



Highridge Swim & Tennis Club

Welcome Package

2011

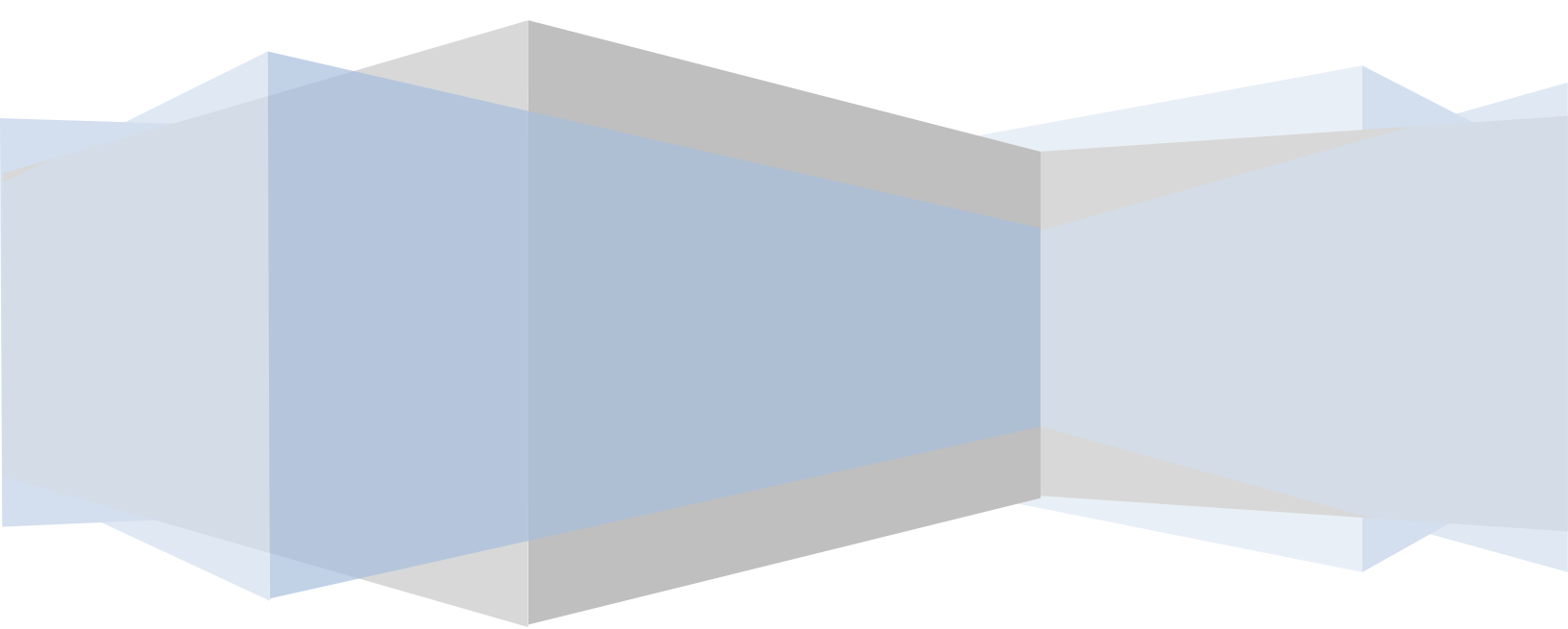


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Introduction

We would like to extend a warm welcome to you and your family and we are very glad you decided to make Highridge Swim & Tennis Club part of your plans for this summer.

Please take a moment to review the information contained in this document to familiarize yourself with some of our basic services and guidelines offered this year.

Most of this information is also available on our web site at www.highridgeswimandtennis.com.

You can also talk with our General Manager, John Ryan, or the Assistant Manager, Lisa Martel, if you have any questions.

2011 Club Operation Dates

5/28/2011 to 5/30/2011 – (Open from 10:00 am to 8:30 pm) *[Memorial Day Weekend]*

5/31/2011 to 6/3/2011 – **CLOSED** *[week days]*

6/4/2011 – 6/5/2011 – (Open from 10:00 am to 8:30 pm)

6/6/2011 to 6/10/2011 – **CLOSED** *[week days]*

6/11/2011 to **Labor Day** (9/5/2011) – (Open from 10:00 am to 8:30 pm)

First time at Highridge

If you were a member last year, you should use your existing membership cards. If you lost your card, you can get it replaced for a \$5.00 fee (Just ask for the form at the front desk).

If you are a new member, the first time you come to the club you will be greeted at the front door by one of our friendly employees who will check you in through our computer system. You will be asked to identify all your family members so we can verify that all names have been entered properly into the system.

You will be issued your membership card that can be used for admittance to the club. This card also acts as a debit card for purchases at the snack bar. You can buy credits for the card at the snack bar.



You can get up to 4 cards per family. Each card can carry a separate balance. If you want to check the balance on the card, just ask someone at the snack bar counter.

Each additional card is \$5 and there is also a \$5 charge if you need to replace your card.

Parking Lot

The layout of the parking lot is designed to maximize the number of vehicles that can be parked at Highridge. There are 4 rows of cars in the area in front of the main building and you should park either facing the club or the street. You can follow the directions on the signs next to the entrance to each row.

The entrance to the club lot is through the main driveway and the entrance to the parking lot is at the end of the main building.

Please do not park your car so it may block the entrance to the parking lot.

For easy reference, here is a picture of what the parking lot would look like if it was completely full.



Guests

You can bring guests to Highridge for \$5.00 per person per day regardless of age. They are allowed to use all club facilities. The limit is 5 times for an adult and 10 times for kids under 16.

Eating At Highridge

Highridge offers a full selection of sandwiches, salads, and snacks at the Highridge Café. You can also bring your own food provided you bring your own coolers. We cannot store any food in our kitchen for you. All coolers should be placed on the bench next to the door to the snack bar.

Please use the areas in front of the snack bar and under the main awning to eat your meals. No glass containers are allowed in the main eating areas.

We ask you that you do not leave your belongings on the tables or chairs while using the club so other people can use the tables to eat.

Please pick-up your trash and throw it in the containers when you are done eating. We also ask that you pick up after yourself in all areas during your stay at the club.

NO FOOD OR DRINKS ARE ALLOWED IN THE MAIN POOL OR IN THE KIDDIE POOL AREA.

BARBECUE GRILLS – Members may cook their own food on the grills in the picnic area. You can reserve a grill time at the front desk and our employees will come out to light it. Just let them know what time you would like to have the grill lit.

Please note that the barbecue grills are not available on the 4th of July after 3:00 pm.

ALCOHOL – Alcohol consumption is permitted in the picnic area only by responsible parties over age 21. No alcohol will be supplied by Highridge. No glass containers please.

Swimming Pools

Before the kids can use the diving board or the slide, they are required to pass the “Deep-end Test”. The test consists of proving the ability to swim 25 yards without touching the bottom, and treading water for 1 minute. The Highridge lifeguards will conduct the tests.

NO DRINK OR FOOD ALLOWED IN THE POOL AREA - (Water bottles – with water inside – are allowed)

LOUNGE CHAIRS – We have enough chairs to accommodate all of our members. Please do not “reserve” chairs while you are doing other activities around the club. Use just the chairs that you will actually have people sitting in and enjoying the sun. From time to time, the employees will come around and will remove items that have been on the chairs unattended for more than 1 hour.

KIDDIE POOL AREA – Please keep your kids from washing their feet and hands in the kiddie pool after playing in the sand box. The sand can get into the pool filter and cause it to malfunction.

CHAIR CUSHIONS – We offer chair cushions that can be placed on the hard resin chairs. You can ask the lifeguards to make them available if you don't see them by the entrance of the pool area. We ask you that you return the cushions when you are done with them.

We do not provide towels.

FLOTATION DEVICES – No rafts, dingies, or any other devices that the lifeguards can't see under are allowed in the pool. Swimmies, water wings, and flotation vests are allowed.

BALLS – Only soft plastic balls, koosh balls and nerf balls are allowed in the pool. The lifeguard may ask you not to play with balls if the pool is too crowded.

DIAPERS – Kids who wear diapers are required to wear swim diapers when going into the main pool or the kiddie pool. Please use locker rooms to change soiled diapers.

Please refer to the USE OF POOL section at the end of this document for a full list of rules.

Lost and Found

All lost items will be placed in bins and on the table at the end of the building on the ladies room side. Please check the lost and found area often. We will empty the lost and found 2 times during the season. All items will be either thrown out or donated to a charity.

Locker Rooms

Locker rooms are available at all times when club is open.

Kids under 5 are allowed in the opposite sex locker room.

Please do not use the showers for more than 5 minutes and make sure the water is shut off properly when done. Please monitor your children.

Lockers are available for use for the entire season. We just ask that you remove your belongings and lock when we close in September.

The locker rooms are professionally cleaned every night and spot cleaned during the day. Please let the managers know if you see anything that may be out of order in the bathrooms. Also, please dispose of soiled diapers in the trash receptacle near the changing table.

Behavior

It is the members' responsibility to make sure their kids and guests are aware of the club rules. Kids 11 and older can stay at the club without a parent but the club employees will not be watching them. If you do not think your child is mature and responsible enough to stay by himself/herself, you can enroll him/her in the Highridge Kids Club.

In case of misbehavior, the employees will use the 3-strikes-you're-out rule. The first time they will ask the child to sit out for 5 to 10 minutes. The second infraction, the child will be removed

from the activity for the rest of the day. The third time, the manager will call the parent to have the child picked up. If the infraction is severe enough, the matter will be taken to the Highridge Board of Directors where they will consider whether the child will be suspended for a period of time.

Birthday Parties

You can host your kid's birthday party at Highridge. If you have a small party of up to 25 people, you can host your party at Highridge by paying the guest fee for each person attending the party. If you have more than 25 people in your party, you will need to request permission from the board and the party will have to be done through the Facility Rental agreement (see next section).

We can also offer catering for your birthday party through our partner restaurant. Please ask the managers for the menu and details.

Facility Rental

You can host your corporate party, family reunion, end-of-year school party, or any party with 25 or more people at Highridge. Please ask the manager for information and the Facility Rental Guidelines document.

Kids Club

Highridge offers summer camp programs on a weekly, daily, and hourly basis. You will need to enroll your child ahead of time through the Highridge web site for the daily and weekly programs.

For the hourly program, you can purchase a pass at the snack bar. You will buy a pass for the rest of the day and will get reimbursed for the portion not used once you pick up your child.

Guests are allowed to join the Kids Club at a rate of \$10/hour but the regular guest rules still apply.

Please see the separate Kids Club documentation for more details or see the Kids Club senior counselor or one of the managers.

You will be able to sign-up for the Kids Club in the second week of June. All paperwork will be available for download at that time.

Website

In order to use the sign-up functions of the Highridge web site, you will have to obtain an ID and password. You can do so by clicking on the [Sign-in](#) link at the top of the site and then clicking on the [Request Login ID](#) at the bottom of the form. We will process your request as quickly as possible and email you your ID and password.

A weekly newsletter or notice will be sent outlining upcoming events, activities, and news.

Swim Lessons and Swim Team

Swim lessons will be offered in 3-week sessions (Mondays and Wednesdays). The lessons are 30 minutes long. The cost is \$30 for the 3-week session. The first session will start on the week of June 26.

The sign-ups will be available online at the Highridge web site starting on June 19.

Your kids can join our Swim Team (The Hammerheads). The swim team practices 4 times a week starting on June 21. They will compete several times against other clubs in the Narragansett Swim League. The cost is \$25 for the season (includes a Hammerheads t-shirt). Please ask at the front desk or any of the lifeguards for more details.

Tennis Programs

Highridge offers a very extensive list of tennis programs. From group lessons (clinics), to private lessons, Cardio Tennis, tournaments, tennis socials, and pick up games.

Alan Holoff, Director of Tennis, will be available on June 18 to perform an evaluation of your game so you will know which clinics to sign up for.

The tennis clinics are free for the members but you need to sign-up online every week. Please go to the Highridge web site for specific times. You can also talk to one of the tennis pros for more details.

If you are interested in the private lessons, please arrange them directly with the tennis pros. The cost is \$60/hour.

The Cardio Tennis programs are a fun way of combining high-intensity aerobics with the game of tennis. We offer 3 Cardio Tennis sessions per week. There is a \$5 charge per lesson and you can buy the passes at snack bar. You will still need to sign up online before you come out.

We also offer the team tennis program for children up to 18 years old. This is an inter-club league with weekly matches against local clubs in the area. The cost to participate in the program is \$25. Please see Alan Holoff for more info.

We run several tournaments during the summer. To sign-up for the tournaments, look for the sign-up boards by the locker room or ask Alan Holoff for more details. Please see a list of the tournaments and tennis events on the next page.

TENNIS EVENTS

<u>Tennis Evaluations – Meet the Pros</u>	Saturday, June 18 th	
<u>Jr. Team Tryouts – Initial Meeting</u>	Friday, June 24 th	
<u>Jr. Tennis Carnival- Season Opener</u>	Saturday, June 25 th , 3 pm.	Rain date Sunday, June 26 th . Tennis games and contests for juniors, 6 and older. Refreshments
<u>Starting Date for Clinics</u>	Monday, June 27 th	
<u>Mixed Doubles Round Robins</u>	July 2 nd July 16 th August 27 th	All at 4:00 pm. Sign up with a partner or individually. Pot Luck dinner to follow.
<u>Adult - Child Round Robins</u>	Saturday Sept. 3 rd , 11:00 - 1:00	Rain date: Sunday Sept. 5 th
<u>Member - Guest - Men's</u>	Sunday, August 14 th , 10:00 - 1:00	
<u>Member - Guest - Women's</u>	Sunday, July 31 st - 10:00 - 1:00	

CLUB TOURNAMENTS

<u>Men's and Women's Singles (2 levels)</u>	Saturday/Sunday July 16 th and 17 th	
<u>Mixed Doubles (2 levels)</u>	Saturday/Sunday July 23 rd and 24 th	
<u>Men's & Women's Doubles (2 levels)</u>	Saturday/Sunday August 13 th and 14 th	
<u>Junior Singles and Doubles (3 age levels)</u>	Wed., and Thurs., August 24 th and 25 th	

Table Tennis Tournaments

Sunday, August 21 - Please sign up ahead of time

Juniors and Beginners report @ 11:00 am

Advanced Beginners and Adults report @ 2:00 pm

Events

We offer several events for kids and adults that will keep everybody busy. Here is a list of the events as they have been scheduled. If there are any changes, we will post them throughout the club and on the web site.

5/29	Memorial Day Hot Dog Roast	4 pm
6/17	Movie Night	8 pm
6/19	Father's Day Cookout – games with dad planned throughout the day	4 pm
6/25	Ice Cream Social	3 pm
7/4	Fourth of July Cookout – pool games, barbecue, fireworks	3 pm games 5 pm – cookout 9 pm – Fireworks
7/10	Bingo Night	7 pm
7/16	Wine & Cheese Social	8 pm
7/23	Teen Night	7 pm
7/30	Annual Highridge Sleepover	
8/14	Family Fun Day	
8/20	Pizza Night – Potluck Dessert	7 pm
8/28	Highridge Olympics	
9/3	Hawaiian Luau	6 pm
9/4	End of Summer Potluck	3 pm

Management

General Manager – John Ryan

Assistant Manager – Lisa Martel/Adamo DeFelice

Director of Tennis – Alan Holoff

Kids Club Senior Counselor – Roxanne Biagetti

Board of Directors

Eduardo Lessa – **President**

Russell Ferrara – **Vice-President**

Marci Szurley – **Secretary/Marketing**

Lou Long – **Board Member**

Lance Cardillo – **Finance Committee**

Christine Hauswirth – **Board Member**

Laurie Clark – **Tennis Programs Chair**

Lisa Press – **Activities and Events Chair**

Ed Westrick – **Aquatics/Sports Programs Chair**

Melissa Gaitanis – **Membership Committee**

Jacques Benun – **Finance Committee**

Addendum

USE OF POOL

1. Children shall not be allowed in the deep end of the pool until they have passed the basic swim test. Children who have not passed the shallow end test may not use the main pool unless an adult or sitter is in the pool with the child.
2. The swim tests will be given by the lifeguard on duty. Requirements for the basic test shall be a swimming style stroke of strong kick and overhead stroke; the candidate must swim twenty-five (25) yards and then tread water for one minute; final approval remains within the discretion of the lifeguard on duty or the Club Manager should a question arise.
3. The shallow end test requires the ability to swim without assistance from a person or flotation device the width of the pool.
4. The use of the Kiddy pool and play area shall be limited to children under 8 years of age.
5. No running, horseplay, or physical games allowed in the pool.
6. No littering allowed. Members are responsible for cleaning up their trash and belonging before they leave the club.
7. Swim diapers required for any child not potty trained.
8. No diving in the shallow end of the pool or in any area marked "NO DIVING."
9. Members and guests should shower before entering pool.
10. Children under the age of 10 must be supervised by an adult.
11. Suitable swimming clothes should be worn to enter the pool.
12. No soaps or similar materials are allowed in the pool.
13. No glass is allowed, including beer and wine bottles. This rule is in effect during guarded and non-guarded hours.
14. Anyone with infectious or contagious disease or skin complaint must not enter the water. Swimmers may not have open wounds, sores, or infections.
15. Report all injuries to the lifeguard no matter how small.
16. Report all incidences of illness or accidents to the lifeguard.
17. Members are asked not to lounge or loiter near the guard's stands or talk with guards while they are on guard duty.
18. No inflatable toys, rafts, or boats are allowed in the pool.
19. Only squishy or Nerf balls allowed in the pool.

Pool Conduct Rules:

1. No running on concrete
2. No spitting on the decks or in the water.
3. Profanity, vulgarity, or improper behavior will not be tolerated.
4. Smoking is not allowed anywhere within the gates of the pool premises.
5. For your own safety do not swim alone.
6. Do not pretend to be in distress.
7. Chewing gum is not allowed in the pool.
8. No playing on ladders, stairs, ropes, lifeguard chair, or with rescue equipment.

Disciplinary Procedures

1. Verbal warning.
2. The lifeguard has the authority to temporarily suspend pool privileges.
3. Suspension. An incident report will be submitted to the General Manager and the Board of Directors.

Diving Board Rules:

1. Only one person at a time on the diving boards.

- Only one bounce on the ends of the boards
 - The next diver must wait on the ground until the person ahead of her has left the board.
 - The diver on the board may not leave the board until the person ahead of him has reached the ladder
2. Divers must swim to the ladder on the side of the pool closest to the board from which they jumped.
 3. Divers should leave the boards straight off the ends
 4. No handstands, cartwheels, inwards or sitting on the ends of the boards
 5. Back flips and back dives are allowed as long as the diver does it in a controlled manner
 6. No hanging on the diving board
 7. Use of the diving board is not permitted during “Free Swim” in the deep end

Slide Rules:

1. Swimmers should not swim in front of or underneath the slide.
2. Only one person at a time on the slide.
3. The next person in line must wait at the bottom of the ladder until the person in front of them has left the slide.
4. The “Free Swim” Rule also applies to the slide

Inclement Weather Policy

Rain:

The pools will remain open in rain unless it rains hard enough that the guards cannot see the bottom.

Thunder and Lightning:

The pool will close immediately in case of thunder and lightning and will re-open at the discretion of the head lifeguard or the Manager on duty. (National Safety Lightning Institute and the American Red Cross recommend a 20 minute wait before returning to the pool). People should be directed to remain under the awning by the locker rooms.