restricted to two (2) guest families on any one day, unless pre-scheduled with the Pool Manager
7. Babysitters who are non-members are permitted to come to the facility when pre-registered by the member parent. The intent of the Babysitter Guest is to supervise

member children when parents are unavailable. Babysitters are not permitted to bring other guests, either adults or children.

8. An "In-House Guest" is defined as a relative or friend living in the house of a member family for all or some period of the summer. This person must not be eligible for Mallory membership because they do not live in Norfolk. Neighbors may not buy monthly passes.
9. Guest rates are as follows:
 - a. Babysitters \$30 per month (in advance) or \$3.00 per day
 - b. In-House Guest \$60 per month
 - c. Daily Rate \$5.00 - All Others
Children (up to age 3) Free
 - d. Guest Cards \$20 for 5 visits – No expiration date.
Regular guest policies apply

All guest fees must be paid by check or money-order.
No cash will be accepted. IOU's will not be accepted.
10. When a sponsoring member family leaves the Club facilities, their guests must also leave.

K. AUGUST MEMBERS – In the spring of each season, the Board will vote whether to allow those currently on the waiting list to become "August Members" as guests of the Board. If this is in the best interest of the membership for that season, those on the waiting list are invited to pay a monthly fee that is determined by the Board. August members may bring babysitters and guests as defined in the Policies and Procedures, Section K. They will be members from August 1st to the close of the season.

L. PARTIES

1. Private parties may be scheduled at the discretion of the pool manager. Parties will be limited to accommodate the Club's normally scheduled activities. Please contact the pool manager at 623-9741 to schedule a party. Reservation forms are available at the front desk. Party fees are listed below. Party fees must be paid at the time of registration.
2. All parties shall not exceed three (3) hours. All parties must end one (1) hour before closing time. Music must comply with city code.
3. Party fees:
(1 – 10) Guests/non-members - \$40.00
(11 – 20) Guests/non-members - \$60.00 (Possible lifeguard fees @\$10.00/hour may be incurred)
Parties with more than 20 Guests/non-members will not be permitted.
All party fees must be paid by check or money order. No cash or IOU's will be accepted.
A guest list must be given to the front desk by the day of the party.
No refunds will be given for paid party fees except for inclement weather cancellations.

M. USE OF VOLLEYBALL COURTS

1. Volleyball courts are not a play area. Soccer, baseball, and digging/playing in the sand are not permitted.
2. Hanging from the nets is not permitted.
3. Volleyball courts are only to be used for volleyball and other games approved by management.
4. Scheduled volleyball activities have priority over other activities on the court.
5. Adults have priority use over the volleyball courts.
6. No children are allowed on referee platforms.

N. COMMUNICATION WITH THE BOARD OF DIRECTORS:

Members are encouraged to communicate all comments directly with any member of the Board of Directors. You may also e-mail comments to mallorycc@cox.net