

Clifton Meadows Swim & Tennis Club

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Club Rules (“Rules”)

(Revised April 2019)

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I. PURPOSE

The purpose of these Rules of Clifton Meadows Corporation (“Corporation”), operating as Clifton Meadows Swim & Tennis Club (“Club”), is to:

- 1.) Promote a SAFE, CLEAN, and FUN environment at the Club;
- 2.) Protect Club property; and
- 3.) Educate Club members and clarify their knowledge and understanding of procedures in place.

II. GENERAL RULES

The Club facilities are operated under the direction of the Club Manager, his/her assistants and staff, and the Board of Trustees.

The use of the Club facilities shall be governed by these Rules and the Code of Regulations (“Bylaws”) adopted by the Board of Trustees, and such additions and changes as the Club Manager and/or Board of

Trustees shall from time-to-time make known to the membership by personal instruction, signs, or notices placed in the clubhouse, or on the Club bulletin board or Club website.

Only if each Club member cooperates can safe and pleasant recreation be assured for all and the Club is made a desirable adjunct to the community. Members are expected to educate themselves, their children, and their guests, on the Rules of the Club, and are expected to observe the Rules and obey the instructions of the Club Manager and his/her staff.

All persons using the Club facilities do so at their own risk. The Club will not be responsible for loss or damage to any personal property at any time. The liability of any property damage caused by a member or guest will be charged to the responsible member. The Corporation shall not be responsible for personal or bodily injury when Club management personnel are not on duty.

For safety reasons, parents are responsible for the care and supervision of their minor children at the Club at all times. Very young or immature children may not be left unsupervised at the Club. All members with minor children must have on file with the Club their home, work and emergency phone numbers for use during emergencies and during inclement weather closings. The Club Manager and his/her assistants shall be vested with broad discretionary authority in the enforcement of this rule.

III. RESPONSIBILITIES AND AUTHORITY OF THE CLUB MANAGER

The Club Manager on duty is responsible for all phases of Club operation, including but not limited to, responsibility for maintenance, cleanliness, safety, order and administration and application of the Club Rules. He/She shall have final and conclusive authority to enforce these Rules. In addition, he/she is authorized to restrict any action on the part of Club users which, in his/her judgment, may be prejudicial to general health and safety, or destructive to Club property. The Club Manager shall have the authority to suspend any member or guest for one complete day and repeated offenders will be referred to the Board of Trustees.

DIRECTIONS AND ORDERS ISSUED BY THE CLUB MANAGER AND/OR HIS/HER ASSISTANTS MUST BE FOLLOWED BY ALL MEMBERS AND THEIR GUESTS. Failure to comply may result in the immediate suspension of the offending member and/or guest from all use of the Club facilities. Such action shall be reported to the Board of Trustees which shall take further action as may be necessary.

Continued misconduct shall be grounds for dismissal from membership and all fees shall be forfeited. Dismissal actions may be made only by the Board of Trustees in accordance with the Bylaws of the Corporation.

IV. CLUB SEASON

The Club season will be from the Saturday before Memorial Day to Labor Day. This may be extended at the discretion of the Board of Trustees. The Club hours will be posted on the Club bulletin board and/or Club website. A member of Club management and/or staff will be in attendance during the Club season hours of operation.

The tennis courts are available for use all year with the appropriate membership (i.e., all active members during the Club season, and during the offseason all active members who have purchased an annual tennis court key or who have purchased an Offseason Tennis Membership).

The Club may be closed earlier than posted hours at the discretion of the Club Manager on duty due to safety considerations (e.g., inclement weather, staffing levels etc.).

V. ADMISSION TO THE CLUB

The Club is a private Club for the use of its members. Admission to the Club by its active members and their guests is only permitted during the Club season and offseason as defined in Section IV of these Rules. Any other use of the Club property is considered trespassing and all violators will be prosecuted.

A. Active Members

Active Family, Individual, Vested, and Honorary members may access the Club by registering at the front desk upon entering the Club.

No child (guest or member) nine (9) years or younger will be allowed on the Club grounds unless accompanied by a parent, responsible adult, or babysitter (13 years or older).

B. Guests

Guests must be accompanied by a host member and the host member shall enter his/her own and his/her guests name in the guest register at the front desk upon entering the Club.

Guests are subject to the Club Rules and Code of Regulations (“Bylaws”).

A fee must be paid for the guest’s use of Club’s facilities by the host member. Guest fees will be posted on the Club bulletin board and/or Club website. Guest fees are payable at the time of entrance to the Club or an additional fee, as fixed by the Board of Trustees and posted on the Club bulletin board and/or website, will be applied to bill the member for their guest fees.

Children under thirteen (13) will not be permitted to sign in a guest.

A guest is defined as any individual not a permanent and related member of the immediate household of a Club member. Guests include: household domestic workers; babysitters and temporary or permanent caregivers; seasonal and temporary house guests; related family members, including grown children, not living under the same roof as the Club member; family members temporarily visiting a Club member; and tenants and roomers.

Guests are limited to ten (10) visits to the Club per season, regardless of the sponsoring member. Guests on the waiting list for admission to the Club are permitted fifteen (15) visits per season at the applicable guest fee.

Any member failing to register a guest brought to the Club or supplying false information as to such guests, may be suspended from all Club privileges for such time as the Club Manager, under the direction of the Board of Trustees, may decide.

Abuse of guest privileges by any guests shall be brought to the attention of the Club Manager, who may bar the offending person from the Club grounds until the Board of Trustees otherwise directs.

C. Groups and Parties

Members may, from time-to-time, desire to bring as their guests, groups of two or more persons, social clubs, church committees, etc. Under this classification, the sponsoring member shall request permission for such parties or group gathering, on a form prescribed by the Club Manager or Board of Trustees, from the Club Manager or Board of Trustees.

A sponsoring member must be in attendance the full time of the party or gathering.

Fees for such parties or group gatherings will be posted on the Club bulletin board and/or Club website and are payable in advance.

Guests are subject to the Club Rules and Code of Regulations ("Bylaws").

Use of the tennis courts is governed by tennis rules and availability of courts.

D. After Hours Events and Parties

Arrangements and approval for any use of the Club after posted hours must be made in advance with the Club Manager and the Board of Trustees. A written proposal request to the Club Manager and the Board of Trustees must be made a minimum of three weeks in advance of any such use of the Club.

VI. USE OF CLUB FACILITIES AND SERVICES

A. General Club Use Rules

1. Members and guests shall treat the facilities of the Club as they would their respective homes and yards.
2. Conduct unbecoming a member or guest in the use of the grounds or facilities shall be brought to the attention of the Club Manager, who shall suspend the offending persons from the use of the Club, as directed by the Board of Trustees. Continued misconduct shall be grounds for dismissal from membership and all fees shall be forfeited.
3. The Club Manager, under the direction of the Board of Trustees, may from time-to-time, designate certain area as OFF LIMITS to members and guests. OFF LIMIT SIGNS shall be posted and be due notice to all concerned. This rule is for safety purposes and to permit management to repair or recondition facilities and athletic fields on the grounds.
4. Provisions will be made for the disposal of trash and debris and each member shall police the area and tables used for picnic or other purposes by his/her family and their guests. Appropriate receptacles should be used for all trash and recycling.
5. The Club Manager shall make such rules as are necessary for the use of the snack bar facilities.
6. Rules governing the use of all telephones located on Club premises will be posted in the clubhouse. The Club Manager or his/her assistants may restrict the use of all telephones.

7. No wheeled vehicles are permitted on the grounds other than in the parking area. Wheeled vehicles are to be parked upon arrival. Driving to the picnic area is prohibited. Parking in front of the walkway to the clubhouse is prohibited as this area must be kept open to provide access for emergency vehicles and deliveries to the clubhouse.
8. Except for the use during Club hours of bicycles or non-motorized scooters to enter or exit the Club grounds solely on the Club's asphalt driveway, no skateboarding, bicycle riding, roller blading or skating, or scooter riding is permitted on Club grounds. All bicycles and scooters must be parked in the racks provided and it's recommended that all such parked equipment be locked securely to the rack.
9. Do not blow your horn in the parking area. Walk into the clubhouse or pool area to pick up your children. Do not double park or cause other obstruction of the parking or approach areas.
10. The club house and grounds shall not be used for political purposes.
11. No subscription paper for private purposes shall be circulated, nor any article exhibited for sale, at the clubhouse and grounds, except by the Club itself.
12. Annual dues and fees are payable as fixed by the Board of Trustees and posted on the Club bulletin board and/or Club website.
13. No fireworks are permitted on Club grounds.
14. No smoking is permitted in Club facilities or on the Club grounds.
15. No firearms or weapons are permitted on Club grounds. A valid concealed carry permit does not authorize anyone to carry a concealed weapon onto Club grounds.
16. Anyone who has dues and fees outstanding by the opening of the Club, will be refused admittance and usage of all facilities. This includes all members of the family.
17. No animals or pets of any kind are permitted on the Club property.
18. Members are required to report to the Club Manager or his/her assistants any individual using the Club facilities who is neither a member nor a paid guest. Any person found illegally using the Club facilities shall be barred as a guest for up to one (1) year at the discretion of the Board of Trustees.
19. Intoxicated persons shall not be permitted on the Club property.
20. Any member who knowingly allows his/her membership to be represented by another person will lose club privileges for up to one (1) year at the discretion of the Board of Trustees.
21. Any member who does not register his/her guest will lose club privileges for up to one (1) year at the discretion of the Board of Trustees.

22. The use of glass containers is prohibited on the pool decks and discouraged in other areas of the Club because of the danger of broken glass.
23. Alcohol brought onto club premises shall be "BYOB" by members and appropriate guests. No alcohol shall be sold or served by the Club at any time. The following applies to alcohol brought onto the Club grounds:
 - a. In accordance with Ohio Law, no alcohol may be consumed by any person under twenty-one (21 years) of age.
 - b. All alcoholic beverages must be consumed within the reasonable proximity of the picnic area, and never at the clubhouse, on the tennis courts, in or near the pools or on the pool decks.
 - c. All alcoholic beverages must be poured into plastic containers and containers must be disposed of in trash bins or recycling containers, never in receptacles connected to water dispensers.
 - d. No persons may swim in any of the pools if they have consumed alcohol.
 - e. The Club Manager and his/her staff shall have the absolute authority to remove any person, in their sole discretion, who becomes intoxicated or behaves inappropriately and/or offensively due to alcohol consumption.
24. Use of the horseshoe pit is restricted to adults (18 years or older).

B. Pool Rules

1. Pool Schedule: The pool hours will be posted on the Club bulletin board and/or the Club website. Hours are subject to change at the discretion of the Club Manager on duty.
 - a. Swim team practices and swim meets have priority over the lap/racing pool. When not in use by the swim team, adults have priority use of the lap/racing pool as may be prescribed by the Club Manager and his/her staff and posted on the Club bulletin board and/or Club website.
 - b. Diving team practices and dive meets have priority over the dive pool.
 - c. Group swimming lessons will be offered during the week without charge. A schedule for group swimming instructions will be established and posted on the Club bulletin board and/or Club website.
 - d. Private swimming lessons may be given for a fee during off-peak hours by arrangement with the Club Manager or his/her assistants and staff.
 - e. The pools will be closed during inclement weather at the discretion of the Club Manager on duty. The pools may be closed for maintenance or reasons involving health and safety as determined by the Club Manager on duty. Where the need for

such action can be foreseen, advanced notice will be posted on the Club bulletin board, and otherwise, announced as circumstances permit.

2. Pool Rules:

- a. Parents must closely supervise their children at all times. It only takes seconds for a child to drown. Your child's safety is your responsibility.
- b. Non-swimmers should wear an approved portable flotation device (PFD) or lifejacket.
- c. Lifeguards shall be on duty at all times from opening to closing time. No person shall use the pools unless they are officially open and a lifeguard is on duty.
- d. The lifeguard on duty may require tests of anyone swimming in the pool, if in his/her opinion, the safety and well being of the swimmer requires such action. Members are encouraged to introduce their young guests to the pool manager on duty.
- e. Approved life jackets with a strap between the legs are permitted when a parent is directly supervising a child and is within an arm's length reach of the child.
- f. Children who are not potty trained must wear diapers to enter the pool.
- g. Bathers must wear bathing suits or trunks. Cut-offs or blue jeans are not permitted. This is a "family" club and members and their guests are expected to dress accordingly.
- h. Pushing, running and roughness are prohibited. Foul or abusive language will not be tolerated. Lifeguards have been instructed to enforce these Rules and they have been directed to take such disciplinary action, including suspension of swimming privileges, as necessary, to ensure safety and security. No excessive splashing to the discomfort of others, especially adults, in or out of the pool, is permitted. No pushing into water; no out-of-water tag; no swimming or diving from sides of the diving area except during lifeguard approved open swims.
- i. Permission must be obtained in advance from the lifeguard in charge for the use of water wings, rafts, inflatable toys, and balls of all kinds. Permission shall be refused if, in the opinion of the lifeguard, the use of such items will interfere with the pleasure of other members present. Rubber inner tubes are prohibited.
- j. Toys may be used in the wading pool, but toys which might cause injury to other children are not permitted.
- k. Use of wading pool shall be limited to children under 7 and only with constant adult supervision.
- l. Diving shall not be permitted in water less than 5 feet in depth.

- m. No breath-holding games, contests or prolonged underwater swimming is permitted at any time.
- n. Diving well:
 - i. No swimming or wading shall be allowed in the diving well of the pool when people are using the diving boards.
 - ii. Only one diver on a board at a time. Those waiting must remain on the deck until the diver in front of them has left the board.
 - iii. Divers must swim on their own to the nearest ladder once they have completed their dive.
 - iv. Divers must wait until the previous diver has reached the pool ladder before executing their drive.
- o. Eating and drinking in the pool area is not permitted. Glass articles must be kept out of the pool area and shower rooms.
- p. Several lanes of the lap/racing pool may be roped off on occasions to permit lap swimming in this area. Stay clear of these lanes unless you are using them for this purpose.
- q. No member shall knowingly enter the pool area, or permit a child or guest to do so, while wearing bandages or suffering from an infectious or communicable disease.

C. Tennis Court Rules

1. Tennis Court Schedule: The tennis court hours will be posted on the Club bulletin board and/or the Club website. Hours are subject to change at the discretion of the Club Manager on duty.
 - a. The tennis courts are reserved for tennis team practices, meets, and instruction. When not in use by the tennis team, adults have priority use of the tennis courts as may be prescribed by the Club Manager and his/her staff and posted on the Club bulletin board and/or Club website.
2. Tennis Court Rules:
 - a. The tennis courts shall be under the direction of the Club Manager, his/her assistants and the Tennis Committee, if applicable, appointed by the President and approved by the Board of Trustees.
 - b. Each member using the courts must register in accordance with posted procedures.
 - i. Register with the front desk staff member who will assign a court on first come first served basis.
 - ii. If a front desk staff member is not on duty, sign your name and time you go onto the court on the tennis sheet located at the front desk.
 - iii. Relinquish court at the end of one hour if someone is waiting.

- iv. Failure for not signing for court will result in your being asked to relinquish the court.
- c. Except as otherwise stated herein, the tennis courts are for the exclusive use of Club members and their guests.
- d. Guests of members who play tennis must be accompanied by members.
- e. All play on tennis courts is subject to the supervision of the Club Manager and/or his/her assistants and staff designated by him/her.
- f. Court hours will be established by the Tennis Committee, if applicable, and posted in the clubhouse, Club bulletin board and/or the Club website.
- g. Pre and post-season use of the tennis courts will be governed by the Rules set by the Board of Trustees.
- h. Adults shall have priority in the use of the courts after 5:00 p.m. daily and at all times on weekends and holidays. There is no priority for use of courts off season. Adults may not exercise their priority within one hour of prior play.
 - i. ADULTS = 18 years of age or older
 - ii. JUNIORS = Under 18 years of age.

Exceptions may be made by the Club Manager in the case of 16 or 17 year olds who provide evidence of fulltime daytime employment. These persons may be considered adults during the term of their employment.

- i. Only tennis players are permitted on the courts. Children and spectators must remain outside of the tennis fence.
- j. No bicycles, skates, skateboards, or motorized cars/vehicles are permitted to be operated on or near the tennis courts.
- k. All tennis players must adhere to proper tennis etiquette including, but not limited to, the following:
 - i. Always refrain from loud or abusive language.
 - ii. Wear proper shoes and clothing.
 - iii. No spitting on courts.
 - iv. Do not cross behind courts when play is in progress.
 - v. Do not retrieve your ball from another court while play is in progress.
 - vi. Return balls from another court when play is not in progress.

- l. Rules for exclusive court use in connection with private tennis lessons, group clinic or league play will be established by the Tennis Committee, if applicable, approved by the Board of Trustees and posted in the clubhouse, on the Club bulletin board and/or on the Club website.

- m. A Club Tennis Pro employed by the Club directly or by the Club Manager may conduct private lessons for non-members on one (1) of the Club's tennis courts. Any non-member students will be accompanied by and supervised by the Tennis Pro while at the Club. A maximum of four non-member students may be instructed by the Tennis Pro at any one time.

D. Clubhouse and Snack Bar Rules

- 1. Clubhouse and Snack Bar Schedule: Clubhouse and snack bar hours will be posted on the Club bulletin board and/or the Club website. Hours are subject to change at the discretion of the Club Manager on duty.

- 2. Clubhouse and Snack Bar Rules:
 - a. No credit is available at the snack bar.

 - b. As a convenience for members, a non-refundable snack bar money card may be purchased by a member with cash. Card balances are drawn down as purchases are made by the member and/or their authorized guests. All card balances must be drawn down to zero (\$0) by season's end as balances are non-refundable and not maintained or rolled over by the Club from season-to-season.

 - c. Only authorized snack bar personnel are allowed in the snack bar kitchen.

 - d. Inspection of the snack bar facilities may be made weekly by the Club Manager and/or a member of the Board of Trustees.

E. Picnic Area Rules

- 1. Picnic Area Schedule: During open Club hours, picnic tables and cooking grills are available on a first come first serve basis to members and their guests. Picnic tables and cooking grills can be reserved for parties and gatherings with prior approval of the Club Manager.

- 2. Picnic Area Rules:
 - a. Members and their guests are responsible for bringing their own cooking materials for use with the grills in the picnic area.

 - b. Provisions will be made for the disposal of trash and debris and each member shall police the picnic area used by his/her family and their guests. Appropriate receptacles should be used for all trash and recycling.

F. Internet / Wi-Fi Service Rules

Public communications networks (e.g., Internet/Wi-Fi etc.) are generally unsecured and unregulated. Members and their guests may be allowed to use the Club's public network system to access the Internet. Users should have no expectation of privacy in accessing any website using the Club's computer or network systems, including but not limited to websites used to access

email accounts or other messaging systems. The Club reserves the right to restrict access to Internet/Wi-Fi usage. Subject to applicable law, the Club also reserves the right to monitor, review and record all access to and usage of the Internet by those using the Club's computers or network systems. Monitoring and review may include: (1) User identification, (2) web pages visited, (3) date and time, (4) messages or text sent or received and (4) bandwidth usage. Failure to monitor and review in particular situations is not a waiver of the Club's right to monitor and review in the future.

VII. ELECTRONIC OR PRINTED DISPLAY OF MEMBER AND GUEST PHOTOS AND NAMES

Unless a member or a member's guest specifically requests otherwise in writing to the Board of Trustees, photographs and/or names of members and their guests may be displayed electronically on the Club's website or its printed material and media.

VIII. HARASSMENT POLICY

Harassment in any form is contrary to the Club's policy and will not be tolerated.

Persons engaging in harassment are subject to discipline which may include suspension and/or termination of Club membership and/or privileges.

Definition of Harassment: Harassment is unwelcome and unwanted offensive and annoying behavior, related to age, sex, color, race, religion, ethnic background, national origin, disability, veteran status, sexual orientation, marital status, status as a victim of domestic violence, or any other characteristic protected by law, which unreasonably interferes with your work performance or creates an intimidating, hostile or offensive environment.

Sexual Harassment: While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, or posters, sending sexually explicit e-mail or voice-mail, and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually-related comments. Depending upon the circumstances, the conduct can also include sexual joking, vulgar or offensive conversation or jokes, commenting about a person's physical appearance, conversation about your own or someone else's sex life, teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile environment. We want everyone to know that submission to unwelcome sexual conduct or any form of harassment is NOT a term or condition of your membership in the Club.

If you experience harassment, you should immediately report it in writing to the Club Manager and Club President, with a copy to the Board of Trustees.

It is the policy of the Club that persons will not be subjected to retaliation or harassment for initiating a complaint. Any person who harasses, discriminates or retaliates against another person for initiating a complaint will be subject to disciplinary action up to and including termination of Club membership and/or privileges.

IX. NON-DISCRIMINATION POLICY

It is the policy of the Club to ensure equal opportunity for all persons, whether athletes, parents, coaches, volunteers, and board members, without discrimination on the basis of age, sex (except where sex is a bona fide occupational qualification), color, race, religion, ethnic background, national origin, disability, veteran status, sexual orientation, marital status, status as a victim of domestic violence, or any other basis required by federal, state or local law.

This policy of equal opportunity applies to all practices including, but not limited to, admission as a member of the Club or team, nomination for or election to the Board of Trustees or an officer position; and hiring, promotion, training, and compensation.

Persons who have equal opportunity related questions, problems, or complaints should communicate their concerns in writing to the Club Manager and Club President, with a copy to the Board of Trustees.

X. MEMBER ISSUES

All Rules are routinely reviewed, updated, or modified as necessary by the Board of Trustees. Upon receipt of a written petition signed by a member of good standing, the Board of Trustees will review any existing Rule and will provide a written response.

XI. MEANING AND INTERPRETATION OF CLUB RULES

Any question as to the meaning or proper interpretation of any of the provisions of these Rules shall be determined by a two-thirds majority vote of the Board of Trustees.