



# **Virginia Vale Swim Club Membership Handbook**

Virginia Vale Swim Club  
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[www.vvswimclub.com](http://www.vvswimclub.com)

## **MEMBER ACKNOWLEDGEMENT**

Members are expected to review the Membership Handbook and stay current on pool rules and regulations. As part of the annual registration process, members review and acknowledge the Membership Handbook and, by completing payment, agree to the rules and regulations outlined in the Membership Handbook and posted on the Virginia Vale website.

## **STATEMENT OF BEHAVIOR AND INCLUSIVITY**

Virginia Vale Swim Club is committed to fostering an environment that promotes respect, fairness, and inclusivity for all individuals, regardless of their race, ethnicity, gender, sexual orientation, religion, age, disability, or any other characteristic. We strive to create a welcoming and inclusive space for all members of our community. We expect all members, guests and employees to treat all individuals they encounter at VV with respect, dignity, and courtesy and avoid any form of discrimination, harassment, or offensive behavior.

## **BOARD OF DIRECTORS**

Virginia Vale Swim Club is a private, non-profit organization governed by a Board of Directors in accordance with the Club Bylaws. The Board of Directors is elected by the membership from among active members of the Club at the Annual Meeting each August. At the annual meeting of the members, four (odd years) or five (even years) active members of the Club shall be elected to the Board of Directors for a term of two years. The officers of the Club-- President, Vice President, Secretary, and Treasurer-- are elected by the Board from among its members annually. No Director or Officer shall have more than three consecutive two-year terms. The Bylaws and a list of the current nine Board members and their contact information can be found on the Virginia Vale website. If you have any suggestions or questions regarding the Board or the pool in general, please contact the President via their provided email address.

## **BOARD ELECTIONS**

Candidates shall be announced at least one week prior to the annual meeting and personal bios provided by the candidates shall be distributed to the membership via email. Each candidate will have the ability to meet with the Board or a quorum, prior to the election and annual meeting, to ask questions.

Each family may select on the ballot the number of candidates up to those number positions available. Members may also choose to select the Board proxy. The Board proxy is chosen based upon the majority of Board members' votes, who are not running for re-election. In accordance with the member handbook, Virginia Vale encourages a respectful Board election process and discourages members and staff from discrediting any member running for the Board.

## **POOL MANAGEMENT AND STAFF**

The Board of Directors hires a General Manager to administer the day-to-day activities and to enforce the club's health, safety and other regulations. The General Manager hires and supervises staff capable of carrying out these objectives. The Board of Directors gives full authority to the General Manager and staff to enforce the club's rules and regulations.

The General Manager or an assistant manager is on duty at all times. The name of the manager on duty at any given time is posted at the front desk.

## **MEMBERSHIP**

Two classes of membership are provided for in the Bylaws – Regular and Senior. The rules and policies in this handbook apply to all members.

The Bylaws allow for up to 375 regular members. A member may be an individual or a head of household. Regular membership includes the member's spouse and any children and grandchildren residing in the member's household who are considered dependents of the member. A partner, fiancé(e) or other non-dependent who resides in a member household should direct any questions about membership status to the Membership Chair.

Senior memberships are limited to a maximum of the two heads of household during regular membership. Guest policies apply to all guests of senior members including other family members living in the member's household.

All memberships are non-transferrable. Memberships may not be transferred, sold, leased, or conveyed to, or used by, any person other than a head of household named in the membership registration.

In the event of divorce or separation, the couple must determine who retains the membership and inform the Membership Chair immediately. While only one former spouse will remain a member, the non-member may accompany any children from that marriage to the pool on occasion at no cost, provided the former spouse member does not object. However, the non-member former spouse may not bring any guests under any circumstances. The non-member former spouse may reapply for membership, subject to any wait list and initiation fees then in effect.

## **MEMBER COMMUNICATIONS**

It is each member's responsibility to ensure that the club has your correct contact information for communication purposes. If at any time your contact information changes, please make sure to update your profile online. In addition to email communications, the Board and Management rely heavily on the club website ([www.vvswimclub.com](http://www.vvswimclub.com)) and bulletin boards by the front office to provide the most up-to-date information. It is members' responsibility to check these sources regularly for updates.

## **MEMBER CONDUCT AND DISCIPLINE**

Whenever, in the judgment of a majority of the Board of Directors, any member has violated the spirit or letter of the rules of the pool, or has otherwise acted in a disrespectful manner toward any other member, staff or guest, the Board is authorized to suspend or limit any of the privileges of the club or to execute any other disciplinary measures it deems appropriate, up to and including expulsion from the membership and the pool facilities as a member or guest. If a member is expelled from membership, all dues, initiation fees, or fees paid for lessons, teams, social events, guests or other activities are forfeited. Any such disciplinary actions apply to everyone in the member's household.

### **General Conduct:**

We expect everyone to conduct themselves in a manner that is respectful and considerate of others. Inappropriate language and disruptive behavior have no place at our club. Here are some specific guidelines to help maintain a positive environment:

- **Respect Personal Space:** Always be mindful of others' personal space and belongings.
- **Use Appropriate Language:** Avoid using language that could be offensive or hurtful to others.
- **Resolve Conflicts Peacefully:** If a disagreement arises, handle it calmly and respectfully. If you need assistance, our pool staff and management are here to help.
- **Be Inclusive:** Make an effort to include and welcome everyone, regardless of background or ability.

- **Take Care of Club Property:** Treat the club's facilities and equipment with care. Report any damages or issues to the staff immediately. Please use trash and recycling bins to ensure a clean and welcoming space for all members and guests.
- **Follow Safety Rules:** Adhere to all safety guidelines to protect yourself and others.

**Respect Staff:** Staff work at the pool to make it a safe and welcoming place for everyone. Employees are assigned duties by the Pool GM and members should respect their primary roles and responsibilities. Please refrain from undue personal requests of staff when they are on duty.

### Disciplinary Actions:

There is an understanding that conflicts can arise and mistakes can happen. However, maintaining a peaceful environment is a shared responsibility. If a member violates the spirit or letter of our rules or acts disrespectfully toward any other member, staff, or guest, the Board of Directors is authorized to take disciplinary actions. These actions may include:

- **Warnings:** Issued for minor infractions.
- **Suspension or Limitation of Privileges:** Temporary suspension of club privileges for more serious or repeated offenses.
- **Expulsion:** For severe or repeated violations, a member may be expelled from the club. If a member is expelled, all dues, initiation fees, or fees paid for lessons, teams, social events, guests, or other activities are forfeited.

The Board's decisions on disciplinary matters are final and aimed at preserving the club's respectful and inclusive environment.

Below is a Behavior matrix with examples of expected behaviors and disciplinary guidelines should those behaviors be violated at carrying degrees:

Behavior Category	Expected Behavior	Minor Infraction	Moderate Infraction	Severe Infraction
<b>Respect and Inclusivity</b>	Treat everyone with dignity and courtesy. No discrimination, harassment, or offensive behavior.	<b>Examples:</b> 1. Making a rude comment to another member. 2. Using offensive language in a conversation. <b>Consequence:</b> Verbal warning.	<b>Examples:</b> 1. Excluding someone from an activity due to their background. 2. Mocking or mimicking someone in a way that causes discomfort. <b>Consequence:</b> Written warning.	<b>Examples:</b> 1. Repeatedly making offensive jokes or harassing another member. 2. Making threats of harm or violence against another member. <b>Consequence:</b> Suspension of club privileges for a specified period or expulsion from the club.

<b>Treatment of Staff</b>	Interact with staff members respectfully. Follow their instructions and cooperate fully.	<b>Examples:</b> 1. Speaking rudely to a staff member. 2. Ignoring staff instructions once. <b>Consequence:</b> Verbal warning.	<b>Examples:</b> 1. Arguing with staff over a rule. 2. Repeatedly not following staff instructions. <b>Consequence:</b> Written warning.	<b>Examples:</b> 1. Threatening, using profanity with, or verbally abusing a staff member. 2. Physical altercation with staff. <b>Consequence:</b> Suspension of club privileges for a specified period or expulsion from the club.
<b>Pool and Facility Use</b>	Follow all posted pool rules. No running, diving in shallow areas, or rough play. Maintain cleanliness and safety. Report damages or unsafe conditions immediately.	<b>Examples:</b> 1. Running on the pool deck. 2. Engaging in minor unsafe behavior. <b>Consequence:</b> Verbal warning.	<b>Examples:</b> 1. Using glass containers on the pool deck area. 2. Entering restricted areas without permission. <b>Consequence:</b> Written warning.	<b>Examples:</b> 1. Engaging in rough play that endangers others. 2. Deliberately damaging or defacing club property. <b>Consequence:</b> Suspension of club privileges for a specified period or expulsion from the club.
<b>Safety Compliance</b>	Adhere to all safety guidelines.	<b>Examples:</b> 1. Not following lifeguard instructions once. 2. Engaging in minor unsafe behavior. <b>Consequence:</b> Verbal warning.	<b>Examples:</b> 1. Engaging in dangerous activities like diving in shallow areas. 2. Repeated minor unsafe behavior. <b>Consequence:</b> Written warning.	<b>Examples:</b> 1. Repeatedly engaging in dangerous activities. 2. Ignoring lifeguard instructions repeatedly. <b>Consequence:</b> Suspension of club privileges for a specified period or expulsion from the club.
<b>General Conduct / Conflict Resolution</b>	Respect personal space and belongings. Use appropriate language. Handle disagreements calmly and respectfully. Seek assistance from staff if needed.	<b>Examples:</b> 1. Arguing loudly with another member or creating a disturbance. 2. Being uncooperative in a conflict. <b>Consequence:</b> Verbal warning.	<b>Examples:</b> 1. Loudly or maliciously using language that could be offensive or hurtful to others. 2. Taking another member's belongings with intent and without permission. <b>Consequence:</b> Written warning.	<b>Examples:</b> 1. Engaging in a physical altercation. 2. Refusing to resolve conflicts peacefully and escalating the situation. <b>Consequence:</b> Suspension of club privileges for a specified period or expulsion from the club.

<b>Emergency Procedures</b>	Familiarize yourself with emergency procedures and exits. Follow staff instructions promptly during emergencies.	<b>Examples:</b> 1. Using emergency exits for non-emergency purposes. 2. Not responding to emergency instructions promptly. <b>Consequence:</b> Verbal warning.	<b>Examples:</b> 1. Ignoring a fire drill or not evacuating promptly during an emergency. 2. Disrupting others during an emergency drill. <b>Consequence:</b> Written warning.	<b>Examples:</b> 1. Repeatedly ignoring emergency procedures. 2. Hindering emergency response efforts. <b>Consequence:</b> Suspension of club privileges for a specified period or expulsion from the club.
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## USE OF POOL AND FACILITIES

Members must be in good standing in order to enjoy the use of the pool and facilities, including participation in teams, lessons, and other events.

All persons using the club facilities do so at their own risk. Virginia Vale Swim Club assumes no responsibility for loss or damage to personal property or injury to anyone.

## HOURS OF OPERATION

Virginia Vale Swim Club is open each year from the Saturday of Memorial Day weekend through Labor Day. The hours of operation may be extended at the discretion of the board. With the exception of team practices as early as May 15th, pool facilities are NOT available for any use during the pre- or post-season.

Regular hours will be posted on the website and communicated through weekly membership e-mails.

In general, from May through July the pool is used during the week by teams and lessons until noon. The baby pool opens daily at 10 am. August and September hours will be announced later in the summer based on staffing availability.

Guards will clear the pool no later than 15 minutes before closing time. Members are expected to leave the grounds by closing time, or earlier in the event of weather or other circumstances.

*All hours are subject to change at the discretion of the General Manager and Board of Directors.*

*Please check the website and membership emails for pool closings due to special events, inclement weather or other safety reasons.*

## RULES AND REGULATIONS

The pool manager on duty operates all of the pool facilities for the health and safety of the members, guests and staff. All members and guests are expected to comply with the rules, regulations, and policies described in this handbook and posted on the club grounds, as well as any modifications that are required to deal with emergency or extraordinary circumstances that may arise.

Members are personally liable for their conduct, the conduct of those under their responsibility, and the conduct of their guests. Parents must instruct their children to observe all regulations and obey instructions of the manager and staff.

Virginia Vale is committed to providing a safe and welcoming environment for all members and guests. Members and guests are always expected to act appropriately while at the club, which means behaving in a polite, courteous and respectful manner to each other and the staff.

Members and guests are prohibited from engaging in any conduct that may be considered unsafe or inappropriate, including but not limited to conduct that is threatening, harassing, dishonest, or potentially criminal. Safety, common sense, and courtesy to others are always good practice.

## **GENERAL HEALTH AND SAFETY**

1. Each individual entering the club must check-in at the front desk before proceeding to the pool area.
2. No running on the deck.
3. No rough play or pushing anywhere on the grounds or in the pool.
4. Virginia Vale is a no smoking facility. The use of tobacco, vaping, e-cigarettes, marijuana, and/or illegal or illicit drugs on pool grounds and immediately outside the pool entrance in any form is strictly prohibited.
5. Virginia Vale allows non-minor members and guests the privilege of drinking alcoholic beverages on the premises, but members and guests must act responsibly with respect to any alcohol consumption. Consumption of alcoholic beverages is prohibited in all pools as well as in the diving well and on the diving board. Virginia Vale strictly prohibits the consumption of alcohol by minors on the premises at all times. Members and guests not adhering to this standard are subject to disciplinary action and may be asked to leave the premises.
6. No dogs or other pets on club grounds at any time, except properly identified and documented service dogs.
7. Absolutely no glass containers are permitted on the pool deck or upper deck at any time. Please ensure that any glass containers in your possession are securely stored in bags or coolers before entering the pool grounds. Do not walk on the pool deck if any glass containers are in your possession, secured or otherwise. Because of the risk of glass breakage, please only walk on grassy areas when transporting any glass containers. Please pour any drinks from glass containers into plastic/paper cups.
8. No eating, drinking or chewing gum in either pool.
9. Children who are not yet toilet-trained must wear a swim diaper in either pool.
10. All members are responsible for cleaning up after themselves. Please clean your tables and dispose of trash and recycling appropriately when you leave your area. If you move any tables and chairs into different configurations during your visit, please return them to their original location before departing the grounds.
11. The manager on duty has the authority to clear the pools and decks whenever they determine swimming to be hazardous, and to reopen when they determine it is safe to do so. The pool and grounds may also be closed if the manager on duty determines that hazardous weather conditions continue to exist.

## **Big Pool**

12. The pool may not be used unless a lifeguard is present and on duty. Lifeguards have full authority to control swim activities while on duty.
13. The child's parent or supervising adult must be within arm's reach of any child who cannot swim at all times (even if the child is using a flotation device).
14. Lifeguards have the authority to clear the pool of flotation devices, beach balls and other toys when deemed necessary.
15. No eating or drinking at any time in the pool.

## **Diving Well**

16. Only one person at a time on the diving board.
17. Divers must go off the end of the board facing forwards and swim directly to a ladder.
18. Swimming is not permitted in the deep end when the diving board is in use.
19. No flotation devices are allowed in the diving area.
20. No eating or drinking at any time in the diving well or on the diving board.



### **Baby Pool**

- 21. Direct adult supervision is required at all times.
- 22. A supervising parent or adult must be within arm's reach of each child at all times.
- 23. The baby pool is intended for the use of children ages 6 and under.

### **Upper Deck**

- 24. Children under the age of 12 must be accompanied and closely supervised by an adult or babysitter or sibling over the age of 12 at all times.
- 25. Candles and other flammable devices or materials (such as sterno) are strictly prohibited.
- 26. General use of the Upper Deck may be restricted when it has been reserved for a private party, a team event or a board meeting, or the staffing ratio does not allow for sufficient monitoring.

### **PARKING**

Virginia Vale does not own any parking area. The Club leases parking spaces from the Leedsdale Center during the season. Parking is allowed in designated areas that are striped in red only. Violating parking rules may result in towing at the owner's expense.

If all designated spaces are full, please park on the streets immediately adjacent to the pool. Please be a good neighbor. Adhere to any parking signs and do not block or hinder access to driveways and entryways to homes and businesses.

### **GUEST FEES AND RULES**

Members are welcome to bring guests to the pool during regular pool hours and for pool-sponsored social events, unless otherwise indicated.

Guests must be accompanied by a member at all times. Members shall be responsible for the conduct of their guests. Guests are expected to follow the rules and regulations of Virginia Vale. Guests must check in at the front desk and fees must be paid prior to entry by credit card, check, or online credits. Guest fees apply to anyone 2 years of age and older. Guest fees for the season will be announced in the Membership Communications.

The full guest fee will be charged to any person regardless of time or what activity is being used. The only exceptions are: (1) during swim/dive/synchro meets and (2) for pick up or drop off of members or guests.

Members may have up to 6 guests at the pool on any given day. For more than 6 guests, private party rules apply.

### **NANNY/BABYSITTER POLICY**

For an annual administrative fee per nanny/sitter, families may designate up to two nannies/sitters who may use the club at no additional cost while they are supervising children of the designating member family at the club. These individuals must have a current photo on file and must check in at the front desk with the children when they enter the club. Nannies/ sitters do not have member privileges.

Nannies/sitters not designated on a member account will be charged the guest rate when they are supervising a member child/ren at the club. They must check in (and pay) at the front desk with the children they are supervising when they enter the club. The Nanny Fee will be published each year in the Member Communications.

### **VOLUNTEER OPPORTUNITIES**

Virginia Vale is a great place to be involved in your kids' summer activities and meet new people. The sense of community that is Virginia Vale depends upon the contributions and involvement of its members. Find a way to get involved today!



- Teams:** If your children are on a team, you are required to volunteer at meets and/or other activities. Watch for more information from your team parents.
- Social Committee:** If you love to socialize, decorate, cook, organize, we would love your help! Please contact [social@vswimclub.com](mailto:social@vswimclub.com) to get involved.
- Capital Projects Committee:** Do you have expertise in building, construction, architecture and design or landscaping? Please contact the President to get involved.

## SWIM LESSONS

Group swim lessons are offered in June and July to teach children how to swim safely and skillfully. Lessons are held Mondays through Thursdays from 11-11:30 am and 11:30-12 noon. There are no classes on Fridays. Please see the Lessons section of the website for more information and to register.

Private swim lessons can be scheduled directly with instructors, coaches, or guards throughout the summer during regular pool hours.

## TEAMS

Virginia Vale is the proud home to the Dolphins dive, swim and synchro teams. We strive to build life-long friendships and have fun while working hard to instill a strong sense of community, exhibit good sportsmanship and improve aquatic skills.

Pre-season practices start after school in mid-May. The seasons run from the first week of June through the end of July. Practice and meet schedules, coaches and other information will be posted on each team's webpage when it is available in the late spring.

Online registration (including payment) for teams opens in early May and must be completed prior to any child getting into the pool for practice or participating in any other team activity.

## SNACK SHACK

The snack shack is operated for the convenience of members. The snack shack is generally open until 1/2 hour prior to club closing. It is at the Snack Shack Manager's discretion to close early if there is low attendance at the club and/or inclement weather.

## SOCIAL EVENTS

Each summer Virginia Vale hosts a variety of social events for members to enjoy. A calendar of events including registration information will be posted on the Social section of the website. In addition, detailed information about all social events - including any costs and online registration - will be provided in our weekly emails. Please email [social@vswimclub.com](mailto:social@vswimclub.com) if you have any questions, suggestions, or would like to join the Social Committee.

## GROUP GATHERINGS

The Board and Management seeks to balance offering the opportunity for individual members to host casual gatherings and parties at the club with the importance of providing maximum opportunity for all members to enjoy the club facilities. With that end in mind, we have established the following parameters and requirements.

Members may not exclude other members from any pool area that has not been reserved for a Private Party. If exclusive space is needed, members must register for a Private Party as described below. The Pavilion may not be reserved during regular hours; it is available on a first-come, first-served basis only.

**Member Only Gathering:** No special requirements apply. Table space may be available on a first-come, first-served basis.

**Member Gathering with Guests (up to 6 Guests total):** Guest fees apply. Table space may be available on a first-come, first-served basis.

## **PRIVATE PARTIES**

Only members in good standing may reserve club facilities for a private party. In the event that overcrowding becomes an issue on any day or throughout the summer, pool management may adjust the use of the facilities and these policies may be amended.

**After Hours, Full Facility:** The entire pool and grounds are available for exclusive rental after hours on select Tuesdays and Thursdays from 6:30-9:30 pm and Saturdays from 7-10 pm. All members and guests must leave the pool grounds no later than 9:30 pm on Tuesdays and Thursdays, and by 10 pm on Saturdays. Private Parties accommodate up to 300 attendees, 75 of whom are swimmers. There is an additional charge for more than 75 swimmers. Guest fees do not apply for Private Parties.

Private party booking (including agreement to Terms of Use) and payment must be completed online at least one week in advance and is subject to the General Manager's approval.

**Regular Hours, Reserved Area:** The Upper Deck may be reserved for use during regular hours of operation for groups of up to 50 people total (members and guests). The Upper Deck is available for one 3-hour block, on select Mondays-Thursday from 1-4 pm, and select Fridays from 5-8 pm. The Upper Deck is not available to book during holidays, holiday weekends or other busy times as determined by pool management. There will not be Upper Deck reservations available on days allocated for Private Parties. There is a reservation cost for booking the Upper Deck and guest fees apply. Booking and payment must be made online at least 3 days in advance.

Additional information including available dates and private party registration will be available on the Social Events section of the website.

Payments will not be taken at the office. No phone reservations will be taken. The calendar on the website has the most updated and accurate information regarding availability. If you have any questions, please contact the General Manager.

## **Club Liability Release and Indemnification:**

**Assumption of Risk:** I and/or my family members willingly have made the choice to be members of, participate in, and be associated with Virginia Vale Swim Club (The Club). It is recognized that there are inherent risks associated with The Club and I accept full responsibility for personal injury to myself and (if applicable) my family members and guests. I further release and discharge The Club for physical and/or physiological injury, pain, suffering, illness, temporary or permanent disability, death, or economic loss occurring out of my or my family members and guest use or presence upon the facilities of The Club, whether caused by The Club itself, myself or family, or third parties.

**Indemnification:** I agree to indemnify and defend The Club against all claims, legal action, damages, expenses, including Attorneys fees and other litigation costs that in any way may derive from use or presence of myself, family or guests in the facilities of The Club

**Expenses:** I agree to pay for all damages caused to the facilities of The Club as a result of my, my family's, or guests, reckless, negligent, or willful actions.

**Applicable Law:** Any legal or equitable claims will be resolved under Colorado Law

**Enforceability:** This Membership Agreement and Release of Liability shall be binding upon and enforceable against me, my family, and guests without limitation. This agreement shall be enforceable to the fullest extent permitted by applicable law. If any portion of this agreement is held invalid, the remainder shall not be affected and shall continue in full legal force and effect.