

# RRC Member Directory & Guidelines

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## **The Rafael Racquet Club**

Since 1961

*The Rafael Racquet Club is a member owned Club governed by its Board of Directors according to its By-Laws, Articles of Incorporation and other Club Rules as set forth in this directory. This membership is intended for those whose primary interest in the Club is in the participation of tennis or swimming, either personally or through members of the immediate family.*

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*This directory is for the express use of Club members. No portion may be used or reproduced for mailing lists, advertising, or any purpose not specifically related to Rafael Racquet Club events and programs. In addition, information may change throughout the year, please refer to the website, current newsletters and postings for changes or modifications.*

*The staff has full authority to enforce these and other rules necessary for the safety and convenience of the membership. RRC is not responsible for lost or stolen items.*

*Portions of the Club premises are monitored by a video monitoring system.*

*The published Club rules, regulations, hours and program guidelines are subject to change at any time by the Club manager or the Board of Directors.*

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**Acknowledgement of Recreational Risks:** The Rafael Racquet and Swim Club, RRC, is a recreational sports facility. The member is unaware of any physical condition that requires me to limit my participation in recreational sports activities at RRC. The member understands that their (and/or their children's) participation in any recreational sports activity may involve strenuous exertion, may lead to physical contact with other people, facilities or equipment, and may result in injury, which could be serious, including the possibility of permanent disablement or even death. The member also understands that if they develop or become aware of any physical condition that affects their ability to participate in recreational sports activities, the risk of injury to them from participation in these activities may increase.

**Release of Rafael Racquet and Swim Club from Liability:** The member agrees to assume all liability for any injury whatsoever that may occur due to their participation in recreational sports activities with RRC, including without limitation, their permanent disability, disfigurement and/or loss of life or limb. Their assumption of liability includes injuries that are caused or exacerbated, in whole or in part, by the members' physical condition, or by the negligence and/or acts or omissions (whether or not intentional) of the staff, other members and guests, officers and/or directors of RRC.

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## **Board of Directors (2010-2011)**

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President:	Jay Ginwala
VP:	Jeff Hopkins
Treasurer/Tennis Liaison:	Geoff Greenlee
Secretary:	Derek Weller
Aquatics Liaison:	Tom Graves

## **Former Presidents of RRC**

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1975-1976	John Malone
1976-1977	Barbara Fernbacher
1977-1978	Hy Gravitch
1978-1979	Robert Gex
1979-1980	Dollie Eger
1980-1981	John Deignan
1981-1982	Hy Gravitch
1982-1983	George Fernbacher
1983-1984	Jovita Kerner
1984-1985	Paul Gaenger
1985-1986	Sally Nichols
1986-1987	Brian Mahoney
1987-1988	Rob Rowley
1988-1989	Connie Rodgers
1989-1990	Lyle Cowen
1990-1991	Joe Harrington
1991-1993	Bob Huntsberry
1993-1994	Tim Hutchinson
1994-1995	Larry Townsend
1995-1997	Barbara Mahoney
1997-2000	Geoff Bill
2000-2003	Bill Johnson
2003-2005	Tom Latinovich
2005-2006	Shana Pierre
2006-2010	John Myers

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## **General Information**

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95 Racquet Club Drive, San Rafael, CA 94901

(415) 456-5522 (ph), (415) 456-0914 (fax)

[www.rafaelracquetclub.com](http://www.rafaelracquetclub.com)

[info@rafaelracquetclub.com](mailto:info@rafaelracquetclub.com)

## **Member Services**

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### **General Manager**

**Ariel Shakeshaft Gutierrez**

[ashakeshaft@rafaelracquetclub.com](mailto:ashakeshaft@rafaelracquetclub.com)

(415) 785-4631

### **Member Services**

**Jaye Flynn**

[jflynn@rafaelracquetclub.com](mailto:jflynn@rafaelracquetclub.com)

(415) 456-5522

### **Aquatics Director**

**Marc Detraz**

[mdetraz@rafaelracquetclub.com](mailto:mdetraz@rafaelracquetclub.com)

(415) 456-1153

### **Tennis Director**

**Lisa Berg**

[lberg@rafaelracquetclub.com](mailto:lberg@rafaelracquetclub.com)

(415) 456-1837

### **Facilities Manager**

**Julio Montoya**

[jmontoya@rafaelracquetclub.com](mailto:jmontoya@rafaelracquetclub.com)

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## Tennis Professionals

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<b>Head Pro</b>	<b>Laurent Lecellier</b> <a href="mailto:Laurentlecellier@yahoo.com">Laurentlecellier@yahoo.com</a> (415) 847-1187
<b>Associate Pro</b>	<b>Tim O'Neal</b> <a href="mailto:Tim.oneal88@gmail.com">Tim.oneal88@gmail.com</a> (510) 847-2704
<b>Associate Pro</b>	<b>Geoff Martinez</b> <a href="mailto:Gmtennis123@hotmail.com">Gmtennis123@hotmail.com</a>

## Support Staff

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<b>Front Desk</b>	<b>Harriette Holmes</b>
<b>Maintenance</b>	<b>Gilmar Castro</b> <b>Erick deLeon</b> <b>Cora Reyes</b>

## Independent Contractors

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<b>Court 10 Café</b>	<b>Bobby &amp; Helen Boyett</b> rrccourt10cafe@yahoo.com (415) 683-8797
<b>Five Points Fitness</b>	<b>Mike Dench</b>
<b>WaterGym</b>	<b>Maggie McCann</b>

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## **Club Rules & Guidelines**

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### **Alcoholic Beverages**

Consumption of alcoholic beverages by adult members (over age 21) is permitted on club premises. Members are permitted to bring their own beverages to the club. **No glass containers allowed in the pool area.** Staff members have the authority to prohibit or limit alcohol consumption on premises.

### **Attire**

Club users are expected to dress appropriately for the activity in which they are engaged. No bathing suits, bare chests or bare feet are allowed in the clubhouse, fitness room or on the courts. No street clothes permitted in the pool.

### **Billing**

Your monthly statement will arrive in the mail by the end of each month. If you are enrolled in Electronic Funds Transfer, the balance will be transferred from your account on the 10th of each month. Questions about billing should be directed to **Jaye Flynn at 456-5522, x114.**

### **Babysitters**

A babysitter is welcome at RRC as a free guest to the family while caring for club member children. Sign-in upon arrival.

### **Clubhouse**

The clubhouse is an indoor space and we expect indoor behavior. Children are welcome to do homework, play quiet games and watch TV in the clubhouse as long as they are supervised. There is no running in the clubhouse, no raised voices and no tennis balls. Please respect the environment of the clubhouse at all times.

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## Clubhouse Rental

The clubhouse is available for evening rental (Fridays, Saturdays, and Sundays) to club members. The club encourages use of the club caterer for clubhouse events. Access to the kitchen by an outside caterer is not permitted. Please contact **Ariel Shakeshaft at 785-4631** for pricing, more information and date availability. The club does not exclusively rent out the tennis courts or the swimming pool.

## Code of Conduct

RRC Members, their guests, club-sponsored guests and staff are expected to treat each other with respect, understanding and civility. Inappropriate language, gestures or actions will not be tolerated. The RRC Staff and Board of Directors have the authority to hold responsible, by a suspension or termination of membership, any person who breaks this code.

## Fitness Room Rules

- RRC members and staff only are permitted to use the fitness room.
- No guest access.
- Users must have completed liability releases on file prior to use.
- Users must wear proper gym attire and shoes.
- Limit use of cardio equipment to 20 minutes when others are waiting.
- Towels are provided for use in fitness room only.
- Please do not wear perfume in fitness room.
- Members under age 18 are subject to additional guidelines:
  - 14 - 17 year old members and staff may use the room upon completion of a fitness room orientation

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by a certified trainer and when RRC liability release forms have been signed by the parents

- Members ages 11 through 13 who have met the above requirements may only use the fitness room with a parent or trainer to supervise.
- Members under age 11 are not permitted in the room.
- Cell phone use is prohibited in the fitness center.

## Food Minimum

There is a \$120.00 food minimum per family, per year. Families are charged the remainder of the unused amount (out of the beginning balance of \$60) on July 31 and January 31. A remaining balance notice will be sent out with the statements in the November and May billing.

## Guest Policy

### Fees:

\$5.00/adult and \$3.50/child on weekdays

\$8.00/adult and \$5.00/child on weekends and holidays

\$30/week for Houseguests (See Houseguest Policy)

Guest fees are waived during specific social events.

### Policy:

- All members must register their guests upon arrival at the club.
- A guest must be accompanied by the inviting member.
- That member assumes full responsibility for the guest who must observe all rules of the club.
- **No person may be a guest at RRC more than two times per month.**
- Members' children age twenty-two and older are considered guests.

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- There is a \$35.00 penalty for neglecting to sign up a guest upon arrival at the club.

## Holidays

All facilities will be closed and un-staffed on New Year's Day, Easter, Thanksgiving and Christmas Day.

## Hours of Operation

All members may use available court space, pool space and the general facilities during open hours.

*Low Season: Labor Day-Memorial Day Weekend*

*High Season: Memorial Day-Labor Day Weekend, inclusive*

	<u>Low Season</u>	<u>High Season</u>
Pool	6:00am-8:00pm	6:00am-8:30pm
Fitness Room	6:00am-8:00pm	6:00am-8:30pm
Tennis Courts	8:00am-sunset	8:00am-sunset
Clubhouse	6:00am-8:00pm	6:00am-8:30pm
Office	8:30am-5:30pm	8:30am-6:00pm
Café	11:00am-1:30pm	10:00am-4:00pm

The club opens 30 minutes later on weekends (6:30am).

## Houseguests

A bona fide house guest of a member is extended membership privileges, provided that the normal residence of said guest is outside Marin County and that the **house guest registers upon arrival at the club**. Guests may not use the fitness room. There is a \$30 weekly fee for houseguests. Houseguests are required to adhere to the general guest policy.

## Infractions

Members are required to abide by all financial guidelines, all club By-Laws, and club rules set forth by the Board of Directors. Any

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infractions of club rules or the Code of Conduct may result in suspension or termination of club membership.

## **Court 10 Cafe**

Court 10 Cafe is open year-round for our members' enjoyment. The kitchen is typically open daily for lunch, but specific hours can be found on premises and at the website. Additionally, **Bobby & Helen** are available for catering; (415) 683-8797.

## **Late Payment Policy**

- Accounts delinquent on the 20th of the month are subject to a 1.5% service charge.
- Any membership account that becomes 60+ days overdue will be required to pay their account in full and go on Electronic Funds Transfer (EFT) payments within 30 days of receiving notice. If the member fails to supply the information necessary to sign them up for EFT service, the Board may terminate their membership status.
- Any membership that is 60+ days overdue will also be restricted from charging any food to their account and cannot participate in any fee-based programs.
- Any family 90+ days overdue may not use the Club under any circumstances.

## **Lessons**

See the Tennis and Aquatics sections for more information on lessons.

## **Locker Rooms**

Conduct in the locker room is expected to be civil and appropriate. Children are not allowed to run the showers, misuse products or use the hair dryers by themselves. Members are

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expected to take shorter showers when others are waiting. Please use the swimsuit dryer according to instructions. Food is prohibited in the locker rooms.

## **Locker Rentals**

Monthly locker rentals are available from the office at \$5/month. Call Jaye to arrange. Please do not leave wet items in lockers overnight. You may not use non-rented lockers overnight; day use lockers may be emptied at the end of each day.

## **Lost Items**

RRC is not responsible for any lost or stolen items. Please lock your things in a locker when possible, or in your vehicle. The lost and found room is on the ground floor of the clubhouse, next to the fitness room.

## **Membership Categories**

### **Active**

RRC members have access to all of our facilities during opening hours. RRC members have priority on many club programs and receive discounted rates on fees for events/classes open to the public. All family members designated on a membership are members until they reach the age of 22. Monthly dues are to be paid each month, as well as the twice yearly food minimum. Adult members have voting rights and may run for a position on the Board of Directors.

### **Inactive**

RRC members may receive "inactive status" by submitting their request in writing to the office. Dues are \$317.00 per year and club privileges cease (subject to change). Inactive memberships are granted for a minimum of one year. If the membership is full upon reactivation, the returning member would be placed at the top of

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the waiting list. If a member wishes to reactivate their membership before the one year minimum period, they will be charged full dues for the months that they were charged inactive dues. Inactive members may not be guests of RRC members unless the inactive members' residence is more than 50 miles away from RRC.

## Parking Lot

RRC is not responsible for any damages, thefts or accidents that occur in the parking lot. Please remember:

- **Children:** Children may be present in the parking lot; please drive slowly and be watchful.
- **Theft:** We do experience theft from time to time, and it typically involves a purse on the front seat. Please do not leave valuables in plain sight.
- We do not condone leaving animals or children in parked cars. If you leave your child or a pet in your car, we reserve the right to call the appropriate community agency, especially in the case that we cannot easily find you.
- Please be careful to park within the designated spots. We have limited parking and wish to make the most of it.
- **If you must park on the street, please be thoughtful of our neighbors and avoid driveways and walkways.**

## Personal Training

Sessions are available throughout the year by appointment. Our trainers can also personalize your program for your athletic needs; be it a better serve, or a more effective Butterfly stroke. Group training is also available. **Contact Mike Dench.**

## Pets

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Pets are not allowed on premises at any time. (Including the parking lot.)

## **Rainy Days**

RRC is open in the rain, which includes the fitness room and pool. However, the courts -unplayable when wet- are closed until the RRC maintenance and tennis staff clear them. Players who help dry the courts will get priority to play as soon as they are cleared. Players should call ahead to check on the status of the courts and lessons. Matches have priority for use of driest courts.

## **Smoking**

Smoking is prohibited in the pool area and in the buildings.

## **Swimsuit Dryers**

The swimsuit dryers may not be used by unsupervised children. The dryers are designed to accommodate swimsuits, not towels or other pieces of clothing. Please use carefully.

## **Televisions**

The clubhouse televisions are here for the members' enjoyment and should be used with care towards those sharing the space. We encourage the TVs to be used mainly for sports viewing. Programs that are designated with an **M for Mature** rating are not permitted.

## **Termination of Membership**

Members wishing to terminate their membership may do so only at the end of a month. The office must receive notification in writing prior to the end of the month, and will be required to complete an Exit Interview.

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## TENNIS

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### Court Etiquette

- Players shall wear proper tennis attire at all times; this includes shirts and regulation tennis shoes. Non-marking shoes only.
- Members must observe the rules of tennis etiquette whether on or off the court. Do not interfere with the progress of a game by conversation, noise, movement, or any other activity which would distract the players.
- Small children must be under responsible supervision at all times and shall not be permitted to play on or near the courts.

### Court Sign Up

- All members and guests must sign up for a court in the clubhouse before playing.
- Court time is 1 1/4 hours for singles and 1 1/2 hours for doubles, unless altered by club staff. Members may re-sign for a court only at the end of their allotted playing period.
- The sign up time may not be changed under any circumstances if all courts are occupied. Members may re-sign for a court only at the end of their allotted playing period.
- All four (4) players for doubles, or both players for singles, must be present before signing up for a court. All names must be on the sign up sheet. Three (3) players will be assigned the same length of time as a singles game.
- No member may sign up for a second court while completing court time on another; nor may he/she sign another member's name to a court.
- A member may bring up to three guests at a time in order to play doubles; please schedule your play between the

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hours of 12:00pm and 3:30pm from September through November and March through May. From December through February, play may be between 12:00pm and 6:00pm.

- During club events, members not participating in the event have priority on the unreserved courts.

## **Challenge Doubles Courts**

- All matches are 1 set, "no ad", with 12 point tie breakers at six all. A separate sign up board will be used; players should sign up for the court where the level of tennis closely matches his/her level of play.
- Challenge court sign up will run from 9:00am-5:00pm, with adults having priority from 9:00am-3:00pm. From 3:00pm-5:00pm, juniors will have equal priority on court two (2).
- The winning team will have the right to accept the next challenge.
- A team may win up to two consecutive sets before giving up the court; they may resign on the bottom of the challenge list at that time with their original partners, or with someone else.
- An individual may sign up on the challenge court, but must have a partner when his/her turn comes up if a team is waiting behind him/her.

## **Junior Tennis: Court Priority**

Adults have priority on courts 1-6 at all times. Juniors may play on these courts if they are empty, but may not sign up for them.

Courts 7-9 are equal priority courts. Juniors may sign up for and have equal priority to adults on these courts.

## **Pro Clinics**

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Throughout the year, we offer small clinics, focusing on different aspects of the game, put on by one of our pros. In addition, we offer fun clinics, with a more social atmosphere.

## **Reserved Court Schedule**

If the courts are wet, only 1/3 of the allotted dry courts may be used for Round Robin. Designated Round Robin courts will be assigned to other players if not used for 15 minutes. Matches have priority, as do players who assist in the drying of the courts.

## **Round Robin Doubles Courts**

- Players sign up on the board when they are waiting to play.
- One set is played: "no ad" scoring, 12 point tie breaker at six all. After each set, the two losers leave the court, the two winners stay on the court and split up. If a player has won twice in a row, he/she leaves the court.
- The next two players on the waiting list join the winning player(s), spinning a racquet to determine the partners.
- The two players leaving the court spin racquets to determine their order on the waiting list.
- If the player(s) at the top of the waiting list do not want to play when their turn comes due, their names will drop to the bottom of the list.
- Two courts are set aside for the A (Wed), B (Fri) and C (Th) Round Robins from 9:00am-12:00pm each week. Any courts not claimed by Round Robin players by 9:15am will revert to open courts for anyone wanting to play. Those players (all tennis players, either late Round Robin arrivals or other players) will get the court for the amount of time allowed: 1 1/4 hours for singles and 1 1/2 hours for doubles.

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## Tennis Leagues

- Marin Ladies League: Doubles only ladies league that is played in Marin County. Matches from September through April, but practices throughout the year. No USTA rating needed.
- Marin Napa Sonoma League: Singles and doubles ladies league that is played in all three counties, both home and away. Matches from September through April. No USTA rating needed.
- USTA Leagues: Men's and women's adult leagues run from April through August. Mixed runs from January through April. Senior leagues run from September through February. USTA rating needed. Matches played in Marin County.
- Twilight League: Doubles league that runs from May through July. The men's, women's and mixed doubles matches are played in the evenings, in Marin County. No USTA rating needed.
- Junior Fall League: Ages 8-13, a singles only intra-club league that runs from September through November. All matches played at RRC.
- Junior Spring League: Ages 8-13, a singles and doubles interclub league that runs from March through May. Matches played in Marin County.

## Tennis Lessons for Adults and Kids

A year-round instructional program is offered to club members and the general public. Registration for these lessons is through one of our pros. Our pros offer year-round tennis instruction to all levels of players. Lessons are made by appointment and are available in many different formats. Team coaching is available.

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**Tennis Director, Lisa Berg is available for more information: 456-1837**

## **Totally Tennis Summer Camp**

A comprehensive program that teaches children the game of tennis. Classes are offered to kids ages 4-14, ranging in ability from beginner to advanced. Offered for eight weeks of the summer.

## **Tournaments**

While a tournament is in progress, the club staff will decide all open court usage. During events with non-member participation (interclub matches, etc), at least one court is to be reserved for members not participating in the event. The Hal Wagner Tournament may use up to nine courts for three days.

## **AQUATICS**

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### **Adult Swim**

Adult swim is available in the high season, while Lifeguards are on duty. See online pool schedule for a detailed, up-to-date schedule. Adult Swim is limited to persons over age 18; additionally, teenagers approved by the lifeguards may swim laps.

### **Diving Blocks**

The diving blocks are to be used only under instructor supervision during either swim team or a swim lesson.

### **Diving Board**

- The diving board is open during the "Lifeguard Summer", when lifeguards are on duty. The diving board is closed when no lifeguards are on duty. See online pool schedule for a detailed, up-to-date schedule.
- Non-swimmers may not use the diving board.

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- Only one person is allowed on the diving board at a time.
- No back dives, back flips or backwards jumps are allowed off of the diving board.
- Swimmers may be assisted by an adult as long as the adult is not stationed directly below the swimmer, and may help them off the edge of the board as long as there is no line.

## Lap Swimming

Lap swimmers at RRC are encouraged to join the organized email list to stay informed on designated Lap Swim times.

## Lap Swimming Etiquette

### Sharing Lanes

- You must share all lanes.
- Upon your arrival, you can wait for a lane to open but remember that other swimmers may chose to share your lane anyway. You cannot "claim" a lane while waiting.
- To share a lane, try to estimate which swimmers would best match your level.
- 2 swimmers can split a lane or circle swim, 3 or more swimmers must circle swim.
- Make sure you are acknowledged by the swimmer(s) with whom you are about to share the lane.
- There is no time limit placed on the length of a workout.
- Deep or shallow water jogging (water running / walking) is permitted as long as there is no more than one other lap swimmer sharing the lane.
- Water Joggers must follow the same rules as lap swimmers.
- Children able to swim full laps may do so if accompanied by an adult swimmer.

## Basic Safety

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- If you need to take a break, please do so in the corner of your lane.
- If crossing another lane when exiting the pool, avoid disrupting other swimmers.
- When circle swimming, passing is done in the middle of the lane.
- Drafting is not recommended.
- Communicate with your fellow swimmers to help complete your workout safely.
- Be conscious of the other swimmers in your lane.

## Lane Lines

Lane lines are in the pool to help minimize waves during lap swim times. In addition, they help to designate swim lesson areas at certain times of the day. Persons are not permitted to sit or hang on the lane lines.

## Lawn Furniture

Adult members have priority on the lawn furniture. No playing with the lawn furniture is allowed.

## Lifeguards

Lifeguards are on duty all day, every day from mid-June, through Labor Day Weekend. Lifeguards are also on duty additional hours before and after these dates. See online pool schedule for a detailed, up-to-date schedule.

## Marlins Swim Team

The Marlins Swim Team is offered to children ages 6-18. Practice runs Monday through Friday, and is offered in three sessions throughout the year. For more information on the Marlins Swim Team, call **Marc, 456-1153** or go to **[www.pacificcoastmarlins.com](http://www.pacificcoastmarlins.com)**.

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## Non-Swimmers

Poor swimmers, or children supported by flotation devices, must be **supervised by an adult in the water in the shallow end of the pool**. Non-swimmers may not be in the pool alone or solely supported by a flotation device.

## Pool Parties

- **Lifeguards must be on duty during party; there is an additional cost if lifeguards aren't already on duty as a part of RRC's general summer schedule. Contact the office for scheduling: 456-5522.**
- The pool party policies may be changed at manager's discretion.
- Pool parties (six or more guests, max 30) must be scheduled through the office; guest fees and a \$50 usage fee apply.
- There must be one adult for every five children present during a party. Deviating from this policy will result in the member being charged \$20 per additional guest.
- Parties may be scheduled in the summer, Fridays-Sundays from 11-2:00pm.
- Additional services are available upon request.

## Pool Rules

- Swimmers must be 14 to use pool without adult supervision.
- All swimmers must shower before entering the pool.
- No diving in water 5 feet deep or less.
- No jumping or diving backwards, flips or cartwheels.
- The starting blocks are to be used during swim team practice only.
- Do not sit or hang on the lane lines or handrails.
- Do not sit on others' shoulders.

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- Some flotation devices (mattresses, rafts), tennis balls, baseballs, and squirt guns are not permitted.
- No running on the pool deck.

## **Recreational Swim**

Recreational swim time designates the time in which families and children swimming recreationally have priority over lap swimmers.

## **Sunscreen**

We strongly recommend applying sunscreen 15 minutes before entering the pool. It will be more effective at protecting your skin from the sun and helps us keep the pool clean.

If you prefer the spray-on sunscreen, please be courteous and apply it downwind from other pool guests.

## **Swim Attire**

Members in swimming attire are not permitted in the clubhouse, fitness room, or the courts. Members must wear proper swim attire in the pool.

## **Swim Diapers**

All children under age 3 or not potty trained must wear a swim diaper and rubber pants while swimming in the RRC pools. The main office and aquatics office have these for sale. There is a \$250 fine for an accident occurring as a result of a child not wearing his/her swim diaper and rubber pants when necessary.

## **Swim Lessons for Adults and Kids**

Swim Lessons are offered to children ages 3 and up during the summer. Lessons are available to adults and older kids throughout the year. Lessons are scheduled through the Aquatics Office; beginning in April.

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**Please call Marc Detraz for more information: 456-1153.**

## **Umbrellas**

The umbrellas are available for members to use at any time. Many of the umbrellas are embedded into the ground and are unmovable. Please ask for assistance in moving any of the stands and umbrellas if necessary. Please do not take lifeguard umbrellas out of their stations.

## **Wading Pool**

The wading pool is for the exclusive use of children 5 years of age and younger, and only when accompanied by a responsible adult. Kickboards and large toys are not permitted.

## **Water Aerobics**

Water Aerobics is offered free to members up to three times per week, and utilizes four lanes of pool space.