

OLD KEENE MILL SWIM AND RACQUET CLUB RULES

1. OPERATING RULES PROMULGATION

1a. Purpose. 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.

1b. Origin. 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.

2. COMPLIANCE WITH THE RULES. 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. The Club, its Board of Directors, the Pool Manager and pool staff, or Club independent contractors are not liable for:

- 3a. Any accident or injury to any person or their property,
- 3b. The loss or damage to any personal property, or
- 3c. The loss or damage to personal belongings, bicycles, or automobiles located on or near the Club's property.

4. MANAGERS AND STAFF. The Club contracts with a professional Pool Manager to operate the Club's pool facilities and manage pool staff, and enters into direct contracts with all other Club independent contractors. The Pool Manager, pools staff, and all Club independent contractors act at the direction of the Club's Board of Directors. Members should address any concerns regarding the activities of the Pool Manager, pool staff, or Club independent contractors with the Pool Manager or cognizant Board of Directors member.

- For concerns regarding the Pool Manager or pool staff, members may address concerns relating to pool staff only to the Pool Manager or the Director of Operations.
- For all competitive teams, members may address concerns relating to Club independent contractors only to the liaison to each competitive team or the Director of Competitive Activities.

All expressions of concern by any Member or guest must be made in a respectful manner. The Pool Manager has the authority and responsibility to expel any Member or guest from the pool facility who is not acting in a professional manner. 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 Board of Director. Any Member who contacts the pool management company directly

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regarding activities or facilities of the Club may be subject to disciplinary action by the Board of Directors.

5. GENERAL RULES

5a. Non-prescription drugs are prohibited.

5b. Pets are not permitted on the grounds of the Club. Seeing-eye dogs are exempt.

5c. Trash or refuse must be placed in trash containers.

5d. Vehicles, bicycles, motorcycles:

5d(1) Parking. Vehicles shall only be parked in authorized parking lanes marked by painted lines. Cars shall not be parked at an angle or spread over two spaces. Bicycle parking must be in the bicycle racks provided or in the immediate area if the racks are full. The Club is not responsible for bicycles. When bicycle racks are full and adjacent areas are used, the entire sidewalk area must be kept open for pedestrians. Members and their guests must be considerate of local neighbors and not park in front of private driveways or mail boxes.

5d(2) The speed limit on Club property for all types of vehicles and bicycles is 10 miles per hour or whatever lower speed is appropriate for conditions. Members should also observe this limit on the feeder road, Orion Court. 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". Speeding rule violations will be handled as any other violation and can result in permanent family suspension from the Club.

5d(3) Right of way. Pedestrians always have the right of way. Motorized vehicles shall always yield to bicycles.

5d(4) Bicycles or any other type vehicle may not be operated on grassy areas.

5d (5) Horn blowing is prohibited except as necessary to avoid an accident. Members in the bath house or pool area shall not be summoned to waiting cars by vehicle horns.

5d(6) Members and staff parking. Parking spaces are for use by members and Club staff only while using the Club facilities.

5e. Willful damage, destruction or theft of the Club's property shall be charged to the member responsible. Parents are responsible for costs charged to their children. Responsible members must pay for such damage or theft. Payment does not assure that membership suspension will not be invoked.

5f. Special Events. The Club's facilities may, under special circumstances, be used for special events. Only the Board of Directors can authorize such arrangements. If approved, notice of such events shall be posted at least two weeks in advance. Special rules apply while such events are in progress.

5g. Good Neighbors. All members and their guests must respect the property rights of homeowners or businesses in the immediate neighborhood of the Club. Lawns of nearby homeowners or businesses may not be used for shortcuts nor may their property be abused in any way. Violations of this rule may result in the suspension of Club privileges for a time to be determined by the Board of Directors.

5h. 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.

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5i. Lost and Found. The pool manager maintains a Lost and Found Facility. Articles found by Club members should be turned in to the manager or lifeguards on duty. Persons losing articles should describe them to the pool manager who, if satisfied of ownership, will return the article to the owner. Articles not claimed within 30 days are disposed of at the discretion of the Board of Directors.

5j. Loitering is prohibited on Club property including the parking lot, pool area and tennis courts. Members or guests must stay clear of the guard stations and not loiter at the check-in desk.

5k. Smoking is permitted in designated Club areas provided that the smoker disposes of the ashes and remains in an appropriate container. Designated areas are the parking lot and outside the pool entrance. There is no smoking inside the pool facility or tennis court outer fences.

5l. Rules Suspension. Under special circumstances, sections of the Operating Rules can be temporarily suspended by a quorum of the Board of Directors.

5m. A bulletin board will be maintained for Club and Club-related notices; the Director of Operations maintains the bulletin board at the pool facility, and the Director for Tennis maintains the bulletin board at the entrance to the tennis facility. Requests for notices should be addressed to the cognizant Director.

5n. Food and Drinks. Food and drink may be consumed in the picnic area; in the fenced area adjacent to the wading pool; and under the pavilion area by the tennis courts. Glass containers are not permitted anywhere in Club facilities.

5o. Other Vehicles. 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.

5p. Noise control. The control of noise in the Club facilities is essential. Managers, life guards and Club officers must use good judgment in effecting control of unnecessary noise.

5p(1) Loud, profane, vulgar or abusive language is not permitted on the Club's grounds. In the case of repeat violations, members or guests will be asked to leave the pool for the day.

5p(2) 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.

5p(3) Individual radios and tape players must be operated at a level not objectionable to others.

5q. 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. 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. 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.

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5r. Access to facilities when the Club is closed is prohibited except for authorized persons. Violators of this rule will be subject to laws of trespass--even if by Club members.

5s. Guests. Guest's privileges consist of admission to and use of the Club facilities by an authorized person who is not a Club member. Guests are subject to the same rules as members. A member assumes full responsibility for guests and may be penalized by infractions committed by the guest. 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. Day guests must be accompanied by an adult member upon check-in. 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. Refunds will not be provided. 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.

5s(1) Day Guests. Definition: Any person who is invited to use the Club's facilities by a member for one day. Day guests must be accompanied by member upon check-in.

5s(2) Overnight Guests. Definition: 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. Overnight guests must be accompanied by the sponsoring member at sign-in.

5s(3) Seasonal Guests. Definition: 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. Seasonal guests must be accompanied by the sponsoring member during their initial visit to the Club.

5s(4) Fees. Guest cards are sold at the bath house entrance, or may be purchased in advance from a member of the Guest Pass Committee. They must be purchased by check made out to Old Keene Mill Swim & Racquet Club, Inc. No other form of payment is accepted. The Club is not responsible for lost guest cards or passes. Guest passes that are purchased are non-refundable or transferable; however they can be used over several swimming seasons if the member remains in good standing with the Club. It is the membership's responsibility to keep the guest passes; the Club will not replace passes that are lost. Members who have terminated or who are on priority hold status may not use guest passes they had purchased.

5s(4a) 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.).

5s(4b) Overnight Guests: \$10.00 per person or \$25.00 per family per week or weekend, purchased in advance from a member of the Guest Pass Committee or at the desk from a pool staff.

5s(4c) Seasonal Guests: No charge. Such guests are included on the family membership registration card.

5s(5) "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

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encourage volunteerism, attendance at General Membership meetings, or early payment. At times, memberships may earn individual day guest passes by volunteering (one individual day guest pass for each volunteer activity, as determined by the cognizant Board Director) or through incentive plans offered by the Board of Directors. All earned individual day guest passes must be used in the same Dues Year.

5s(6) Guest Limitations

5s(6b) No limit exists for overnight guests.

5s(6c) Member adults may designate in writing for babysitters and minor members under 16 years of age to be at the pool unaccompanied. Because of the nature of their duties, babysitters may not participate in activities which would detract from their ability to perform their duties.

5s(7) Admittance Procedures. 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. This includes all guests to both the pool and tennis facilities during the season from pool opening to pool closing. 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.

5s(7a) Day guests: Day guests must be accompanied in person to the Club facilities by an adult member of the sponsoring membership. The member must present a guest pass to the pool staff, or purchase a guest pass by check prior to admittance. 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.

5s(7b) Overnight guests: Overnight guests must, on their first visit, 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. 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. Thereafter, overnight guests need not be accompanied by a sponsoring member, but must still present the guest card to the attendant. 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.

5s(7c) Seasonal guests. Seasonal guests must be included in the sponsoring family's annual membership form. If guests arrive after the sponsor family has already joined the Club, arrangements must be made with the Membership Director.

5s(8) Improper Registration. Guests fees collected for guests who are subsequently determined to be improperly registered are not refundable. Members who are found abusing the guest pass rules may be subject to penalties prescribed by the Board of Directors.

5s(9) Parties at the Club. 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.

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5t. Babysitters. Member parents may designate in writing, babysitters 13 years or older to accompany their children to the pool. 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. 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. Member parents must personally register the babysitter(s) for inclusion on the membership form. Sitters are expected to comply with Club rules and regulations.

5u. Day Care. The Board of Directors may make arrangements to allow members who are licensed with Fairfax County as Day Care providers to bring the children in their care. 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 file

5v. Admittance Refusal. 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. This decision may be appealed to the Board of Directors.

5x. All memberships must complete the Annual OKMSRC application for / Renewal of Membership form before first use of Club facilities. This form is available on the web-site, or at the pool. Memberships must mail completed form to the P.O. Box or drop off a completed form at the Club.

6. SWIMMING POOL RULES

6a. Hours of Operation

6a(1) Weekdays, normal

6:00 AM – 7:30 AM	Adult Long Swim Program
8:30 AM - 11:00 AM	Swim Team Practice
9:00 AM - 11:00 AM	Group Swimming Lessons
11:00 AM - 9:00 PM	General Swimming

6a(2) Weekdays, during school. When public schools are in session:

4:00 PM - 8:00 PM	General Swimming
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6a(3) Weekends and Holidays

11:00 AM - 9:00 PM	General Swimming (Holidays and Saturdays)
12:00 PM - 9:00 PM	General Swimming (Sundays)

6a(4) Swimming/Diving Meets. The pool may be used for scheduled swimming and diving meets. Notification concerning such use will be posted on the pool bulletin board as early as possible, but no later than 7 full days before the meet. Normally, meets will be held on Saturdays starting at 9:00 AM.

6a(5) Schedule Changes. The above hours of operation are subject to seasonal changes. Each season's confirmed hours of operation will be posted at the pool house.

6b. Closures. The pool will be closed for:

6b(1) Inclement Weather. All Club facilities must be cleared immediately when lightning and severe thunder indicate that an impending storm is present. Staff must also remove themselves from possible exposure after clearing the pool and pool area. Generally, Club facilities should remain closed 30 minutes after the last sighting of lightning or sound of thunder. Also, swimming will be halted during heavy rains when

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lifeguards are unable to see the main drain of the pool. If the air temperature falls to 69 degrees or below, the facility will be closed. Reopening the pool is at the discretion of the pool manager. 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. The pool will not be reopened after a temporary closure if there is less than one hour until normal pool closing time. A 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.

6b(1a) 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.

6b(2) Defecation/Vomit. 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.

6b(3) Maintenance and Other Reasons. The pool may be closed for routine maintenance, health conditions or other reasons deemed sufficient by the pool manager or the Board of Directors. Notification will be posted on the pool bulletin Board in advance if time permits.

6c. Health and Safety. The Pool Manager (or the head lifeguard on duty in the absence of the Pool Manager) shall have final and conclusive authority to enforce all matters relating to health and safety at the pool. The Pool Manager (or the head lifeguard on duty in the absence of the manger) may eject any persons failing to observe health and safety rules or otherwise conducting themselves improperly. 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. They may eject any persons failing to observe health and safety rules or otherwise conducting themselves improperly.

6c(1) Cleansing showers must be taken in the bath house before entering the pool.

6c(2) Glass is not permitted anywhere on Club facilities.

6c(3) Running, pushing, wrestling or causing undue disturbance anywhere on Club facilities is prohibited.

6c(4) Chewing gum is not permitted in or about the pool area.

6c(5) Food is not permitted in the pool, on the deck area immediately adjacent to the pool, or on the tennis courts.

6c(6) Swimmers' Health. 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.

6c(7) Body Fluids. Spitting, spouting of water or blowing noses, etc., into the pool or onto the pool deck is strictly prohibited.

6c(8) Sanitary Requirements. Children not completely toilet trained must wear tight waterproof pants over a cloth diaper or special swim diaper. No regular disposable

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diapers are allowed in pool. Toddlers without swim suits are not allowed in the pool. This may prevent accidental contamination of the pool.

6c(9) Swimming aids. Rafts, inner tubes, swim fins, water wings, life jackets, balls, etc., may be used only with the specific approval of the pool management. The equipment provided by the club is approved. This approval may be withdrawn at any time such approval impairs the safety or enjoyment of others.

6c(10) Linting Objects. Paper product diapers, cutoff swim suits, towels, etc., are not permitted in the pool.

6c(11) Proper Swimming Attire. All persons in the pool area are required to wear clothing appropriate for a family environment; thongs are expressly prohibited. 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.

6c(12) Unsafe toys, games and sports equipment are prohibited from the pool or tennis facilities. The pool manager may make specific exception to this rule if there are not many people in the pool. This exception may be withdrawn at any time.

6c(13) Swimming accessories -- face masks, snorkels, fins, etc. -- are not normally accepted. The pool manager may make specific exception to this rule if conditions permit.

6c(14) Lounge chairs and tables are on a first-come first- served basis. Lawn 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.

6c(15) 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.

6c(16) Wading Pool

6c(16a) Age Limit. Children age 6 and under may only enter the wading pool enclosure when accompanied by an adult or sitter.

6c(16b) Required Supervision. 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.

6c(17) Diving Board

6c(17a) Use Limit. Only one person may be on the ladder at a time and only one person may be on the diving board at one time. Excessive bouncing is prohibited. 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.

6c(17b) Closure. The manager may close the diving board when the pool is crowded in order that the membership and their guests may utilize the full area of the pool for swimming. The decision to close the diving board is the Pool Manager's alone; the Pool Manager may not close the diving board area for any purpose other than to relieve overcrowding for swimming.

6c(17c) Diving Interval. Divers on the board will not dive until the previous diver has reached the ladder.

6c(17d) General swimming is prohibited in the diving area when the diving boards are in use.

6d(17e) Inward Facing Dives. All inward facing or reverse dives are prohibited, except under the direct supervision of the Dive Coach. Members or guests at

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

6c(18) Qualifications for "Big Pool" use (pool area between lap lanes and diving boards). Adults and "Big Kids." 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. Children 12 years and younger must demonstrate appropriate proficiency, as defined by the pool manager, to swim in the "big pool." 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.

6c(19) Table Tennis. The tables for table tennis are not to be under the pavilion,
6c(19a) 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 permanent penalize any member who frequently abuses this rule.

6c(19b) A table tennis signup sheet is maintained in the guard's office. Equipment will checked out to the individuals scheduled to play next.

6c(19c) Sitting on the tables, or putting things on the tables (e.g. bags, drinks, food etc) is not permitted.

6c(19d) Loss or damaged equipment fines –

Ball - \$1.00

Paddles - \$6.00

Table Damage - \$100.00

6c(20) Shuffleboard. The shuffleboard game area rules are:

6c(20a) Equipment must be checked out with the pool 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 permanent penalize any member who frequently abuses this rule.

6c(20b) There will be a signup sheet by the guard's office. Equipment will checked out to the individuals scheduled to play next.

6c(20c) Loss or damages equipment fines –

Discs - \$3.00

Sticks - \$8.00

6c(21) Special Control Measures. The pool manager has authority to rope off certain areas of the pool and restrict the use of these areas to certain age groups.

6c(22) Bobby pins, barrettes, etc., are not permitted in the pool. Small objects clog the filter system and damage pumps.

6c(23) Lap Swimming. Two lanes will be roped off across the wide part of the pool for this purpose. When more than two swimmers are swimming laps, they will all swim in a clockwise direction (when looking down at the pool from above).

6c(24) Child Supervision Guidelines. The manager and staff on duty are considered supervision and paid by NV Pools accordingly. They are guidelines only. There may be situations, even within these guidelines, when it is not safe to leave a child unsupervised. Parents are ultimately responsible for making decisions about their child's safety.

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- There must be no emotional, medical, or behavioral problems which affect judgment or decision-making skills.
- Child must be comfortable being alone.
- Youth must have a safety plan worked out with the parent/caretaker, which includes:
 1. How to access parent or other responsible adult at all times (including knowing the parent/caretaker's whereabouts and having a telephone number where parent can be reached).
 2. What to do in case of emergency.
 3. Guidelines for acceptable behavior.
 4. Knowledge of emergency telephone numbers.
- Youth must demonstrate the ability to follow the safety plan and to make decisions that reflect concern for personal safety.

SUPERVISION GUIDELINES at the discretion of the Pool Manager

7 years &
under: Should not be left alone

8 to 10 years: Should not be left alone for more than 2 hours .

11 to 12
years: May be left alone for up to 3 hours.

7. TENNIS COURT RULES

7a. Conditions of Play

7a(1) Who Can Play. Only Club members, their children, and their guests are authorized to use the tennis courts.

7a(1a) Guests are permitted on the courts only when accompanied by a member. From May pool opening to September pool closing, the member must use a guest pass for each guest. Members may bring guests at no cost to use the tennis facilities during the extended tennis season from September pool closing to May pool opening, and must remain with the guest at all times. At all times, the member must ensure that the 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.

7a(1b) Children. Members bringing children in the tennis court area will supervise their children to ensure that they do not disturb play. 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. 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. Children 13 years of age and older may play tennis without an adult in attendance. At least one playing child must be a member.

7a(2) 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

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persons using the courts are members of the Club. Numbers can be verified at the pool desk.

7a(3) Locked Facilities. 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. Keys will be provided to members for a fee. The fee is non-refundable. Keys are available at the swim desk during regular pool hours. Keys should be returned to the Club when a membership is terminated. The gate must be kept closed at all times. Entry on the courts by any means other than the gate is prohibited. 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. Upon pool closing, the Pool Manager or representative will ask all tennis members to remove their cars from the parking lot so they can close the and lock the parking lot gate. Members can continue playing tennis but must move their cars outside the parking lot gate.

7a(4) Tennis shoes must be worn. No other footwear or bare feet are allowed.

7a(5) Restrictions. Tennis courts will be used for no purpose other than tennis. No equipment other than tennis equipment (e.g., field hockey, lacrosse, etc.) may be used on the courts.

7a(6) Etiquette

7a(6)(a) 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.

7a(6)(b) Loud, boisterous, obscene, or vulgar language is not permitted on the tennis courts. Good sportsmanship is expected at all times.

7a(6)(c) All waiting players must remain outside the enclosure.

7a(6)(d) Players are requested to keep the courts neat in appearance, free of leaves, trash, etc.

7a(6)(e) Players must relinquish their court without hesitation to the people with the next reservation at the end of the reservation period.

7a(6)(f) No food or beverage other than water is allowed inside the court area.

7a(7) 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.

7a(8) Play Time

7a(8)(a) Normal hours for tennis court play are from 7:00 AM to 10:00 PM.

7a(8)(b) 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.

7a(8)(c) 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. Unreserved time is when the courts have not been reserved.

7a(9) Playing Season(s)

Regular Season: Memorial Day through Labor Day

Extended Season Spring: April 15 through Memorial Day.

Extended Season Fall: Labor Day through October 15.

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7a(9)(a) The tennis courts will be maintained for play during the regular pool season.

7a(9)(b) During the extended season, the tennis courts will be maintained on a best-effort basis by the OKM Board of Directors or their designee.

7a(9)(c) The courts will be closed to play at all times except when opened by the Director for Tennis due to favorable tennis weather.

7a(10) 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.

7b. Reservation System. As it is not practical to have an employee in attendance at the courts to regulate tennis court use, the following reservation system is designated to be self-run and self-implementing.

7b(1) Reservations are required to play on Courts 1 and 3 except as provided elsewhere.

7b(2) Play Limit. Courts may only be reserved for one consecutive hour's play for singles. Courts may be reserved for a maximum of two consecutive hours for doubles.

7b(3) Making Reservations. 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.

7b(4) Reservation periods and usage period for Court 2 run for 60 minutes starting at the beginning of the hour.

7b(5) Late Arrival. 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.

7b(6) Unreserved Play. 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.

7b(7) OKM Adult Tennis Teams. Teams recognized by the Board are authorized to reserve 2 hours of practice time during prime hours during the team season only. 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. 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.

7b(8) Cancellation. Members are required to cancel reservations as soon as possible after it becomes apparent that the reservation will not be used. Cancellation is accomplished by crossing out the name/membership number on the reservation sheet and initialing beside the deletion.

7b(9) Additional reservations may only be made after the hour for which the first reservation was made is played.

7b(10) 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.

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7c. Rules Enforcement

7c(1) Tennis members are expected to generally supervise tennis court use.

7c(2) 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).

7c(3) Queries. 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.

7c(4) 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. Pool staff will not adjudicate disputes, make or delete reservations, or supervise the rules of play on the tennis courts.

7c(5) Violations of these rules may result in restrictions of an individual from court use at the direction of the Club's Board of Directors based on recommendations from the Tennis or Operations Director.

7d. Special Events. Courts may be used for special events, provided that a request is made to and approved by the Director for Tennis in advance. Announcements will be posted at the tennis courts by the Director for Tennis.

7e. 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.

7f. Ladder Rules. Ladders and ladder rules will be posted by the appropriate Ladder Manager.

7g. Lessons. Because of insurance and liability issues, all lessons for fees at Club facilities – both pool and tennis -- must be approved by the Board of Directors in advance. There are no exceptions. According to the contract with our pool management company, members are not authorized to provide swim lessons for fee. Again, this is because of insurance and liability issues. Swimming lessons are available from the pool management. These lessons require a fee which is fixed by contract between the management and the Club. Fee rates are posted on the pool bulletin Board. Dive and tennis lessons are offered within the competitive dive and tennis programs.

8. ENFORCEMENT

8a. All Club members must help enforce Club rules by complying with the spirit of the rules themselves.

8b. Direct enforcement of the rules at the pool rests primarily with the Swimming Pool Management Company. The Pool Manager is obligated to make on-the-spot decisions regarding health and safety matters. Members of the Board of Directors or the Director for Operations shall enforce rules in the absence of managerial personnel.

8c. 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.

8d. Disciplinary action will be administered as follows:

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8d(1) Serious violations or repeated minor suspensions will be handled by the Board of Directors. Disciplinary action may include, but is not limited to, temporary membership suspension, permanent membership revocation or probation.

8d(2) Minor Violations. The Pool Manager has explicit responsibilities to enforce the Club's rules and to prevent abuse of the Club facilities. The Pool Manager may suspend members for up to 24 hours. Suspensions of these durations require that a note, detailing the offense and the discipline, be sent to the offender's home if the offender is a minor. The note must be signed by a parent before the suspension is lifted. The Pool Manager shall provide copies of all such notes to the Director for Operations.