

# **CRA Rules and Policies Handbook**

(Revision 1 May, 2007)

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# Introduction

Welcome to the CRA Rules and Policies Handbook, and thank you for taking the time to review this information.

This handbook contains the following:

- Association Bylaws
- Facility General Operating Rules
- “Not So Well Known” Policies

The Association Bylaws are intended to define how we govern our association. The Bylaws tell us how our association is organized, what the Board of Directors is empowered to do on behalf of the membership, who is eligible to be a member, how we finance ourselves, etc. The Bylaws can only be amended by a majority vote of members in good standing at the Annual Membership Meeting or a Special Membership Meeting.

The Facility General Operating Rules define what is allowed and not allowed when using the facilities. These rules can be established by both the Facility Manager and the Board of Directors. They are put in place to assure the safe, clean, quiet enjoyment of the facilities by our members. They are subject to change without notice as deemed appropriate by the Facility Manager and/or the Board of Directors. Sometimes Operating Rules restate important Bylaws.

“Not So Well Known” Policies are somewhat obscure policies that are not always in writing (until now), and are often misunderstood by members, mainly due to misinformation or inconsistent enforcement over years of operation. They are being placed in writing here to help improve the membership’s knowledge and to obtain more consistent enforcement. Often these policies explain or elaborate upon published General Operating Rules. These policies are established by the Board of Directors with input from the Facility Manager. While these policies are subject to change, they are given careful consideration before making changes.

Since our operating rules and policies are subject to change, a copy of this handbook will be maintained on the CRA website, [www.chesterrec.org](http://www.chesterrec.org). As the number of changes becomes significant over time, revisions will be printed and provided to the membership.

If you have any questions regarding the contents of this handbook, please ask the Facility Manager or a Board Member. Also, please take some time to fill out the change of address/contact information if necessary and the comment card located in the back of the handbook.

# Bylaws

## Article I – Membership

### Section 1

A member is defined as anyone who has been elected to membership by the Board of Directors and whose membership has not been suspended or terminated by the Board of Directors. Election to membership shall be by favorable action of the Membership Committee, which may be the Board of Directors, on an application accompanied by the recommendation of another pool member. By such favorable action all persons listed in said application shall become a Member Unit with each person entitled to use of all facilities of the Association. If the Membership Committee recommends unfavorable action, it should report the same to the Board for final authority. For the purpose of these by-laws, a Member Unit shall consist of the immediate family which is defined to include husband, wife and/or dependent children (or dependent child) residing in the same domicile. Other family units and arrangements may be approved by the Board of Directors on a case-by-case basis. The Board may, from time to time, enact operating rules by which the Membership Committee shall evaluate prospective Member Units.

### Section 2

- a. Membership of the Association shall be limited to individual members and families residing in the communities near the facilities of the Association, together with individual members of those families planning to move their residences to the aforementioned areas, but the Directors may, upon a majority vote, accept a member from another area or locality.
- b. Any church from our community will be allowed to own a membership in the Association. This membership will be limited to one minister designated by the church.

### Section 3

The number of Member Units shall be limited to the extent deemed necessary by the Directors to preserve adequate standards of health, safety and sanitation.

### Section 4

- a. The dues for membership shall be set annually by the Board of Directors.
- b. Dues shall be due and payable on or before May 1st of each year for that calendar year. Any members whose dues are not paid by May 1st shall be deemed delinquent. Late fees will be established annually by the Board of Directors.
- c. Delinquent dues shall be defined as the sum total of all unpaid dues for the current year and all prior years. Any Member Unit who has changed its principal place of residence to a location more than fifty (50) miles from the Chester Recreational Association may apply to the board for reinstatement of memberships privileges with payment of delinquent dues. The Board of Directors may reinstate privileges to the Member Unit conditional upon the payment of an appropriate maintenance fee. Said fee shall be set annually by the Board.

## Section 5

Continued enjoyment of membership in good standing shall be conditioned on:

- a. Compliance with all rules and regulations adopted by the Board of Directors; and
- b. Payment of all dues, delinquent dues as defined on Section 4(c) above and other fees and charges as required by the Board of Directors; and
- c. The holder of a Loan Certificate shall surrender the certificate at such time as he receives the current price of the Loan Certificate.

## Section 6

Any Member Unit whose dues are delinquent shall be suspended until payment of all sums due the Association. However, the Board of Directors may in its discretion extend the time for payment of dues of Member Units where such action may appear to the Board to be fair and proper. Further, in case of infraction of any by-law or rule of the Association, or in the case of misconduct on the part of any person which may endanger the good order, welfare or character of the Association, the Board of Directors may expel such person from the Association or suspend such person from all privileges of membership for such time as the Board of Directors shall deem advisable.

## Article II – Meeting of Members

### Section 1

The Annual Meeting of the Association shall be held during the third full week in October.

### Section 2

Special meetings of the members may be called at any time by the President or the Board of Directors or by a petition signed by one third (1/3) of the Member Units in good standing.

### Section 3

Written notice of every meeting of the Association shall be mailed to each Member Unit in good standing at least five (5) days prior to the date named for the meeting at their addresses shown upon the records of the Association.

### Section 4

Each Member Unit in good standing shall be entitled to one (1) vote at the Annual Meeting of the Association and at any special meeting.

## Article III – Board of Directors

### Section 1

In accordance with Article 4 of the Association's Charter, the Board of Directors shall consist of fifteen (15) Directors elected to serve staggered three (3) year terms, with five (5) Directors to be elected each year. No Director shall serve more than two (2) consecutive elected (at an annual meeting) terms.

## Section 2

Active adults of Member Units in good standing shall be eligible to serve as members of the Board of Directors; however, only one person per Member Unit may serve at one time.

## Section 3

Prospective Directors shall be nominated by a nominating committee and elected by the member units in good standing that are present at the Annual Meeting of the Association. The nominating committee may consist of the Board of Directors. Directors may be nominated from the floor at the annual meeting.

## Section 4

Meetings of the Board of Directors shall be held at such times and places as a majority of the Directors may from time to time appoint or as may be designated in the notice calling the meeting.

## Section 5

A majority of the Board of Directors in office shall be necessary to constitute a quorum for the transaction of business. Acts of a majority of the Directors present at a meeting at which a quorum is present shall be the acts of the Board of Directors. If the Directors shall severally or collectively consent in writing to any action to be taken by the Association, such action shall be valid as though it had been authorized at a meeting of the Board of Directors.

## Section 6

Any Director who misses four (4) consecutive meetings may be removed from the Board by a majority vote of the Board of Directors. Vacancies in the Board of Directors shall be filled by the Directors then remaining to serve until the next succeeding annual meeting of the active members of the Association.

## Section 7

Meetings of the Board of Directors shall be presided over by the President. In his absence, the vice-president; and if neither the President nor the vice-president is present, the Directors shall elect a presiding officer for such meeting. The Secretary, or in his absence, a Director appointed by the presiding officer, shall record minutes of all meetings of the Board of Directors.

## Section 8

The Board of Directors shall have the power to make or authorize all purchases necessary or desirable for the operation of the Association and to employ or authorize the employment of all employees of the Association and fix their compensation, and to do or cause to be done all the other things necessary for the operation and maintenance of the Association.

## Section 9

The Board of Directors shall have the power to borrow from members of the Association or others, necessary funds for operating expenses. Amounts, terms and conditions of such borrowing are to be determined by the Directors; provided, however, that they shall not further mortgage or hypothecate in any manner whatsoever any of the Association's real property or improvements without authority of the active membership given by majority thereof voting at an Annual Meeting or Special Meeting.

## Section 10

The Board of Directors shall prescribe rules for the operation of the Association's facilities and perform such other duties, not expressly prohibited herein, as they in their discretion may deem to be for the best interest of the Association.

## Section 11

The Board of Directors shall submit to the active members at each Annual Meeting a report showing the state of the Association (membership) and a financial statement setting forth the transactions of the previous year. A budget for the coming year shall be provided in the Spring Newsletter.

## Section 12

The Board of Directors shall supervise (have supervision over) all committees, and have the authority to direct their effort to alter or amend any rules or regulations prescribed by any committee.

## Section 13

The Board of Directors shall secure the fidelity of the Treasurer of the Association and may secure the fidelity of other officers or employees by bond or otherwise and in such amount as shall be deemed proper.

## Section 14

The Board of Directors shall require an audit to be made of the accounts of the Association for each calendar year. Such annual audits may be made by an audit committee appointed from the active membership, not to include a director, or by independent accountants engaged for that purpose, if the Board of Directors deems such action advisable.

## Section 15

Each person now or hereafter a Director or officer of the Association (and his heirs, executors and administrators) shall be indemnified by the Association against all costs and expenses, including all attorneys' fees, imposed upon or reasonably incurred by him in connection with or resulting from any action, suit, proceeding, or claim to which he is or may be made a party to by reason of his being or having been a director or officer of the Association or at its request of any other association (whether or not a director or officer at the time such expenses are incurred or imposed upon him), except in relation to matters as to which he shall have been finally adjudged in such action, suit or proceeding, or upon such claim to be liable for misfeasance or non-feasance in the performance of his duties as such director or officer. In case of settlement of any such action, suit, proceeding or claim such person shall be entitled to such indemnification (including the amount of settlement) as to any particular matter, if:

- (I) the Association shall receive the opinion of independent counsel that such person was not liable for the alleged misfeasance or non-feasance with respect to such matter and that the terms of settlement with respect thereto are not unreasonable, or
- (II) the active members (other than Directors and officers entitled to indemnification in connection with acts or omissions involved) present at an annual or special meeting shall approve the settlement. The foregoing indemnification shall not be exclusive of any other rights to which he may be entitled.

## Section 16

The Board of Directors shall secure for the protection of the Association public liability and property damage insurance and other forms of insurance in such amounts as may be deemed necessary, and as may be available, to fully cover complete operations of the Association. Officers and directors of the association shall be entitled to the limitations on liability as set forth in the Code of Virginia 13.870 and 13.870.2 (as amended). This provision shall not affect any other limitation on liability or immunity which may apply to said officers or directors.

## Section 17

All checks or demands for money and notes of the Association shall be signed by such officers or officers or such other person or persons as the Board of Directors may from time to time determine at the meeting at which officers are elected.

## Article IV – Officers

### Section 1

The officers of the Association shall consist of a president, vice-president, treasurer and secretary.

### Section 2

The officers of the Association shall be chosen by the Directors of the Association as soon as practicable after the annual meeting of the association. The officers shall serve a term of one (1) year or until their successors are elected by the Directors. Two or more offices may be held by the same person. Any officer elected or appointed by the Board of Directors may be removed at any time by the affirmative vote of a majority of the whole Board of Directors. If the office of any officer becomes vacant for any reason, the vacancy shall be filled by the Board of Directors.

### Section 3

The President shall preside at all meetings of the Board of Directors and membership; he shall in conjunction with the secretary sign all contracts and papers relating to the affairs of the Association; he shall make all appointments to the committees, either from the Board of Directors or the membership, subject to confirmation by the Board of Directors, and shall perform all other acts properly belonging to his office including executive supervision of all activities of the Association and the employees thereof.

### Section 4

The vice-president shall assume the full responsibilities, duties and obligations of the President during the absence of the President.

### Section 5

The Secretary shall make and keep minutes of all meetings of the Board of Directors, and of the active members, shall maintain a membership record containing the names and addresses of each member; shall attest signature of the officers of the Association when required and contracts or other papers relating to the affairs of the Association and shall have custody of the corporate seal; and shall perform all the other functions normally devolving upon such office.

## Section 6

The Treasurer shall be responsible for maintaining records of all financial transactions of the Association and be prepared to render an accounting at any meeting of the Membership or the Board of Directors as may be required; shall be responsible for the receipt and deposit of all monies due the Association in banking institutions approved by the board of Directors; shall be responsible for the disbursement of funds based upon approved billings and vouchers; shall maintain such other records as may be required of him by the board of Directors, and shall perform all other functions normally devolving upon such office.

## Article V – Standing Committees

### Section 1

The President may from time to time, with the approval of the Board of Directors, appoint such standing committees as he may deem appropriate.

## Article VI – Fiscal Year

### Section 1

The fiscal year of the Association shall begin on January first (1st) and end on December thirty-first (31st) of each calendar year.

## Article VII – Amendments

### Section 1

The by-laws may be amended at any regular or called meeting of the Association by a two-thirds (2/3) vote of the membership present providing written notice of the amendment has been given to each member at least fifteen (15) days prior to the date of the meeting at which action is taken.

## Article VIII – Parliamentary Authority

### Section 1

Robert's Rules of Order, Revised, shall govern all proceedings except when inconsistent with the by-laws of this organization. The President may appoint a Parliamentarian when necessary.

# General Operating Rules

## General Information

Phone Number: 748-4397

Pool Season - The regular pool season for members begins on the Saturday of Memorial Day Weekend and ends Labor Day Monday, or as otherwise notified.

Pool Hours - 10:00am – 9:00pm daily, or as otherwise posted. When inclement weather is a concern, please call before heading to the pool – we may be closed!

Parking - Please park in designated areas and drive carefully and slowly in the CRA parking lots. Children can always be hiding between the cars. Please maintain the proper flow of traffic by adhering to the directional arrows indicated in the parking lot.

Lost and Found - The management will not be responsible for items lost or stolen. After two weeks, all unclaimed items will be discarded or donated to a local charity. Please lock cars and leave valuables in a secure location.

Inclement Weather - The lifeguards/ management have the authority to close the pool during inclement weather. All attempts are made to keep the pool open, and wait out a storm. However, the pool management may delay opening, or close the pool for the day to insure the safety of patrons and staff. The standard procedure is to wait 20 minutes after each lightning strike. The lifeguards / management will also clear the pool during thunder under threatening skies.

Courtesy Phone - For the convenience of the members, there is a courtesy phone located at the pool office. Please enjoy the phone as a privilege of pool membership. Management does ask that calls be limited to 2 minutes. We ask that incoming calls be kept to a minimum.

Music - To create a comfortable environment, background music will be played over the pool public address system. We will maintain a mix of music, and publish times that stations may be played. Boom boxes, radios, etc., may be restricted by pool management if the music is offensive to other patrons. If you wish to listen to your own music at the pool, we strongly suggest the use of headphones!!

Smoking - Ashtrays are available at the front gate. Smoking is permitted within the Smoking Area only, specifically located at the rear of the facility, in the wooded area adjacent to the lap pool. Please refrain from smoking at the gate entrance as well as the bench seating area at the end of the entry sidewalk. Smokers must be 18 years of age; smoking by minors will not be permitted on CRA property. Smoking is not permitted during Chesterfield Aquatic League Swim Team events.

## Facility Rules

Responsibility: Full responsibility and authority for all operations rests with the Pool Manager. The Pool Manager, Assistant Manager or Head Guard will remain at the facility until all members have left.

The lifeguards and staff of CRA will enforce all rules. The Pool Manager reserves the right to suspend or expel any individual who violates the pool rules/policies. **VERBAL ABUSE OF THE STAFF WILL NOT BE TOLERATED!**

The lifeguards are responsible for enforcing the pool rules and may remove any person from the pool for committing an unsafe act or for being involved in activities that may be dangerous. If a patron or guest is asked to leave the pool, his/her card may be withheld for a determined period of suspension. Local law enforcement officers will be called for any person who does not leave the pool when requested by a member of the management staff. The pool manager may suspend any membership and the Board of Directors may revoke any membership for repeated offenses, or acts that directly endanger the lives or comfort of pool patrons.

Qualified lifeguards will be on duty during pool hours.

Children - Parents are responsible for the conduct of their children. **Children under 10 years of age must be accompanied and supervised by an adult (15 years or older) at all times.** The pool management reserves the right to require parental supervision for any child over 10 years of age who repeatedly violates the pool rules. Remember, Lifeguards are on duty to prevent and respond to accidents. **LIFEGUARDS ARE NOT BABYSITTERS.**

### Baby Sitting:

- Baby sitters are for children who are CRA members and member-registered guests (subject to the CRA Guest Policy).
- Baby sitters must be at least 15 years of age.
- Baby sitters must sign in each day at the pool office.
- Supervision is the responsibility of the baby sitters.
- Baby sitters may be non-members and are subject to approval by pool management.
- All baby sitters must go through orientation with the pool manager.

### **Any act deemed unsafe by the lifeguards or management will not be tolerated**

There is to be no horseplay in the pool, volley ball, tennis and sand soccer areas. Running, pushing, pulling and general hazardous play will not be permitted.

After using outdoor areas (volleyball, playground, etc.,) all members are required to shower before entering the pool.

Loitering in the parking lot will not be permitted. Trespassing after pool hours, or vandalism/theft on CRA property will result in automatic suspension of pool privileges and criminal prosecution.

Alcohol is not permitted on CRA property except during designated times as defined by the CRA Alcohol Policy and at Board approved adult-only social functions. The use, sale, or possession

of illegal drugs or substances is forbidden on CRA property. Violators will be immediately expelled from the pool and risk possible criminal prosecution.

No credit will be allowed at the CRA facility. ALL PAYMENTS, INCLUDING GUEST FEES, PARTY FEES, AND SNACK BAR PAYMENTS must be made by MEMBERS ONLY!!! Members may be asked to provide their membership number at the snack bar and also at the front gate for miscellaneous purchases!!! Please make payments by check as much as possible and be sure to include your membership number on the check.

The concession stand (snack bar) will be operated by CRA. Business hours and prices will be posted at the concession stand.

The CRA reserves the right to alter or amend the pool rules and policies, without notice, to insure the comfort and safety of all who use the facilities.

## Membership Rules

Family Member - For membership purposes, a family pool membership is considered to include husband, wife, children and dependents living in the same household. At times exceptions may be made for relatives living in the same home for an extended period of time. Please contact the pool manager for clarification. An adult is defined as a person 21 years old or older.

Membership Fees - The Board of Directors shall set the dues for membership annually. Dues shall be due and payable on or before May 1 of each year. Any member whose dues are not paid (or postmarked) by May 1 shall be deemed delinquent and shall be charged a late fee of \$50.00. Dues are to be mailed to: CRA P.O. Box 2955 Chester, VA 23831

Members will be assessed a \$25.00 fee for returned checks. Please note that membership are NOT transferable.

Membership Cards - Membership cards will be available opening weekend at the pool for members in good standing (dues and current amounts due for initiation fees paid in full). Only adults will be permitted to accept the receipt of membership cards for the family and must sign for the cards.

Membership cards must be presented each time you wish to use the pool or tennis courts. This policy will be strictly enforced. Members who allow non-members to use their card to gain access to the facilities will forfeit their membership!! Please report all lost or stolen cards to the pool gate. There will be a \$5 fee to reprint a single membership card, \$10 fee to reprint membership cards for an entire family.

## Guest Policy

Guests must be checked and signed in by the gatekeeper.

Each member unit may have twelve (12) guests per season at the rate of \$3.00 per guest per visit. All fees must be paid by the member.

CRA weekly pool pass cards can be purchased at the pool office for out-of-town guests for a maximum of two weeks for the following rates:

- Single guest - \$7.00
- Two guests - \$12.00
- Family - \$20.00

All fees must be paid by the member.

Guests must be accompanied by a member of CRA and must leave when the member leaves.

All members are responsible for the actions and behavior of their guest(s). Explaining the rules and policies of CRA is strongly suggested.

The privilege of bringing guests to the Association may be limited on Sundays and holidays and requires the permission of the Manager. Members must discuss the bringing of guests during these busy times with the Manager prior to arriving at the facility.

For any special circumstances, please see the Pool Manager.

## “Z” Pool Rules

Proper bathing attire is required. Cut-off pants, jeans shorts, etc., are not permitted. Use discretion when choosing bathing attire. PLEASE REMEMBER THAT THIS IS A FAMILY POOL!!!

After using outdoor areas (volleyball, playground, etc.,) all members are required to shower before entering the pool.

Glass containers and gum are not permitted in the pool compound. No food is permitted in the swimming pool or the edge of the pool.

Band-Aids and bandages must be removed prior to entering the pool. Persons with open sores will not be permitted to use the pool.

Children who are not toilet trained must wear rubber pants under their bathing suits. Children wearing diapers (cloth or disposable) will not be permitted in the pool.

The two foot deep area of the pool is reserved for non-swimmers.

The area three feet on each side of the Lifeguards is restricted to the lifeguards only!!!  
Lifeguards on duty are not to be distracted.

Flotation devices (including Fun Noodles or similar floats) are only permitted during designated times (if any). AT NO TIME ARE WATER WINGS OR OTHER ARM FLOATIES OR SIMILAR ITEMS ALLOWED IN THE MAIN OR DIVING SECTIONS OF THE SWIMMING POOL. Coast guard approved flotation devices (PFDs) as labeled on the item will be allowed in the main pool only when the parent is physically within arms reach of the user. These devices should be used as teaching aids only and not as a substitute for supervision. No flotation diving device (including Coast Guard approved) will be allowed when going off the diving board or in the diving well (except during instructional times with CRA instructors).

Snorkels and masks (that cover the nose) will not be permitted in the pool. Exceptions will be allowed at the discretion of the lifeguards for persons who are certified in scuba. (Certification card will be required).

Only one person will be allowed on the diving boards, slide, and ladders at a time. Swimmers will exit the pool at the ladders (not the side of the pool or under the rope of the diving well). Swimmers will not be allowed in the diving area. Swimmers of questionable ability will be required to take a swim test prior to using the diving boards or slide. A record of members passing will be maintained at the gate for future reference.

Flips, can openers, back and inwards dives are NOT ALLOWED from the side of the pool but are allowed on the diving board. Front dives are allowed from the side in designated areas.

Chicken fighting, dunking, and playing on and around the ladders are NOT ALLOWED.

#### Water Basketball Rules:

- Hanging on the basketball rim is not allowed.
- The basketball should not be forced under water and be used as a flotation device.
- Games must be played in the general vicinity of the basketball goal and maximum of 6 people will be allowed to play at a time.
- Rough housing, and throwing of the ball long distances will not be tolerated.

## Lap Pool Rules

The lap pool is reserved for lap swimming only. All swimmers must swim laps.

Fins, kick boards, training paddles, etc. will be allowed for persons swimming in the lap pool.

Small children should always be accompanied by an adult.

Diving from the starting blocks is not allowed unless it is during swim team practice or under the supervision of the Pool Manager. Hanging on the lane lines is not allowed.

After swim team practice, adults have FIRST CHOICE for lanes for swimming.

The Lap Pool is closed to the general membership during swim team practice times. Please check the schedule of practices or contact the pool office for updates on the practice times.

## Wader Pool Rules

Only children 42 inches (height of fence) or shorter will be allowed in the wader pool.

Children who are not toilet trained must wear rubber pants under their bathing suits. Children wearing diapers (cloth or disposable) will not be permitted in the pool.

Lifeguard approved toys may be allowed in the Wader Pool.

**Parents, PLEASE WATCH YOU CHILDREN CAREFULLY IN THE WADER POOL.**

## Volleyball Rules

When the pool is crowded the courts will be restricted to two different age groups: lower courts are for 13 and under and the upper courts are for 14 and older!!

To reserve playing time, teams must sign up blocks of time and play in the order of names (first come, first to play). Winners stay on the courts until they loose or forfeit the game.

While playing, good manners and sportsmanship should be present. **THERE WILL BE NO SWEARING, CURSING, OR YELLING.**

There will be no pulling or hanging on the volleyball nets at any time.

Courts and the area around the courts are to be free of litter and chairs are to be returned to their proper location.

Volleying of the balls is restricted to the courts only.

Throwing or kicking sand is not permitted.

## Playground Rules

The playground area is for children ages 6 and under.

An adult must supervise all children.

## Party Guidelines

The Manager must be notified of all special events planned by or for members. Approval, except for pool parties, is required by either the Management Committee or the Board of Directors.

Party applications and rules may be picked up at the Pool Office.

Parties must be approved by the Manager in advance. The Manager has the discretion to disallow parties at busy times (Holidays, home swim meets, mid-day (before 5 pm), etc.)

A list of non-members must be presented to the Manager prior to the party so that guests may be checked in properly.

A \$3.00 fee for each non-member guest will be required and must be paid by the member holding the party.

A maximum of 10 non-members may be invited as guests, and these guests will not be charged against the overall limit of 12 per season. Please see the manager to request a waiver to the non-member limit.

Parties are to end prior to 8:30 pm to allow time for cleaning and reassembling of the area for the next day's operation.

# Membership Policy

(Revised 3/6/08)

## Membership Eligibility

The CRA Bylaws define a member unit as follows:

*“...Member Unit shall consist of the immediate family which is defined to include husband, wife and/or dependent children (or dependent child) residing in the same domicile. Other family units and arrangements may be approved by the Board of Directors on a case-by-case basis...”*

“Head of Household” is defined to be the individual identified as such on the membership application.

“Dependent” child is defined to be a child that is a dependant of the “head of household”, as determined by the federal income tax code, and is identified as such on the head of household’s federal income tax statement.

As a matter of policy, the CRA Board has extended the “Member Unit” to include grandparents or grandchildren of the “head of household” that reside in the same domicile. Therefore grandparents or grandchildren of the “head of household” that live in the same residence can be added to the membership at no additional fee.

Children living outside the residence that are “dependent” on the “head of household” may be added to the membership at no additional fee.

Individuals age eighteen (18) and under that are related by blood to the “head of household”, and living in the same residence, may be added to the membership for a fee of \$75 per year for each individual.

Parents or grandchildren of the “head of household” that live outside the residence may be added to the membership for a fee of \$75 per grandparent or grandchild per year. These individuals may attend the facility only with a primary member present.

Individuals age eighteen (18) and under that are living in the “head of household” residence as a temporary guest or summer resident may be added to the membership for a fee of \$75 per year. Summer residents may attend the facility only with a primary member present.

***All other membership arrangements*** must be approved by the CRA Board of Directors.

Misrepresentation of information as it pertains to this policy may result in action by the CRA Board of Directors that includes ***termination of membership***.

## Inactive Memberships

Memberships are determined to be “inactive” when payment of annual membership dues is delinquent. Memberships may become inactive for a variety of reasons, including family illness, family travel, relocation out of area, etc.

Inactive memberships can be renewed in two manners:

1. Full payment of all delinquent and current membership dues.
2. Rejoin as new member with payment of current initiation fee and current membership dues.

The Board of Directors may, at its discretion, review and grant appeals to this policy upon the request of the inactive member.

# **Annual Membership Dues**

Membership dues are set annually by the Board of Directors.

Members are responsible for knowing that membership dues are to be submitted on or before May 1<sup>st</sup> as required by the By Laws. Failure to meet this deadline will result in a late fee being assessed.

Notification of the dues amount for each year is indicated in the spring mailer as well as a separate dues statement mailed to each member. Failure to receive these notifications will not be accepted as grounds to waive the late fee.

It is recommended that dues be paid by a check written to Chester Recreational Association. The check must be mailed and **postmarked by May 1<sup>st</sup>** in order to avoid a \$50 late fee. CRA's mailing address is:

Chester Recreational Association  
P.O. Box 2955  
Chester, VA 23831

Membership dues should be mailed only. Please do not submit your dues to Board members at any time. Please do not submit your dues to CRA personnel at the front gate of the pool prior to Memorial Day.

Dues may be submitted to CRA personnel at the front gate of the pool after Memorial Day and will be subject to the \$50 late fee.

Membership cards will not be issued to members that have delinquent dues or delinquent late fees.

## **Senior Citizens Dues Policy**

Membership dues for members between the ages of 62-64 will be two-thirds of the annual dues established by the Board of Directors.

Membership dues for members age 65 and older will be one-half of the annual dues established by the Board of Directors.

## Babysitting Policy

Children under 10 years of age must be accompanied and supervised by an adult or babysitter (at least 15 years old) at all times.

All babysitters must be at least 15 years old.

Babysitters may be required to go through orientation with the Facility Manager.

Babysitters are for children who are CRA members and non-member children who are registered guests of CRA members. Non-member children who are being babysat **will be** charged the standard \$3 guest fee per visit and **will be** counted towards the member's 12-guest limit per summer.

CRA members may designate a non-member to be their babysitter. Non-member babysitters must be approved by the Facility Manager and must sign in each day at the pool office. Non-member babysitters **will not** be charged the \$3 guest fee and **will not** be counted towards the member's 12-guest limit per summer.

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## Tennis Keys

Keys to the tennis courts are available to members for a fee of \$15.00.

During the summer, tennis keys can be purchased at the front gate of the pool.

During the off-season, tennis keys can be obtained by calling the CRA phone number, 748-4397, and leaving a message. The designated CRA representative will contact you as soon as possible to arrange a meeting time to pick up your key.

If purchasing a tennis key during the off-season, please pay the \$15.00 fee with a check made out to Chester Recreational Association.

## **Private Party Policy**

1. Only CRA members may request or host a private party at CRA.
2. Alcoholic beverages are allowed at private parties *only* during the hours and according to the rules specified under CRA's Alcohol Policy. Beer kegs of any kind, and glass bottles are prohibited.
3. Requests for private parties outside the normal operating hours of CRA must be reviewed and approved by the Board of Directors. If approved by the Board, private parties held outside the normal operating hours of CRA will be subject to a fee of \$200 or \$6 per attendee, whichever is greater. CRA members that attend the party will be subject to the \$6 fee.
4. Requests for private parties within the normal operating hours of CRA *do not* require review and approval by the Board of Directors. Approval of these parties will be the responsibility of CRA management. If approved by CRA management, private parties within the normal operating hours of CRA will be subject to a fee of \$15, plus \$3 for each non-member guest. The non-member guests will not be counted towards the 12-guest per season limit per member. CRA members that attend the party will not be subject to the \$3 fee.
5. It is the responsibility of the private party host (CRA member who submitted request for party) to assure that all party guests are knowledgeable of and comply with CRA's operating rules. Failure to comply with CRA's operating rules could result in termination of the party, at the discretion of CRA management.
6. The Board of Directors and management of CRA reserve the right to refuse any party request for any reason.

# Alcohol Policy

The intent of this policy is to allow CRA members to consume alcoholic beverages at the facility during a designated time, in a discreet and controlled environment. CRA expects members who choose to consume alcohol will do so in a manner that does not jeopardize the safety and quiet enjoyment of the facilities for all members. As always, with or without the consumption of alcoholic beverages, ***adherence to all operating rules is required, and disorderly conduct will not be tolerated.***

Members of CRA may consume alcoholic beverages within the pool facility under the following terms and conditions:

1. CRA will not sell, furnish, or serve alcoholic beverages of any kind (except during Adult Socials).
2. Alcoholic beverages may be consumed only by persons 21 years of age or older, and in accordance with all applicable Virginia ABC laws and regulations.
3. Alcoholic beverages may be consumed within the facility during the following time only:
  - ⇒ **Friday evenings**
  - ⇒ **6:00 – 9:00 pm (or closing time)**
4. Glass containers of any kind are prohibited.
5. CRA requires that consumers of alcoholic beverages remain discreet and orderly, and therefore imposes the following guidelines. Interpretation and enforcement of these guidelines are at the sole discretion of the facility management and CRA Board of Directors. Failure to comply with these guidelines may result in the loss of alcohol consumption privileges, removal from the facility, or other action deemed necessary by management or the CRA Board of Directors.
  - a. During consumption of alcoholic beverages, the original container must be placed in a “huggie”, “coozie”, or similar holder, or the beverage may be transferred from its original container to a drinking cup, mug, etc. (no glass). If a member neglects (forgets) to provide their own “coozie” or drinking cup, a disposable cup, if available, will be provided by the Facility Manager upon request.
  - b. Original containers of alcoholic beverages must not be stored/staged within plain view (i.e. on top of tables). Empty containers must be disposed of immediately or stored out of sight. Partially full containers must be stored out of sight.
  - c. Loud, disorderly, rambunctious conduct will not be tolerated, and may result in the loss of alcohol consumption privileges, removal from the facility, or other action deemed necessary by management or the CRA Board of Directors.

This policy does not apply to private parties held at the facility. Consumption of alcoholic beverages at private parties is prohibited, unless the party is held during the hours prescribed above.

# **Change in Contact Information**

Please tear out of handbook and turn in at pool office.

Membership #	
“Head of Household” Name	
Street Address	
City, State, Zip Code	
Home Phone Number	
Alternate Phone Number (work, cell, etc.)	
Emergency Contact Phone Number	
Email Address	

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## **Comment Section**

Please tear out of handbook and turn in at pool office.

Please write down two things you really like about CRA and would not want them changed.

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

Please write down two things you do not like about CRA and would like to see changed.

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

On a scale of 1-5 (5 being “delighted”), please rate your overall level of satisfaction with being a member of CRA.

\_\_\_\_\_