

Heritage Hills Recreation Club, Inc.

Members' Handbook
2011

Heritage Hills Recreation Club, Inc.

Members' Handbook

Club Telephone:	(919) 968-9597
Club Address:	621 Yorktown Drive, Chapel Hill
Mailing Address:	HHRC, P.O. Box 895 Carrboro, NC 27510
HHRC Web site:	www.hhrswim.org

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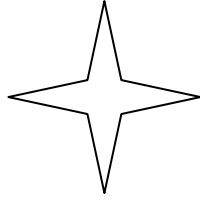
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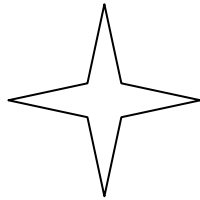
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Membership Information

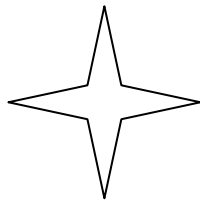
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Welcome
to all new members



Have a safe and
enjoyable summer



Using the Club Facilities

Pool Hours

The pool season generally starts in late May, one or two weekends before Memorial Day and ends one or two weekends after Labor Day. The exact pool opening and closing dates will be announced in the newsletter. Pool hours are sometimes modified at the beginning and end of the season, based on weather conditions and public school schedules. Changes will be posted on the website and at the pool.

Monday-Saturday	10:00 a.m. - 8:45 p.m.
Sunday	12:00 p.m. – 7:45 p.m.

Parking

Parking for members and guests is allowed in two main lots: the front lot is in front of the main pool entrance; the back lot is behind the pool in front of the tennis courts. Employees are encouraged to park in the back lot.

Parking is also allowed on the pool side of the street on Yorktown Dr. and along the creek side on Brandywine Rd.

Parking opposite the pool entrance is discouraged (on Yorktown Dr. or Brandywine Rd). Parking cars across from each other narrows the roads to one lane, which is dangerous for drivers, pedestrians, and cyclists.

As always, when parking; please be mindful of fire hydrants, blind curves, neighbors' driveways, and people on bikes and on foot.

And don't forget, there is plenty of bike parking if you want to leave the car at home!

Pool Rules

These rules are to protect the safety and rights of all patrons.

Lifeguards are the authority on pool rules. Guards must be obeyed fully and immediately. Under no circumstances will a

swimmer ignore a guard. Failure to comply immediately with a guard's request will result in the removal of the swimmer from the pool area. Other sanctions may also be instituted where appropriate.

1. Members must check-in at the front desk when they arrive. Make sure the necessary emergency information is on file.
2. Members must sign in any guests as soon as they arrive.
3. No swimming without a lifeguard on duty.
4. Distracting the attention of a lifeguard is dangerous and prohibited. All policy complaints should be taken up with pool management or the HHRC Board of Directors.
5. **Do not call for help unless you need it. A false alarm will result in a time-out for the first offense.**
6. No patrons allowed on the lifeguard stands.
7. Non-swimmers or children under 10 years of age must be accompanied by an adult when visiting the pool. No exceptions.
8. Non-swimmers must be supervised by an adult when they are in the big pool at a distance no greater than an arm's length.
9. No floating aids or air mattresses. (This includes water wings and rings). Coast guard approved life jackets are allowed. A parent must remain within arm's length of the child.
10. No disposable diapers in pool. Only "swim diapers" are allowed.
11. The wading pool is for children 5 years of age and under. All children at the wading pool must be accompanied by a parent/guardian.
12. No diving in main pool. No flips or stunts off the side of the pool.
13. No rough play in the pool or on the pool deck.
14. No running on the pool deck.
15. No skateboards or other wheeled toys may be used inside the pool fence.
16. No eating on the pool deck, except behind the food line.
17. No chewing gum allowed in the pool.
18. No glass allowed on the pool deck.
19. Only proper swimming attire allowed in pool (no street clothes allowed, including cut-offs and boxer shorts).
20. Dive mask, fins, and snorkel use must be discussed with pool staff prior to use.
21. No hanging on lane ropes.
22. Lap lanes are for lap swimming only. Patrons may not play in the fitness lanes.

23. Lap lanes will be available at all times, even during swim team practices. During crowded periods, lap lanes must be shared. If you need assistance gaining access to a lap lane, please see a lifeguard.
24. Kickboards are for instructional use and lap swimmers only.
25. No pets allowed inside the fenced pool area. (Exception for seeing-eye dogs only.)
26. Lifeguards may call an adult swim at 10 minutes before the hour at their discretion.
27. Anyone abusing property may be denied use privileges and assessed replacement values of the property destroyed.
28. The lifeguards **can** and **will** bar habitual rules offenders from the pool for any length of time they deem necessary.
29. Only authorized personnel are allowed in the pump room.
30. Please notify the lifeguard if you are in need of assistance or have any medical conditions, e.g., allergies to bee stings, etc.

Diving Rules

1. Mount to diving boards by ladders only.
2. Only one diver on the board or ladder at a time.
3. Dive from end of board only; dive straight out.
4. Wait until preceding diver swims to the ladder.
5. **No double bouncing.**
6. **No running dives.**
7. Swim immediately to the side after diving and climb out of the pool.
8. No hanging on boards.
9. No swimming in the diving area unless boards are closed at lifeguard's discretion.
10. You must be able to swim to use the diving boards.

The lifeguards may at anytime give anyone a swim test. If you cannot pass it, you may not use the boards.

Guest Policy

All guests must be accompanied by a member and signed in at the desk. A \$3 a day fee will be billed to the member for each guest. No individual may be a guest more than 6 times during the summer. In certain circumstances, guests are welcome at no charge:

- Guests residing outside Orange, Durham and Chatham

counties are welcome at no charge.

- Guests who are under age 6 may also enter at no charge, but the six visit limit still applies.

It is recommended that each family review its own “guest rules” at the beginning of the season to avoid any “surprises” when guest bills are issued at the end of the year.

Wireless Internet

Wireless Internet is not available to the membership at the pool. The Board believes that this is a distraction when joining your family and friends at the pool.

Tennis Court Rules

The tennis courts are the property of the HHRC and are reserved for the use of club members and their guests. **Guests must be accompanied on the courts by the responsible HHRC member.**

1. **The tennis courts are for tennis only**—No bikes, roller skates/blades, skate boards, etc. are allowed on the courts. Those not playing tennis are expected to remain outside the gates.
2. Closing time for the tennis courts is 10:30 p.m. If the court lights are used, they must be turned off at the end of night play. (See Tennis Court Lights Instruction on the bulletin board.)
3. After using the courts, members **must lock the gate** unless another member is playing and will assume responsibility for locking the gate. **The courts must remain locked when not in use.**
4. Good tennis etiquette demands that all players respect the rights of others to enjoy the game, and not interfere with that enjoyment through unsportsman-like conduct, excessive/loud

noise or in any other way.

5. All players must wear **tennis shoes** on the court that will not mark or damage the court surface. Dark soled athletic shoes, flip-flops, or aqua-socks are not allowed on the tennis courts.

To obtain the combination for the tennis courts contact the Tennis Coordinator.

Speed Limits

Please observe the posted speed limits when driving through the Heritage Hills neighborhood. HHRC creates a significant proportion of the traffic on Heritage Hills streets during the summer, and we do not want the neighborhood residents to perceive HHRC as creating a nuisance or a hazard.

Special Activities and Events

Scheduled Social Activities

HHRC has three holiday activities scheduled throughout the season which are open to all club members and residents of the Heritage Hills neighborhood. The dates of these events are placed in the newsletter and posted at the pool clubhouse. Members can earn volunteer hours by assisting with these events:

Memorial Day Picnic

4th of July Parade and Picnic (with the HHCA)

Labor Day Picnic

Special Pool Closings

1. The pool will close at 3:30 p.m. on the day of all home weekday swim meets. For Saturday home meets, the pool will be closed in the morning and open at 1:00 p.m. Reminder notices will be posted on the gate.
2. In the case of inclement weather, the pool will close due to thunder and electrical activity and remain closed for 30 minutes following the last activity.
3. The pool will also close if the forecast air temperature or the actual temperature is below 65° F and the skies are cloudy and overcast, or rainy. A message will be left on the answering machine and a note left on the front gate.

Classes

HHRC sometimes offers private lessons or group classes to its members at an extra charge. In the past, lessons or classes have been offered in the following areas: swimming, tennis, lifesaving, water aerobics, scuba and Pilates. No lessons or classes may be offered on HHRC property without prior approval by the HHRC Board of Directors. See the bulletin board for details about class offerings. Sign-up for all classes is at the front desk. Payment for classes is due before the first lesson.

Swim Team - Heritage Hills Hurricanes

HHRC has had an energetic and fun-filled swim team for over twenty years. Swimmers from ages 5 to 18 participate in daily practice at our pool, as well as weekly meets with other teams in the Chapel Hill Summer Swim League. The season concludes with a League Championship Meet, which will be held at the UNC Koury Natatorium. Swim practices begin in mid-May and continue until mid-July.

Swimmers compete in two-year age-groupings as follows: 6 and under, 8 and under, 9-10, 11-12, 13-14, and 15-18. The swimmer's age group is determined by their age on June 1. **Swimmer must be able to swim one length of the pool unaided, to be eligible for the team.**

Our swim team follows the philosophy of the Chapel Hill Summer Swim League: to provide participants the opportunity to improve swimming skills in an enjoyable atmosphere; to encourage good sportsmanship; and to support friendship and team spirit among swimmers of all ages and skill levels.

The registration costs for HHRC swim team members will be \$90 for the first swimmer, \$80 for the second swimmer, and \$75 for each swimmer per family after that. Only children of HHRC members are eligible to join the team. All swimmers will receive a participation award.

Parents should be aware that swim meets require a great deal of parental volunteer involvement. **Each family is required to volunteer at a minimum of 3 meets.** The different volunteer jobs are described in the team handbook, and are easily learned. Volunteer hours for the HHRC swim team do not count towards the HHRC volunteer hours.

For more information, please visit our website and click on the Swim Team link or contact the HHRC Swim Team Parent Representative.

Music Policy

No external music speakers may be used at the pool. Music will be played during designated days and times over the pool speaker system.

Private Party and Off-Season Rental Policy

Private Parties Held During Regular Pool Hours

Length of the party must be established at the time of reservation.

Two-hour parties carry a fee of \$1.50 per non-member guest.

Parties longer than two hours will be charged the regular \$3.00 guest fee.

No more than 15 non-member guests may be invited to a party held during regular pool hours. More than 7 guests is considered a party.

No parties may be held during swim team practice. (Most weekdays from 3:00 pm to 6:00 pm through mid-July) The exception is for parties for children 5 and under which are held exclusively in the baby pool area.

Only one party can be scheduled per time period, no overlapping.

The adult member who made the reservation must be present at all times during the party.

The member is responsible for clean-up following the party.

A deposit check of \$40 will be required when the reservation is made to cover damages and cleanup. Your check will be returned when the manager determines that there are no expenses to cover.

Private Parties Held After Regular Pool Hours

Length of the party must be established at the time of reservation.

After hours parties may begin at 8:00pm, but must end by 11:00 p.m.

All swimming activities must end by 9:30pm or dark whichever comes first.

After hours parties on Sunday nights may begin as early as 7:30pm.

Parties that extend past normal closing hours carry a \$40 fee for use of the pool/clubhouse.

Lifeguards must be scheduled, one for every 20 guests, at the rate of \$12/hour/lifeguard. These fees are paid directly to the lifeguard on the day of the party. The manager may determine that more or fewer guards are needed based on the age of anticipated guests.

A deposit check of \$40 will be required when the reservation is made to cover damages and cleanup. Your check will be returned when the Manager determines that there are no expenses to cover.

The adult member who made the reservation must be present at all times during the party.

The member is responsible for clean-up following the party, with the assistance of the staff.

Only one party can be scheduled per time period, no overlapping.

Parties may start before the pool closes, but must end by 11:00 p.m.

To make reservations, contact the Pool Manager during summer hours.

Using the Club House During the Off-Season

Length of Rental and Fees

Length of rental (start and end times) must be established at the time of reservation.

Private events must end at 11:00 p.m.

All rentals carry a \$40.00 fee for use of the clubhouse.

A deposit check of \$40.00 is required when the reservation is made to cover any damages and/or clean up. Your check will be returned when the management determines that there are no expenses to cover.

Number of Guests

No restriction.

Member/Host Responsibilities

The adult member who made the reservation must be present at all times during the event.

That member is responsible for clean-up following the event (see "Clean Up" below).

Scheduling Requirements

All rentals must be scheduled through Robin Thomas (phone 942-6844).

Only one event can be scheduled per time period, no overlapping.

Clean Up

**All cleaning supplies are in the closet marked "Janitorial Supplies."
Return all furniture and clubhouse belongings to their original locations.

Sweep or vacuum floor as needed.

Wipe down bathroom sink and toilet.

Empty all trash and remove it from the premises. We do NOT have off-season trash service.

Set the thermostat to 65 degrees.

Turn out lights and lock the door.

Membership Information

Heritage Hills Recreation Club is a non-profit swim and tennis club located in the Heritage Hills subdivision of Chapel Hill, North Carolina. We offer memberships to individuals and families regardless of race, religion, color, national origin or place of residence.

Membership Initiation and Dues

	<u>Family</u>	<u>Individual</u>
New Full (Pool & Tennis) Members		
Initiation Fee	500	\$250
Membership Fee		
Joining before July 1:	\$540	270
Joining July 1 - July 31:	\$360	\$180
Joining after July 31:	\$180	\$90
Renewing Full Members		
Annual Membership Fee	\$540	\$270
Long-standing Full Members (after 10 years continuous membership)		
Annual Membership Fee	\$450	\$225

Note: Individual members aged 60 or more who have been members for 16 years or more will receive a \$50 rebate on their end-of-season statement. Family members where one or both primary members are aged 60 or more and who have been members for 16 years or more will receive a \$100 rebate on their end-of-season statement. I am not sure about the above rebate please check with someone else

New & Renewing Tennis-Only Members

Annual Membership Fee	\$80	\$40
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Non-renewable. There are also a limited number of one-year non-renewable memberships available to families (\$770) or individuals (\$385) who will be in the area for only one year.

Late fee. For renewing members to use the facilities and avoid a \$25

late fee, payment in full is due and must be postmarked by **April 30**. No admittance is allowed until the membership is paid in full.

For new members, an application form can be obtained from the HHRC Membership Coordinator or the HHRC Web site. Existing members should contact Rae Godinez, (919) 593-7853, rae@rrghomes.com) for a renewal package if they didn't receive one in January.

Returned Check Policy:

When a member's personal check to the Club is returned unpaid, the member will be billed for the amount of the check plus a Returned Check Fee of \$20.00. The amount of this bill is due on receipt. Failure to pay the amount of the bill within 5 business days may result in the suspension of some or all of Club membership privileges at the discretion of the Club Membership Secretary and/or Treasurer. If two or more checks are returned unpaid for a given member within a season, the ability for that member to pay any Club fee by personal check may also be suspended for a period of up to 12 months.

By-laws

The HHRC By-laws are posted on the HHRC Web site. A copy of the By-laws may be requested from the Membership Coordinator. A copy will be available at the pool club house during the pool season.

Newsletter

The newsletter is published on an as-needed basis and sent to all members. It will list upcoming events, current club developments and information from the Board of Directors. The newsletter is offered in hard copy or electronically. If you would like to receive the newsletter via email, please indicate your choice on the Web site or on your application form.

If you do not receive a newsletter, please contact the Communication Coordinator..

Volunteer Hours

All full members are asked to volunteer service commitment hours each year. Individual members are asked to complete 2 hours or pay \$50 to opt out of their service commitment. Family members are asked to complete 4 hours or pay \$100 to opt out of their service commitment.

Here are 3 ways to work off your service commitment hours:

1 Pool Work Days

These are scheduled throughout the season. There are usually one or two work days in April or May to get the pool ready for the summer and 2 more in September, one of which is to put the covers on the pools. Others are scheduled at other times as needs arise. Emails are sent to the membership ahead of each work day. You don't have to sign up in advance for work days: just turn up on the day. Don't forget to put your start and finish times on the sign-in sheet; if more than one person from your family attends, make sure that each one signs in on a separate line on the sign-in sheet. If a family member has children aged 13 years or older, they can also sign-in and their work hours will count. Children under 16 years must be accompanied by an adult.

2 Club Picnics

There are 3 Club Picnics during the season. These are on Memorial Day, July 4th, and Labor Day. In advance of each picnic, an email is sent out to the membership by the picnic coordinator asking for volunteers. Volunteers need to sign-up with the coordinator in advance. On the day of the picnic, don't forget to put your start and finish times on the sign-in sheet.

3 Ad Hoc

A volunteers' log folder is available at the front desk when the club is open during the season and in the club-house at other times. The folder contains a list of jobs that need doing. Alternatively you can contact the volunteer coordinator, Marion Houser (email: marionah@bellsouth.net), to check for information about jobs that need doing.

If you work one of these jobs when the pool is open, make sure you enter your hours on the log page in the folder and have them authorized by the pool manager on duty or by the appropriate board member. If the pool is closed, email your hours to the appropriate board member so that he/she can approve them.

Notes

- i Service commitment hours should be completed by September 30th to be counted for the current season. Hours worked after September 30th count towards the following year's service commitment unless otherwise arranged with a Club Board member or the pool manager.
- ii Surplus service commitment hours worked can not be carried forward to the following year. Service commitment hours worked by one member can not be transferred to another member.
- iii Members who have not paid to opt out of their service commitment and who have not completed their hours by September 30th will be billed at a rate of \$25/uncompleted hour on their end-of-season statement up to a maximum of \$100 for a family member (\$50 for individual members).
- iv Members who pre-pay to opt out of their service commitment but who subsequently volunteer service commitment hours during the season will be credited \$25/hour worked on their end of season statement up to the amount pre-paid or \$100 for a family member (\$50 for an individual member) whichever is less.
- v Any hours worked for swim team events do not count towards service commitment.
- vi Service commitment hours are not discounted for new members joining late in the season.
- vii Blank sign-in sheets for pool work days and club picnics, and log pages for the volunteers' log book are available from the Club website (<http://hhrcswim.org/club.html>).

Leave of Absence

Only one 1-year leave of absence is permitted under the HHRC By-laws:

HHRC By-laws: Article XIV: Section 3. Waiver of Dues

A member in good standing shall, upon approval of the Board of Directors, be permitted to waive the payment of dues and the use of the facilities of the Corporation for 1 year without jeopardizing his/her membership in the Corporation.

A written request for this 1-year leave of absence must be presented to the Board of Directors. If a member does not resume paying annual membership dues to the HHRC after this 1-year leave of absence, then the membership is considered lapsed, and payment of a new initiation fee will be required to reinstate membership in the HHRC.

HHRC 2010 parking guidelines:

Parking for members and guests is allowed in two main lots: the front lot is in front of the main pool entrance; the back lot is behind the pool in front of the tennis courts. Employees are encouraged to park in the back lot.

Parking is also allowed on the pool side of the street on Yorktown Dr. and along the creek side on Brandywine Rd.

Parking opposite the pool entrance is discouraged (on Yorktown Dr. or Brandywine Rd). Parking cars across from each other narrows the roads to one lane, which is dangerous for drivers, pedestrians, and cyclists.

As always, when parking; please be mindful of fire hydrants, blind curves, neighbors' driveways, and people on bikes and on foot.

And don't forget, there is plenty of bike parking if you want to leave the car at home!

Heritage Hills Recreation Club Officers – 2009/2011 Season 11/4/2009

Principal Officers

President & Personnel	Shannon Merritt jedsmerritt@aol.com	929-9216	106 Bennington Drive Chapel Hill, NC 27516
Vice-President & Membership & Social Events	Angela Bonner abonner@mebtel.net	304-4649	4406 Bradford Ridge Road Efland, NC 27243
Secretary & Communications	Debbie Hand debbie@joeyhand.com	960-8188	102 Kings Mountain Court Chapel Hill, NC 27516
Treasurer	Charles Cleary cwcleary@nc.rr.com	932-3760	313 W University Drive Chapel Hill, NC 27516

Directors

Volunteers	Marion Houser marionah@bellsouth.net	968-1717	80 Amber Wood Run Chapel Hill, NC 27516
Facilities & Pool Operations	Kevin O'Dell odellkco@aol.com	929-4168	411 Gilmore Road Chapel Hill, NC 27516
Tennis	John Bollenbacher john@10engines.com	968-9796	510 Yorktown Drive Chapel Hill, NC 27516
Grounds	Laura Gold lsgold@bellsouth.net	929-5780	910 Bowden Rd Chapel Hill, NC 27516
Swim Team	Meg Cohen mcohen@unch.unc.edu	933-1399	121 Ivy Brook Lane Chapel Hill, NC 27516
	Dana Campbell dvcampbell@nc.rr.com	967-2138	306 Autumn Drive Chapel Hill, NC 27516

Other (non-Board) Positions

Legal Adviser	Judie Birchfield jlbirchfield@mindspring.com	933-1705	104 Concord Drive Chapel Hill, NC 27516
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Paid Positions

Pool Manager	Linda Bennett hlsabennett@aol.com	933-4556	206 Bennington Drive Chapel Hill, NC 27516 882 CC Andrews Rd.
Snack Bar Manager	Tao Levi taolevi@ca.rr.com	698-9517	Timberlake, NC 27583
Finance Officer	Rae Godinez rae@rrghomes.com		