

**RIVER FALLS
COMMUNITY CENTER ASSOCIATION, INC.
MEMBER HANDBOOK**

INTRODUCTION

The River Falls Community Center is located at 7915 Horseshoe Lane in Potomac, Maryland. Our facilities include a well maintained clubhouse, large swimming pool with a diving well and slide, a separate fenced-in kiddie pool, six all-weather tennis courts, athletic fields, basketball courts, and children's playground.

Throughout the year, a full range of activities and programs are available to members including junior, men's and women's tennis teams, an active swim team, and social events for adults and children. Professional instruction for both tennis and swimming is available on a group or individual basis. The clubhouse has kitchen facilities and a community room suitable for members' parties and meetings.

Anyone interested in joining the River Falls Community Center Association ("RFCCA"), or in other specific information, should contact the Membership Chair of the Board of Governors of the RFCCA. The RFCCA website (www.riverfalls.org) lists the Board members' names, positions and contact information.

This Handbook presents RFCCA Rules and Guidelines for membership and the use of the tennis courts, pool, clubhouse, and grounds. Please keep this booklet for future reference. In the case of a discrepancy between this handbook and the RFCCA By-Laws, the By-Laws prevail.

RULES AND GUIDELINES FOR THE RIVER FALLS COMMUNITY CENTER ASSOCIATION

I. MEMBERSHIP

Classes of Membership

Class B Memberships shall be active, permanent, voting family memberships issued to residents of the River Falls neighborhood. Class B Memberships may be issued in the name of the owner(s) or in the name of the lessee(s) of the home. Membership shall be issued upon application, subject to availability of membership, and payment of an initiation fee and annual dues.

Class C Memberships shall be active, permanent, non-voting family memberships issued to non-residents of the River Falls neighborhood. Class C Memberships may be issued upon application, including sponsorship by one active Class B member, subject to availability of membership and approval by the Board of Governors, and payment of an initiation fee and annual dues in the same amounts as Class B members.

All resident immediate family members of a family unit holding a Class B or Class C membership and any one person accompanying and responsible for the member's eligible children enjoy full membership privileges.

The total number of Active Class B and C Memberships, combined, shall be limited to 448 families.

Only members who are current in their annual dues payment may use the RFCCA facilities or register for any RFCCA recreational program.

Conversion, Transferability of Memberships

Class B members that move out of the River Falls neighborhood may convert to Class C Membership status. Class C members that move into the River Falls neighborhood may convert their membership to Class B Membership status.

Neither Class B nor Class C Memberships are transferable.

Inactive Members

Members who have special, short-term circumstances such that they are not able to be active in RFCCA may seek to convert to Inactive Membership status by applying in writing to the Membership Governor before April 1. Inactive members pay a nominal dues fee. Inactive members are prohibited from using any RFCCA facilities and from

participating in RFCCA recreational programs or RFCCA sponsored functions. Inactive Class B members may not use any RFCCA facilities as the guest of an active Class B or C member.

Senior Members

Senior Membership is available to senior persons 65 years or older wishing to occasionally use the swim and tennis facilities. To qualify, Senior Members must be current members or previously must have been Active Class B or C members for at least ten years. Senior Membership privileges do not extend to children or any person, other than a spouse, living in a Senior Member household.

Senior members or their guests can use the swimming or tennis facilities for \$5.00 per person, per use, without limitation. Senior members may attend all RFCCA social events at the regular cost of the event.

Suspension and Revocation

The President or Membership Governor, upon notice, may terminate membership privileges if dues or any applicable late fees are not paid. The Board of Governors may temporarily suspend membership privileges for violation(s) of the RFCCA By-Laws or RFCCA rules; acts endangering the safety, health or well-being of members or their guests; failure to pay promptly for RFCCA property willfully or negligently damaged by a member, their family or guests; or failure to pay other indebtedness to the RFCCA promptly. Persistent or serious violations could lead to revocation of membership.

II. TENNIS

Use of Tennis Courts

Players do not sign up for a specific court time; instead wait their turn on a "first-come, first-served" basis.

Doubles may play for 90 minutes and singles for 60 minutes when other players are waiting.

Courts are for tennis play only. Skateboarding, scooters, hockey, lacrosse, soccer, bike riding and pets are prohibited on the courts at all times.

Adult Priority

Juniors (under 16 years of age) without adult partners must relinquish courts after 30 minutes of play to any waiting adults after 5:30 p.m., Monday through Friday, and any time on Holidays, Saturday and Sunday.

Team Practices and Team Play

The Tennis Pro schedules men's, women's, and junior team practices. Team practice sessions are posted in advance and have priority.

One court must remain open to members at all times.

Lessons

Only the RFCCA Tennis Pro and staff may conduct private and group lessons. The Tennis Pro may be reached at the RFCCA tennis office, 301-983-3202. No outside instructors are allowed.

Attire

Players must wear appropriate tennis attire, which includes a shirt for men and appropriate tennis shoes.

Conduct

Improper conduct on the courts will not be tolerated. Repeated incidents will result in loss of playing privileges.

Etiquette

1. All spectators must remain outside the fence.
2. No chairs are allowed inside the fence.
3. Walk behind players only when active play has stopped.
4. Retrieve balls from adjacent courts only when active play on that court has stopped.
5. No more than six balls may be used when adjacent courts are occupied, except on the teaching court (court 3) with the net drawn.
6. Drinks, except water, must be in closed, plastic containers. Players may not bring food onto the courts.

Guests

Guests must play with at least one RFCCA member per court. Residents of River Falls who are not members of RFCCA may not use the tennis courts as a guest. The host member must sign in each guest and present a guest pass card or pay appropriate guest fee at the tennis office or the swimming pool. Guest pass cards may be purchased from the RFCCA Membership Governor or the Swimming Pool Manager. Guest fees cover the use of both tennis and swimming facilities. Guest fees are established by the Board and are posted at the tennis office and the swimming pool.

Miscellaneous

Special events, such as round robins, etc., will supersede the standard rules. These events will be announced or posted prior to the activity.

Any questions regarding the rules of play, tournaments, etc. should be directed to the RFCCA Tennis Governor, the Tennis Pro, or their delegates.

During an electrical storm or at any other time in the Tennis Pro's or Swimming Pool Manager's or one of their designee's discretion, all players must leave the courts at once.

Tennis Pro - Tennis Office
(301) 983-3202

III. SWIMMING POOL

General

The Pool Manager is in charge of the pool at all times and is responsible for maintenance of order, cleanliness and safety of the pool and the adjacent property. The Pool Manager supervises all aspects of pool operation and enforces the rules and regulations established by the RFCCA Board of Governors. The Pool Manager may suspend anyone found violating these rules from pool privileges for a period not to exceed one day. Longer suspensions are permitted with the approval of a Board Governor. A guest asked to leave the pool forfeits the guest fee.

Every member must sign-in at the entrance each time he or she uses the pool.

No one with a communicable disease may enter the pool.

Running, pushing, wrestling, dunking, using abusive language, playing radios loudly or causing undue disturbance in or about the pool is prohibited and may result in the revocation of pool privileges.

At the Pool Manager's discretion, floats, appropriate pool toys, inner tubes, swim fins and masks with safety glass or other swimming accessories may be used in the pool.

Lifeguard chairs are "OFF LIMITS" to all unauthorized persons.

No pets are allowed inside the fenced area of the pool.

POOL HOURS

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| Memorial Day Weekend (Sat-Mon) | 10 a.m. - 9 p.m. |
| Tuesday after Memorial Day until end of Public School year | |
| Monday through Thursday | 2 p.m. - 8 p.m. |
| Fridays | 2 p.m. - 9 p.m. |
| Saturdays & Holidays | 10 a.m. - 9 p.m. |
| Sundays | 10 a.m. - 8 p.m. |
| Balance of season | 10 a.m. - 9 p.m. |

The Pool Manager will post deviations from this schedule in advance as well as lap swimming hours. Lap swimming will be available every morning Monday-Friday. At least one lap lane will be available for lap swimming when the pool is open for general use.

Swim Team

The pool will be open for swim team practice and scheduled lessons prior to the above opening times.

On some Wednesday evenings from approximately 5:00 p.m. until closing and on some Saturday mornings until approximately 12:00 p.m., the pool may be reserved for swim team meets. Subject to the approval of the RFCCA Pool Governor, lanes may be reserved for team practice during general usage.

Children

Except during group swimming lessons, a responsible adult or sitter (at least age 13) must accompany children under the age of 8 at all times. Regularly employed domestic helpers may accompany children to the pool. Children from age 8 to 12 must be accompanied by an adult or sitter (minimum age 13) until they have passed the Red Cross Beginners Swimming Test or other sanctioned test. Each non-parent sitter (13 or over) will be limited to two children as a responsibility and all three persons must stay in the same area of the pool. Each sitter must register in his or her name and the names of the children when signing in. No children shall use the deep end of the pool until they have passed the above-described swimming test.

Children wearing diapers and those who are not toilet trained may not enter either the main pool or the Kiddie Pool unless clothed in elasticized tight-fitting plastic pants (aka a swim diaper.).

Kiddie Pool

Children over the age of 6 may not use the Kiddie Pool. If a child swims in the main pool, they may not swim in the Kiddie Pool during rest period. Parents are responsible for their own children. No lifeguard will be provided.

Diving Area

No general swimming is permitted in the diving well when the diving boards are open. Only one person is allowed on each diving board at a time. No diving or jumping off a diving board is permitted toward the side of the pool and until the previous diver reaches the pool diving well ladder.

No general swimming or diving is permitted in the slide area when the slide is open. Only one swimmer is allowed on the slide at a time. All swimmers must obey posted rules for slide use.

Use of diving board(s) and slide are established by the guard(s) on duty and/or the swimming pool manager.

Food and Drink

No alcoholic beverages are allowed unless during an RFCCA Board-authorized adult function.

Food and beverages are permitted in designated areas.

No chewing gum is permitted in the pool or on the pool deck.

Glass containers are prohibited.

Waste baskets and containers for recyclables are available and should be used.

Smoking is absolutely prohibited on RFCCA premises.

Attire

All persons using the pool must be properly attired. No street clothes may be used as swimsuits and no street shoes shall be worn past the changing facilities. All persons must shower before entering the pool. Only plastic or unbreakable eyeglasses are allowed in the pool area.

Rest Periods

During the 15 minutes preceding each hour, only those persons 16 years and over may use the main pool. The Pool Manager may eliminate such rest periods at his or her discretion.

Guests

An RFCCA member must accompany guests at all times. Residents of River Falls who are not members of RFCCA may not use

the pool as a guest. The host member must sign in each guest and present a guest pass card or pay appropriate fee at the swimming pool. Guest pass cards may be purchased from the RFCCA Membership Governor or the Swimming Pool Manager. Guest fees cover the use of both tennis and swimming facilities for a single day.

No member may bring more than 20 guests at one time unless pre-approved by the Swimming Pool Governor. Groups of 10 or more must provide advance notice to the Pool Manager no later than 3:00 p.m. on the prior day.

Lessons

The Pool Manager, Swim Team coaches, and staff conduct private and group swimming lessons. No outside instructors are allowed. The instructors establish individual fees and schedules with approval of the Pool Manager.

Pool Rental

The pool may be rented only by RFCCA members for private parties during times that do not conflict with regular pool hours. Private rentals must end by 1:00 p.m. with quiet and orderly clean up completed as quickly as possible. Private evening functions at the pool are restricted to two per season (total, not per member) and are governed by the same rules and hours as Clubhouse evening parties. Arrangements must be made at least two weeks in advance with the RFCCA Pool Governor and the Pool Manager.

During an electrical storm or at any other time in the Swimming Pool Manager's or his or her designee's discretion, all swimmers must leave the pool at once.

Swimming Pool
(30 I) 299-7010

IV. CLUBHOUSE

Permitted Uses

Use of the Clubhouse shall be consistent with the terms of the special zoning exception granted by the County Board of Appeals. The RFCCA Board of Governors must approve questionable uses under the zoning restrictions.

Under the terms of the special exception, the Clubhouse may be used for educational and service activities and social functions.

Public meetings and advertising to the general public or the sale of tickets at the door are not permitted.

Restrictions on Use

Social functions at the Clubhouse are limited to one night per weekend – either a Friday or Saturday evening, but not consecutively, and a Sunday event ending no later than 8 p.m. Where a DJ or a band performs, amplifiers must be turned down at 11:00 p.m. and music must be turned off by 11:45 p.m. No music is to be set up on the patio terrace. Evening social functions will end by 12:00 a.m. with clean up quietly completed by 12:30 a.m. Civic and educational groups may meet until 11:00 p.m.

Outdoor private evening parties (non-RFCCA sponsored) are restricted to two per season.

The hours for RFCCA indoor/outdoor sponsored parties, Swim Team parties, and outdoor Private parties are governed by the same rules as the Clubhouse evening party functions.

Alcoholic beverages may be consumed in the Clubhouse only in connection with certain adult social functions. RFCCA does not have a liquor license.

Proof of homeowner's/liability insurance coverage by the sponsoring member is required for all functions serving alcoholic beverages or involving 40 or more people.

The occupancy limit of the Clubhouse is 126 people.

RFCCA-Sponsored Functions

Residents of River Falls who are not members of RFCCA may not attend RFCCA-sponsored functions as guests. The two exceptions to this are the Memorial Day Opening Day picnic and the 4th of July picnic (sponsored by CARF). Both of these events are open to the entire neighborhood.

No person shall incur financial obligations in the name of RFCCA in connection with functions in the Clubhouse unless they receive prior authorization by vote of the RFCCA Board.

Clubhouse Operation

The RFCCA Clubhouse Governor manages the Clubhouse and schedules all functions and uses of the Clubhouse. The Clubhouse Governor shall control the loan and use of keys and collect a rental fee and security deposit against damage, repair and clean up. The

Clubhouse Governor shall give preference to RFCCA-sponsored functions in scheduling events.

Those using the Clubhouse shall be responsible for leaving it clean, orderly, and secure and for the removal of trash and other refuse. The Clubhouse Governor shall approve the condition of the premises after each use and may assess the user with costs of clean up.

An RFCCA Board Social Chair shall be on the premises at all times when the Clubhouse is occupied in connection with RFCCA-sponsored functions and shall be responsible for possession and return of the keys.

V. GROUNDS AND SECURITY

The following rules apply to all RFCCA grounds and facilities:

Only RFCCA members and their guests are permitted to use the facilities, fields and green spaces. RFCCA property is not River Falls neighborhood property. Contact the Grounds Governor regarding the rental of the athletic fields and grounds.

RFCCA grounds are closed to everyone after dark, except for those persons attending an RFCCA-approved special event. No persons shall congregate after closing on any RFCCA grounds. Please instruct and encourage your family to use RFCCA facilities properly, to report suspicious activity, and, if appropriate, to contact the police for their immediate attention.

Pets are allowed only on RFCCA's paved and grassy areas, outside of the pool and tennis courts and must be restrained and thoroughly cleaned-up after.

Place trash in designated trash containers and help clean up after others.

Park cars and bicycles in designated areas. Do not park in the basketball court area unless directed to do so. Vehicles are not permitted on any of the RFCCA fields or courts.

Smoking is not permitted anywhere on RFCCA grounds.

We encourage all RFCCA members with suggestions or ideas for improvement to contact any member of the Board of Governors. We appreciate your support and input and look forward to the continued enjoyment of our facilities. Contact information can be found at www.riverfalls.org.

The Board of Governors