

Edgebrook Swim and Tennis Club

Summer Handbook



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INTRODUCTION

Founded in 1959 in Bellevue Washington, the Edgebrook Club is a member-owned, not-for-profit tennis and swim club serving the greater Seattle's Eastside community. We provide a friendly, fun and inclusive environment to learn and play tennis and swim -- whether you are a seasoned professional or an absolute beginner.

The club is committed to maintaining a vibrant and accessible tennis and swim environment for the diverse populations of the greater Seattle's Eastside area. Edgebrook is committed to providing affordable tennis while maintaining the highest standards of coaching, sportsmanship and services. Edgebrook strives to be a first-class tennis and swim club providing players of all ages and abilities with a range of opportunities to learn and participate both competitively and socially.

SUMMER MEMBERSHIP PLANS (MAY – SEPTEMBER)

Summer Family Membership

- \$500.00 before January 31 *
- \$600.00 after January 31 *
- \$400.00 after July 1 if memberships are still available
- Court reservation privileges
- Full access to club facilities

Summer Single Membership

- \$250.00 before January 31 *
- \$300.00 after January 31 *
- Court reservation privileges
- Full access to club facilities

Summer Junior Membership

Summer junior memberships are only available for swim team, water polo, or tennis players whose families do not have a membership. Tennis players must sign up for 4 weekly tennis classes at the time they join.

- \$300.00 *
- Court reservation privileges †
- Full access to club facilities

SUMMER MEMBERSHIP RESPONSIBILITIES

Summer membership offers full use of the club facilities and reservation privileges for the summer season. Summer membership cards, will be available for pick up in the office by an adult in the family on or after May 16th.

** ALL SUMMER MEMBERS ARE REQUIRED TO PRESENT THEIR MEMBERSHIP CARD EACH TIME THEY ENTER THE CLUB!*

- Summer members need their card to be admitted to the pool. The cards are nontransferable and misuse of cards and/or Club privileges may result in suspension from the Club. Please report lost or stolen cards immediately. A fee of \$5.00 will be charged for each replacement card.

Edgebrook Club would like all summer members, family and guests to have a pleasant experience and ask the following:

Pay in advance for additional activities such as swim and tennis lessons, concessions, guests, etc. Cash, Check, VISA and MasterCard are accepted.

- Follow Club rules and policies regarding both swim and tennis facilities.
- Use facilities in an acceptable and proper manner, respecting Club property and other members' rights.
- Be responsible and pay for any property damage to Club premises by member, family, and their guests.

Children

Children age ten and over may be asked to pass a swimming test before they can be left unsupervised. Children under age ten, and older children who cannot swim, must be accompanied by an adult whenever they are at the Club.

Please supervise your children. Whenever the pool is in operation there is a lifeguard on duty. However, you are responsible for the safety and supervision of your own children when they are on Club property.

Grandchildren

Grandchildren are not covered under any membership unless they are living with the member for the summer. Grandchildren are considered the same as 'houseguests' for the purposes of Club policies.

Toddlers

Babies and toddlers, who are not potty trained, need to wear cloth diapers underneath waterproof pants, or special *Little Swimmer* diapers so that accidents will be contained and not pollute the pool. Little Swimmer diapers are sold in the office.

*Please do not use regular disposable diapers. They disintegrate, spread disease, and clog pool filters.

Diapering

Washington State Health Department Regulations state that it is unlawful and unsanitary to change a baby's diaper on the pool deck. Baby-changing stations are provided in both the men's and women's locker rooms.

Child Care Card

A child care card can only be purchased by Family members. It is valid for the whole summer and may be used by whoever is hired to watch the member's children. It is NOT a guest pass. A child care provider is considered an employee and must have a *child care card*. The cost of the card is \$50.

Day Lockers

Lockers are provided in both the men and women bathrooms for daily use. Please provide your own locks if desired. Items & locks must be removed at the end of the day when the pool closes.

Houseguests

Summer member houseguests DO NOT HAVE FREE POOL ENTRANCE. They are expected to pay the guest fee and be accompanied by the member. Foreign exchange students living with a member must be approved in writing in advance by the Club Manager for club usage.

Swim Guests

Swim guests must be paid for at the time of entry and be accompanied by the host member for their entire stay at the Club. No more than five guests per visit are allowed with a Family Membership. This includes houseguests.

Whether or not a guest intends to swim or if just watching kids, a guest fee is applicable or must present a Child Care Card in order to enter the pool.

Guest Fees:

- Age 2 and under - Free
- Children & adults - \$8 each

Junior Member Guest Policy

Junior summer memberships are limited to ten guests (family & friends) per summer. The ten punches are on the back of the junior membership card. Swim Guest Punch Cards or Child Care Cards are NOT available for juniors to purchase. Parents and guests accompanying a junior member must pay an \$8 guest fee.

Swim Guest Punch Card

Not available to junior members. Swim Guest punch cards for pool usage are available through the office at \$24 per card for 6 visits. These reduced-rate punch cards can only be used for swim in the current year. There will be no refunds for lost or unused punch cards. Punch cards are only available to those with SINGLE ADULT or FAMILY MEMBERSHIPS. No limits to quantities purchased.

TENNIS PROGRAM GUIDE

Edgebrook Club has four indoor courts. The Club has an excellent professional tennis staff, diverse programs for all skill levels, ball machines, and a Tennis Committee who continually seeks out and finds new and fun programs. The management and the tennis staff invite all summer members to take advantage of the opportunities.

Adult Weekly Flights

Adult doubles tennis flights are scheduled according to level of play to enable a member to play competitively with others of similar ability. If you are uncertain as to your level, you may wish to discuss it with one of our tennis professionals. Summer members can sign up for the summer flights. Cost is \$52 per flight.

Time	Monday	Tuesday	Wednesday	Friday
8:00am		Mixed 3.0 - 3.5		Mixed W3.5+ M3.0+
9:30am	Women's 4.0 & above		Women's 2.5 - 3.0	Mixed W2.5+ M2.5+
11:00am	Women's 3.5 & above			
6:00pm	Women's 4.0 & above			
7:30pm	Women's 3.5 & below	Men's 3.0 - 3.5	Men's 3.5 - 4.0	
9:00pm		Men's 3.0 - 3.5	Men's 3.5 - 4.0	

Adult Lessons and Clinics

Sign-ups will be available immediately after the current session ends. Cost varies depending on instructor, class length and number of participants. Contact the front desk for more information.

TENNIS 101

- Adult group lessons for those just starting out or coming back to tennis.
- Focus on fundamentals of technique and strategy.
- Classes are Tuesdays 9:30am – 11:00 am at \$22 per player. Sign-up is required.

THURSDAY NIGHT ADULT CLINICS

Clinic	Level	Time	Cost
Skills & Drills	Level 3.5 and below	7:30 pm – 9:00 pm	\$22 per person
Wimbledon	Level 3.5 and above	7:30 pm – 9:00 pm	\$22 per person
USOpen	Levels 4.0 and above	9:00 pm – 10:30 pm	Depends on # of players

EARLY BIRD SENIORS

- Thursday Mornings 6:30 am - 8:00 am
- Members \$4 per person
- Non-members \$10 person

For more information, please contact Jim Gustafson at (425) 746-8686

TENNIS FITNESS

Tired of the treadmill? Tennis fitness is way more fun! These classes will definitely get your heart rate going through shot repetition and court movement!

- Classes are one hour in length and are \$15.
- Space is limited so advanced sign up is a must!
- Class is Tuesday from 11:30am to 12:30pm through June 16, 7:30-8:30am starting June 23

PRIVATE LESSONS

Edgebrook has three USPTA certified tennis professionals. Lessons are scheduled directly with the Tennis Professional. Cost varies depending on lesson length and the number of participants. Only Edgebrook Club Tennis Professionals may give lessons at the Club.

Name	Contact Phone	Email
Ross Eaton USPTA, CPD Tennis Director	(206) 949-7105	ross@edgebrookclub.org
Sean Kelly USPTA Tennis Professional	(425) 772-0675	sean@edgebrookclub.org
Thomas Lowes USPTA Tennis Professional	(425) 590-7835	thomas@edgebrookclub.org

Summer Junior Tennis

We offer 2 types of classes: Weekly Camps and Director's Camps.

- Weekly Camps for Level 1 are open to members and pre-members*.
- Weekly Camps levels 2-5 are open to members only.
- Director's Camps are open to members, pre-members* and non-members at all levels.
- Sign-ups for all camps start on Wednesday, June 3rd at 9 am.
- Camps are Mondays through Fridays which include Match Play (level 1) and J.E.T.L. (levels 2 through 5) on Fridays.
- **Payment must be made at the time of registration and is non-refundable.** Year-round members may charge their class fees, but keep in mind that if a child signs up for a class, the space is held in the class and the member's account will be charged whether or not the child attends.

****Pre-members are non-members for level 1 only***

Sessions	Class Level	Time	Weekly Cost (Members)	Weekly Cost *(Pre & non-members)
Director's Camp WK 1: 06/23 – 06/25 (Tue – Thurs)	Level 1	12:30 pm – 1:30 pm	\$45.00	\$60.00
	Level 2	1:30 pm – 2:30 pm	\$45.00	\$60.00
	Jr. Team 3	2:30 pm – 4:00 pm	\$70.00	\$85.00
	Jr. Team 4	4:00 pm – 6:00 pm	\$90.00	\$105.00
	Jr. Team 5	11:00am – 12:30 pm	\$70.00	\$85.00

Summer Junior Tennis continued

Sessions	Class Level	Time	Weekly Cost (Members)	Weekly Cost *(Pre & non-members)
Weekly Camps WK2: 06/29 – 07/03 WK3: 07/06 – 07/10 WK4: 07/13 – 07/17 WK5: 07/20 – 07/24 WK6: 07/27 – 07/31 WK7: 08/03 – 08/07 WK8: 08/10 – 08/14	Level 1 Level 2 Jr. Team 3 (L2 & L3) Jr. Team 4 Jr. Team 5	12:30 pm – 1:30 pm <i>Fri. Match Play 11:30 am-12:30 pm</i> 1:30 pm – 2:30 pm 2:30 pm – 4:00 pm 4:00 pm – 6:00 pm 11:00 am- 12:30pm	\$70.00 \$70.00 \$100.00 \$120.00 \$100.00	\$95 (pre)* N/A N/A N/A N/A
Director’s Camps WK 9: 08/17 – 08/20 WK 10: 08/24 – 08/27 (Mon – Thurs)	Level 1 Level 2 Jr. Team 3 Jr. Team 4 Jr. Team 5	12:30 pm – 1:30 pm 1:30 pm – 2:30 pm 2:30 pm – 4:00 pm 4:00 pm – 6:00 pm 11:00am – 12:30 pm	\$60.00 \$60.00 \$100.00 \$120.00 \$100.00	\$80.00 \$80.00 \$120.00 \$140.00 \$120.00

Junior Eastside Tennis League (J.E.T.L.)

Junior Eastside Tennis League is a summer inter-club league between clubs in the Seattle and Eastside areas. Participants must have some previous match experience, as well as an overall understanding of the rules of play: including: scoring, tie-breaks, and court etiquette. The cost is included in the junior tennis class fee.

JETL Matches are on Fridays at various times (depending upon the opposing teams schedule) usually a 2-3 hour period between 11:00 am to 5:00 pm. The pro may assign challenge matches within the team to play on Fridays or at the team members' convenience.

USTA Junior Team Tennis League

USTA Jr. Team Tennis brings kids together in teams to play singles, doubles and mixed doubles against other teams according to age level. It is a fun environment for juniors to learn to play, and also learn that success is more about how they play the game... win or lose. Edgebrook will have teams at multiple age levels for USTA JTT league this summer. Inquire about teams when signing up for classes.

Junior Tennis (Fall – Spring)

Please check back for information on the Fall 2015 Jr Tennis schedule on or after August 1st.

TENNIS POLICIES AND PROCEDURES

Check In

Each person must check in at the office prior to entering the tennis building. Summer members must pay prior to the time of play. Year-round members may charge court fees.

Court Times

Court times are available in 1-1/2 hour time blocks from 8:00 am to 9:00 pm with the exception of the 5:00 pm court which is only for one hour.

Prime Time Courts:	Monday – Friday 7:30 pm to 10:30 pm Saturday & Sunday 8:00 am to 12:30 pm
Non-Prime Time Courts:	Monday – Friday 8:00 am to 7:30 pm Saturday & Sunday 12:30 pm to 10:30 pm

Court Fees

\$12 per court per 1-1/2 hours of play.

Tennis Guest Fees

Tennis guest fees for non-members are \$15 per person and includes court fee, all fees are payable prior to the time of play. If the guests play twice in one day, they will be charged only for the court fee for the second visit.

House Guests

House guests, residing with full membership families for up to and not exceeding 14 days, may use the facility if accompanied by member at no charge. House guests cannot make court reservations. Please notify the office how long the house guest will be staying with the sponsoring member.

Court Reservations

Reservations for court times may be made by telephone between the hours of 8:00 am and closing. Walk-in reservations can be made at the front desk after 8:30 am.

Reservations must be made in the full name of the member who will play on the court. Reservations may be made up to 6 days in advance.

Reservations by phone will be accepted between 8:00 am and closing. Walk up reservations will not be accepted until 8:30 am. ***Only one reservation can be made per phone call. To book an additional court it must be a separate phone call.*** Courts cannot be reserved via phone voice mail.

A member is allowed one reservation six days in advance and one more within the next five days (a total of two reservations within a six-day period). NOTE: A six-day reservation cannot be made until the last six-day reservation has been used.

However, any member, regardless of whether or not they have two reservations on the books, may reserve courts 24 hours in advance.

The use of the court is determined by the member who reserves it. It may be used for singles, doubles, ball machine, lesson or group workout (coached or uncoached), but they use must fall within the parameters laid forth in these policies and procedures.

Reservations can only be made in the members name, spouse, or child (See JUNIORS below). A member cannot book a court or transfer a court time reservation under / into another member's name. If the court is booked in a spouse or child's name then the spouse or child must be the one who actually uses the court. The member cannot book for a family member and then use it themselves. Violation of this policy will result in suspension of this privilege.

The children of Equity Members share the same reservation policy as a Junior Member ages 6 to 18 years old (see JUNIORS below).

Back to Back Court Bookings are not allowed: Players may not book under "Smith" and immediately following court as "Jones", so that Smith & Jones can play for 3 hours straight. The same policy applies to doubles where same 4 players are involved.

Juniors Tennis Member

For children 6 to 18 years old **Prime time courts can be reserved by adult members only.** If a prime time court is still available 24 hours prior, then a Junior Member may reserve it.

The child of a member can reserve a court for open play up to six days in advance. However, advance reservations for prime-time courts are restricted to adults. **Juniors can only reserve prime-time courts 24 hours or less.**

Non-Members

Non-members may reserve a court on the day of only. A non-member fee plus a court fee will be charged.

Cup and USTA Team Captains

USTA and CUP Captains and Co-Captains can only book one court for their team during the "Team season". A member can only make one reservation per phone call. To book for personal court, or an additional team court it must be done via a *separate phone call*. Also, another court for the same time may be scheduled by any other team member. Reservations are not allowed during "weekend" prime time 8 a.m. to 11 a.m. courts. Team reservation made for an USTA team shall not count against the captain's personal reservation.

The "Team season" is defined as starting when the team application is accepted by Club manager and continuing until the team's last match of the season. If they make playoffs at local, sectional, or nationals they continue to have booking privileges until they are eliminated from the competition.

Warm-Up Court

There is no court charge for organized teams (USTA, Cups, etc.) 30 minutes before match for warm-up IF a court is available just before the match.

Waiting List

If you are unable to reserve a court at your desired time, you may be placed on a waiting list. This practice is encouraged, as courts do become available. Wait list does not count as a six day reservation.

Court Cancellations and No Shows

To avoid a charge, cancellations must be made at least 24 hours prior to the reserved court time. All late cancellations (less than 24 hours) will be charged the full \$12 court fee. This fee is waived if your cancelled court time is booked and used by another member. There is an additional \$5 fee for "no shows/no calls", even for a 24 hour court.

Children

Children under age of 12 must be accompanied by an adult on the indoor courts. Players need to check in at the front desk and pay for the court in advance. Please pick up the tennis balls after playing. Courts are for playing tennis only! No horseplay allowed. You must be 16 years of age to operate the ball machine without an adult.

Proper Court Attire

Proper court attire is required. It is especially important to wear non-marking shoes. NO BLACK-SOLED SHOES as they can damage the court surface.

Conduct

Proper tennis etiquette and sportsmanship shall prevail. Players are urged to wait in the viewing area until scheduled court time, entering and leaving the courts only at court change time. **PLEASE DO NOT ENTER BEFORE SCHEDULED COURT TIME.** Players should not cross or walk behind a court while the ball is in play. Players are to refrain from using the court walls as backboards as the noise is bothersome to other players and the lighting and heating units are easily broken. Non-tennis playing children are not allowed in the court area unsupervised. NO FOOD, BEVERAGES, TOBACCO, GUM, OR PETS ALLOWED IN COURT AREA AT ANY TIME.

AQUATICS PROGRAM GUIDE

Edgebrook Orcas

The purchase of a Summer Family Membership or a Summer Junior Membership is required in order to be on the swim team. Visit the team's website www.edgebrookorcas.com for registration and other information.

****THE FULL SWIM TEAM SUMMER HANDBOOK IS LOCATED AT THE BACK OF THIS GUIDE****

Swim Activities

The pool will be opened from Saturday, May 16, 2015 to Sunday, September 13, 2015.

ADULT SWIM

Pool closes daily Monday - Friday 3 pm – 3:30 pm for adult swim.

MASTERS SWIM PROGRAM

- \$8 per class for members. \$10 per class for non-members.
- Please pay and registration at the front office.
- Tuesdays and Thursday, 6 am – 7:30am beginning on June 23, 2015.
- More information, including practice days and times to be announced! Please email aquatics@edgebrookclub.org with any questions.

GROUP DIVING CLASSES

- Sign up begins on Wednesday, June 3, 2015.
- Minimum age: 6
- Classes are typically held on Saturday mornings. Dates and time will be announced.
- Dive instructor is Max Levy – Washington State high school champion. He is also the NCAA Division III Champion.

Midlakes Dive League is a novice league designed to introduce young people to diving in a safe and positive environment. Edgebrook members can join one of the five Dive Clubs for additional fees. For more information, please email aquatics@edgebrookclub.org.

GROUP SWIM LESSON

- Sign up begins on 6/3/2015 at 9 am.
- \$40 for five (1/2 hour) lessons, five days per week for members. \$65 for five (1/2 hour) lessons, five days per week for non-members. Payment is due upon registration.
 - Week 1 will be pro-rated for \$32 for 4 (1/2 hour) lessons, four days that week.
- Monday – Friday, 10:30 am – 12:00 pm.
- Ages 4 years or older.

- Some 3 year olds are mature enough and ready for a class setting. If you would like to register for your 3 year old, please contact the aquatics office.
- All levels will be available each week unless the class fills up.
- See session dates and level descriptions below.

General Level Description
Level 1: Water Exploration Submerging face, floating, blowing bubbles and supported kick (front and back)
Level 2: Primary Skills Holding breath, submerging face, front and back floats, rhythmic breathing, begin crawl stroke and backstroke.
Level 3: Stroke Readiness Breath control, diving, crawl stroke with side breathing, backstroke, elementary back stroke and treading water.
Level 4: Stroke Development Rotary breathing, diving, front crawl, back crawl, breaststroke, sidestroke, treading water, elementary backstroke.
Level 5/6: Stroke Refinement Long shallow dive, breaststroke, breaststroke pull-out, sidestroke, underwater swimming, elementary backstroke, butterfly, front crawl, back crawl, turning at wall.

Swim Sessions	
Week 1 (pro-rated)	06/23/2015 - 06/26/2015
Week 2	06/29/2015 - 07/02/2015
Week 3	07/06/2015 - 07/10/2015
Week 4	07/13/2015 - 07/17/2015
Week 5	07/20/2015 - 07/24/2015
Week 6	07/27/2015 - 07/31/2015
Week 7	08/03/2015 - 08/07/2015
Week 8	08/10/2015 - 08/14/2015

PRIVATE SWIM & DIVE LESSONS

- Schedule your lessons directly with instructors.
- \$25 for ½ hour. Two students together for \$14 per student.
- Non-members are subject to an additional \$10.00 guest fee per lesson.
- Competitive training with head coaches are \$35-\$40 for ½ hour, depending on instructor. Two students together are \$18.50 per student for ½ hour.
- Payments are made at the office prior to each lesson.

LAP LANE

One lane for swimming laps will be open during regular pool hours for adult swim.

POOL HOURS

Date *	Weekday (Mon-Fri)	Weekend (Sat & Sun)
05/16/2015 - 05/24/2015	3:30 pm to 8 pm	Noon to 8 pm
05/25/2015 Memorial Day	Noon to 7 pm	
05/26/2015 - 06/22/2015	3:30 pm to 8 pm	Noon to 8 pm
06/23/2015 - 07/03/2015	Noon to 9 pm	Noon to 9 pm
07/04/2015 Independence Day	Noon to 7 pm	
07/05/2015 - 09/06/2015	Noon to 9 pm	Noon to 9 pm
09/07/2015 Labor Day	Noon to 7 pm	
09/12/2015 - 09/13/2015		Noon to 7 pm

From time to time, the pool may be temporarily closed due to emergency situations such as lightning, sanitation, etc. Please follow lifeguard instructions and be patient. We will reopen the pool as soon as safety allows.

POOL CLOSURES

Date	Description
06/05/2015	Swim team time trials
06/18/2015	All day for swim meet
06/23/2015	Swim meet at 3:30 pm
06/28/2015	Deep end closed at 5 pm for Orca Family Night
07/02/2015	Swim meet at 3:30 pm
07/09/2015	Swim meet at 3:30 pm
07/17/2015	7 pm for B Champs setup
07/18/2015	Closed until 4 pm for B Champs
08/21/2015	Deep end closed all day

Water Polo League

The Edgebrook Club has a long history in water polo. Midlakes' Gary Haslam Award is named for one of our athletes. It is the most prestigious award in Midlakes Water Polo. Recipients are selected based on a multitude of attributes including but not limited to: athletic ability and performance, leadership, character, honor, respect, integrity, dedication, commitment to excellence and love of the sport of water polo.

Edgebrook Water Polo has a long tradition and plays a key leadership role in the Midlakes league. The 4 week season immediately follows the swim team season for a reduced additional charge of \$30 for swim team members, \$60 for Edgebrook members not on the swim team, \$85 for non-members.

Edgebrook Water Polo practices and games are all in the morning.

8:00 am-9:30 a.m. - 12 & under practices on Mondays, Tuesdays & Wednesdays

**Games on Thursdays (12&u) & Fridays (10&u), starting at 8:00 a.m.

8:30 am-10:00 a.m. - 13 & over practices Monday thru Friday

**Games on Saturdays (14&u) & Sundays (15&over), starting at 8:00 a.m.

**Tournament, August 19th-23rd, 8:00 am

** End of Year Party, August 23, 6 pm

A complete and detailed schedule can be found on the swim team website

<http://edgebrookorcas.com/>

Again this season Water Polo Director Farrah Kunkel (2nd Team All-American, 2012 WIAA State Coach of the Year, Head Coach of Newport High School Boys & Girls Water Polo) is offering two FREE preseason clinics at Overlake in Medina, open to any member of Midlakes. These clinics will address the needs of athletes of all ability levels. Girls and boys ages 6-14 are welcome.

Swim team members are encouraged to attend the FREE Water Polo Drop-ins at Edgebrook on Wednesday evenings for the four weeks prior to the start of the water polo season.

No experience is necessary!

The Edgebrook Aquatics Committee is committed to increasing excitement, awareness and participation in this fun extension to the summer swim team schedule! We are particularly focused on adding new players to the 12&u and 10&u teams.

Our Water Polo Parent Rep is: Colleen Pana mcpaana@comcast.net

Other Amenities

Cabana

The cabana can be rented for parties. The rental rate is \$75 for members or \$150 for non-members. Rental times are 12:00 pm – 4:00 pm or 5:00 pm – 9:00 pm. Reservations can be made at the front office. Payments are due at the time of reservation.

Propane Barbeques

Barbeques are available on the viewing deck for your use.

Snack Shack

For your convenience, there is a snack bar on the pool deck. The Snack Shack is completely independent from Edgebrook. Summer hours are 1pm - 5pm. Hours may be adjusted as needed.

POOL DECK

Please help maintain a pleasant poolside ambiance by helping to pick up after yourselves and guests.

1. Bus your table as soon as you are finished so that it's ready for the next people to use. Get a damp paper towel to wipe off the table for sticky spills. Spray cleaner is available in the front office, if needed.
2. Use paper towels to mop up spills on the deck.
3. Sweep up spilled popcorn and crackers quickly before they become soggy and stick to the deck. There is a broom and dustpan in the closet between the two restrooms.
4. Don't litter. There are trash cans all around the deck and grounds.
5. Take your personal items out of the dressing room so that it is left neat for the next person's use.
6. In the restrooms, keep toilet paper and paper towels off of the floor. Flush the toilet after each use. Clean up your own child's messes.
7. Most importantly, supervise your children!

POOL RULES

Please review the following rules with your children and emphasize the importance of listening to and obeying the lifeguards. Failure to follow instructions from the lifeguards may result in being sent home or restricted from future use of the pool.

IMPORTANT: Parents, please do not argue with a lifeguard in front of your child. Should you require further assistance, contact the Aquatics Director or the Club Manager.

1. No one is allowed in the pool unless a lifeguard is on duty.
2. All swimmers must shower before using the pool.
3. No one should use the pool if they have a communicable disease.
4. Respect the guards and do what they say! The lifeguards are the ultimate authority over the pool and the pool area. No chatting with the guards while they are on duty.
5. No running, rough-housing, dunking, riding on the shoulders of another swimmer (even a parent), or other dangerous play.
6. No back dives or back flips off the pool deck. Backwards jumps are allowed from the board only.
7. Absolutely NO diving in the shallow end of the pool.
8. No glass objects on the pool deck.
9. No food or gum allowed in the pool. If you eat on the pool deck, clean up afterwards!
10. No band aids or regular disposable diapers in pool. They clog filters.
11. Babies MUST wear special Little Swimmer swim diapers. If you do not have a swim diaper, they are available for purchase in the front office. No diaper changing on pool deck (this is a Health Department Regulation). Use changing stations in restrooms.
12. Please only wear appropriate bathing apparel in the pool. No cutoffs are allowed but clean t-shirts are permitted.
13. Any person appearing to be under the influence of alcohol or drugs may not use the pool. Any person under these influence(s) will be asked to leave the pool area.
14. Music and radios on the pool deck may be used but only with earphones. Please refrain from loud noises.
15. Baby pool is for children 6 and under. Children MUST be supervised by an adult at all times when in the baby pool.
16. No walking on or jumping off of the baby pool wall. The tile is very slick and it is very easy to slip and fall.
17. Children under age 10, and those who cannot swim, must be attended by an adult at all times. Any child using an attached floatation device {water wings, life vest, etc.) while in the pool must have lifeguard permission to use them, and MUST be accompanied by an adult at all times. Children using such devices must be within arms' reach of their supervising adult.
18. Snorkels and masks cannot be used together (per the Red Cross). Snorkels may be worn with goggles.
19. The use and size of floats is at the discretion of the lifeguards and depends on the number of swimmers in the pool.
20. Kickboards are to be used only by lap swimmers, swim team and swim lessons.

21. Adult swim time takes place Monday through Friday from 3:00pm to 3:30pm. Only adults (ages 18+) may use the pool at this time.
22. Lap lane must be kept clear for lap swimmers. Adults have priority for using lap lanes.
23. No hanging or sitting on the ropes in the pool.
24. No throwing tennis balls against buildings or into pool.

DIVING RULES

1. Swimmers must stay out of diving area when it's in service. Always check with the lifeguards before using the diving board.
2. Only one person on the diving board at a time.
3. No sitting on, or hanging from the board. Please do not climb onto the board from the side. Use the ladder provided.
4. No running on the board and only one bounce is allowed.
5. Jump or dive straight ahead when going off the board. Then quickly swim out of the way to the nearest ladder and climb out.
6. Swimmers waiting to use the board must wait until the diving area is clear before they can jump.
7. When jumping from the side of the pool, please do so only from the same wall as the diving board. Check with the lifeguards if you have any questions.
8. Children who wish to jump from the board must be able to swim to the side competently and without help. Parents may not help their children reach the wall.
9. Under no circumstances may parents wait in the water and catch their children from under the board. This is an extreme hazard and will not be tolerated.
10. When in doubt, please ask a lifeguard for help or to answer any questions.

THE EDGEBROOK CLUB SWIM TEAM

SUMMER 2015

Mission Statement

The mission of The Edgebrook Club Swim Team is to provide an opportunity for every swimmer to improve his/her skills in a positive environment.

Goals

- To allow each swimmer an opportunity to improve his/her techniques and times.
- To promote, model and teach good sportsmanship and teamwork amongst teammates, coaches and parents.
- To teach proper stroke, start, and turn technique to swimmers.
- To introduce competitive swimming.
- To have fun!

Contact Information

The Edgebrook Club Office: (425) 746-2786 www.edgebrookorcas.com
Midlakes Swim League www.midlakeswimleague.org

COACHES

Laura Halter	Cell: (425) 503-7802 Home: (425) 603-9635	lkthalter@comcast.net
Kate Halter	Cell: (425) 256-0842	katie.halter@gmail.com
Tom Hutchison	Cell: (425) 281-2992	tahutchison7@comcast.net
George Done	Cell: (206) 696-3446	gdone@me.com
Hallie Lynn	Cell: (425) 941-1418	hallie3211@gmail.com

SWIM TEAM ADMINISTRATOR & VOLUNTEER COORDINATOR

Lisa Whatley Cell: (206) 200-0281 swim@edgebrookorcas.com

AQUATICS COMMITTEE MEMBERS & SEASON LEADERSHIP

[PLEASE SEE COMPLETE CONTACT LIST ON-LINE]

A Complete Guide to Your Swim Team Experience

SWIMMER'S AGE

Swim Team is for children who can swim, at minimum, 25 yards (length of pool) freestyle, and 25 yards backstroke. *Children under 6yrs of age must pass a swim test.*

According to Midlakes, swimmer's age for the season is the age on June 15th for that season. Age groups: 8 & under, 10 & under, 12 & under, 14 & under, 15 & over

LITTLE ORCAS

The Edgebrook Little Orcas program is for swimmers who are 7 years of age or younger with little or no previous swim team experience. The program emphasizes both the fun and the fundamentals of being part of a swim team. Swimmers receive special attention in small groups for quicker learning and confidence building. Little Orcas participate in time trials, home "pre meets", "Orca Night", and are welcome at all team social events including team pictures. Little Orca swimmers can be promoted at the discretion of the coaches with the approval of parents.

FEES

- \$140.00 for a single child
- \$120.00 for each additional child in the same family

Fee includes each swimmer's insurance and championship entry fees paid to Midlakes Swim League.

NOTE: Fees increase by \$10/swimmer for all registrations received after Friday, May 22nd.

TEAM SWIM SUITS & LOGO WEAR

Team suits will be available to purchase at Edgebrook on **Thursday, May 28th, 4:00 to 7:00 p.m.** This is the 2nd year of our two year suit, ***Tyr Nexus diamondfit (girls) or jammer (boys) in Titanium.*** If you are not sure about your child's size and you cannot attend the team fitting night at Edgebrook, they can be sized prior to May 28th at Sylvia's Swimwear retail store at 14100 NE 20th St., Suite 201, Bellevue (425-747-1131). **In order to obtain group pricing, suits must be purchased the night of the fitting.** You can also order these suits online by searching the specific style and color, as there is no team logo on them.

Team logo wear includes full zip sweatshirts, hoodies, sweatpants, and t-shirts. Size samples will be available in the aquatics office during the first two weeks of practices. **In an effort to have orders ready to distribute at Time Trials, the deadline for ordering logo wear is Thursday, May 28th at 7:00 p.m. (or any time before then.) Turn in order forms and pay at the Edgebrook front desk.**

Latex or silicone caps with Orca logo are available for purchase at the Edgebrook front desk.

Apparel contact is: Ann Brooks brooksann10@gmail.com (425) 533-3229

COMMUNICATION

E-mail is the best way to communicate with coaches and leadership! Please reserve cell phone calls for last minute or urgent needs only.

It is important not to disturb the coaches during practice. Coaches move on promptly to the next age group's practice session, so their communication time during practice will be very limited.

Every family on the team will have a folder near the Aquatics Office down by the pool. Please check your family's folder regularly for ribbons as well as written communication, order forms, etc.

Your e-mail address will not be used for any purpose other than disseminating Edgebrook information. Information contained in our rosters, membership lists, etc. published by Edgebrook Swim Team may not be used for purposes of solicitation (commercial, political or ideological), or for any purpose not consistent with the goals of the Swim Team.

Much important and fun information will also be posted throughout the season on the swim team website www.EdgebrookOrcas.com, including meet entries and results. Check often!

PARENT VOLUNTEER EXPECTATIONS

Family participation in swim team is a mandatory requirement because swim meets are run entirely by volunteers. The volunteer requirement per family is ten (10) points. Points are NOT equivalent to "hours spent", but rather are weighted in a way that prioritizes essential "on-deck positions". Households who ONLY have a "Little Orca" swimmer have a reduced requirement to four (4) points.

If this volunteer requirement is not met by the end of the season, Edgebrook may assess a fine of up to \$300 per household (equivalent to \$30 per unfulfilled point).

Edgebrook aquatics regularly scheduled employees, Midlakes board members and parent representatives, and leadership positions approved by the aquatics committee all receive complete fulfillment of their volunteer requirements for the season.

If your child swims in a post-season meet and we are short volunteers, you will likely be called upon to volunteer *even if you have already fulfilled your volunteer requirement for the season.*

Volunteer sign-ups are managed online through **SuperMeets** which can be linked to through the swim team website. **Volunteer sign-ups "go live" on Friday, May 29th at 6:00 a.m.**

"Team Password" is **supermeets**

SuperMeets will track detailed history of your volunteer sign-ups, attendance, and points earned. Each family is still responsible to review their history and reconcile any errors or omissions. Any special arrangements for a reduction in household requirements must be IN WRITING (email is OK) and submitted to the Parent Volunteer Coordinator prior to the end of the season.

This is a description of various “on deck” volunteer opportunities. More volunteers are needed for our home meets than for away meets. Post-season positions may be assigned greater point values.

Volunteer Sign In	Work with Meet Coordinator to assure that all volunteers have arrived to fulfill their positions. Arrive at 3:45 p.m.; responsibilities completed after 2 nd half begins.	2 points
Parking Lot Attendant	Arrive 3:45 p.m. and report to the revolving gate; responsibilities completed prior to beginning of the meet.	2 points
Meet Set Up	Arrive 3:30 p.m. and report to the starting blocks area. Remove chairs, set up ropes and flags, timing equipment, etc.	2 points
Meet Entry	Arrive 4:15 p.m. and report to the A-frame “Orca” sign. Hand out “heat sheets” to swimmers listing their events and notify coaches of missing swimmers.	1 point
Take Down	Stay after the meet. Put back chairs, put away ropes and flags, timing equipment, etc.	1 point
Ribbons	Arrive at 7:00 p.m. and report to main conference room. Attach printed labels to ribbons; sort by team. Expect to stay after the meet.	2 points
Timers	Training at each meet, check-in 5:00 p.m. for 1 st half, ~6:30 p.m. for 2 nd half.	2 points per half (It is ok to sign up for both 1st & 2nd half)
Timers	Operate stop watch and/or electronic timing system plunger, record times.	
Event Board	Rotate jumbo numbers for each new event.	
Card Runners	Carry cards from the timers to the data entry group under the tent.	
Head Timer	Timing experience required. Report to Starter by 4:45 p.m. Distribute stop watches, clipboards and pencils, make lane assignments for each half, help orient brand new timers; responsibilities completed after 2 nd half begins. (Can sign up as 2 nd half timer.)	3 points
Announcer	Experience required – previously or by shadowing an experienced announcer. Works closely with Starter/Referee to control the flow of the meet. Best seat in the house!	2 points per half
Scorekeepers	Midlakes Training offered but not required. “In house mentoring” provided. Computerized data entry with electronic timing system.	2 points per half
Officials	Midlakes Training course required at the beginning of the season. Starter / Referee, Stroke & Turn Judges, Relay Takeoff Judges (1 point)	2 points per half

MAKING THE VOLUNTEER EXPECTATION WORK FOR YOUR FAMILY

- **Volunteer at the meets your child swims.** This works for families with experienced swimmers or those who have two parents at the meet so one can volunteer while the other is parenting.
- **Volunteer at a meet your child does NOT swim.** You can enjoy volunteering without worrying about your kids missing their events (or missing your kids’ events.)
- **Other people can volunteer on your behalf.** Consider bringing a friend, relative, high school babysitter-type, or even another Orca parent who has already met their volunteer commitment. As long as they are willing to work for or with you, it all counts.

- **Commit all your volunteer time to “B Champs”.** Set aside your entire Saturday +/- the Friday evening beforehand to do the Edgebrook Orcas proud as we host Division I Championships.
- **“Cash for Points” fundraiser.** \$20/point or all or part of your 10 points. Some families really struggle to fulfill the volunteer expectations. We are offering you a solution; and while it isn’t an easy out, it is more affordable and “feel good” than being fined up to \$30/point at the end of the season. It also serves as an incentive to keep Orca teens involved and spending their time in a safe, fun summertime environment while they work on your behalf and raise funds for the team.

PRACTICE SCHEDULE, OFFERED MONDAY THROUGH FRIDAY

Afternoon practices begin Monday, May 18th: (no afternoon practices on days of meets)

****During after school practices, the shallow end of the pool is available for open swim.**

- 4:00-4:30 p.m. - 8 & under, including “Little Orcas”
- 4:30-5:15 p.m. - 10 & under
- 5:15-6:00 p.m. - 12 & under
- 6:00-7:00 p.m. - 13 & over

Afternoon practice will be offered June 19th&22nd - 4:00 8&under, 4:30 9-12yr olds, 5:15 13&over

Morning practices begin Thursday, June 18th: (there are morning practices on days of meets)

****Please use the large side gate to enter pool area, bypassing the front office entry.**

- 7:45-8:45 a.m. - 13 & over
- 8:45-9:30 a.m. - 12 & under
- 9:30-10:15 a.m. -10 & under
- 10:15-11:00 a.m. - 8 & under, including “Little Orcas”

If siblings wish to attend the same practice for family convenience, prior coach permission must be obtained to be sure there is space and that swimming levels are appropriate. Swimmers will want to practice a portion of the time with their age group to build relay experience and camaraderie.

PRACTICE ETIQUETTE

Swimmers are expected to be in the water at the beginning of practice times (not being dropped off in the parking lot.) Swimmers will need suits, goggles, and caps for every practice.

Practices are great for building endurance, refining strokes, etc., which leads to greater success at the meets. Additional stroke development can be obtained by attending Stroke & Turn Clinics and by scheduling private lessons with the coaching staff.

Incentives like “Swimmer of the Week” recognize swimmers who have shown great improvement, a commitment to practice and meet attendance, and good team sportsmanship.

STROKE & TURN CLINICS

Optional clinics offered on Saturdays from 9:00 a.m.-Noon (divided by age) to reinforce skills swimmers learn in daily practices. All profits are returned to the swim team for special purchases. ***Sign up in SuperMeets and pay \$15 at the door.**

PRIVATE LESSONS

Half-hour lesson rates: Coach Laura \$40, Coach Kate \$35, Instructors \$25

***Signup and pay for all lessons in the office; do not pay instructors directly.**

SWIM MEET SEASON

1. Division Dual Meets (5 Weekly "A" Meets & "B" Meets)
2. Division Championship Meet ("B Champs")
3. All-League Championship Meets
 - a. Junior Girls Prelims
 - b. Junior Boys Prelims
 - c. Senior Prelims
 - d. "A Champs" for those swimmers who qualify at Prelims

"A" AND "B" MEETS

Several factors influence if your child will be swimming in the "A" and/or "B" meets. If they achieve a "B" disqualification time (see web site), they will be unable to swim that event in any future "B" meet. However, a child need not achieve that time to swim in an "A" meet. The decision can be influenced by the depth of swimmers in a particular age group and by the meet in which others in the family are swimming.

Your swimmer will generally swim in one meet per week. Coaches post dual meet rosters to the website on Sunday nights. **Always check the postings; never assume!**

IF YOU NEED TO MISS A MEET

If you know in advance that your child(ren) will miss a meet for any reason, it is critical that you communicate this to the coaches *no later than the Friday before the meet*. Be sure to include all swimmers in the family who will be absent. This allows the coaches time over the weekend to prepare the best possible line-ups for the upcoming meets. If last minute circumstances arise and your child is unable to swim in a meet, please call Coach Laura's cell phone (425) 503-7802 so the coaches can reorganize the line-ups. We are moving to an online communication system (away from the traditional binder in the aquatics office). Watch the website for more information!

WHAT YOU NEED TO KNOW ABOUT SWIM MEETS

- **Weekly dual meet start time is 5:30 p.m. Meets last 2.5 to 3 hours.**
- **Home meet arrival time 3:45 p.m.; warm-ups 4:00-4:30 p.m; Little Orca meet at 4:40 p.m.**
- **Away meet arrival time 4:30 p.m.; warm-ups 4:50-5:20 p.m.**
- What to bring:
 - Team suit, cap and goggles. It's not a bad idea to have extras.
 - Plenty of towels – at least one for each event plus warm-ups – up to 5 per child.

- Food and water or money for concessions. Swimmers are always hungry!
- Warm clothes for swimmer (and you); dry clothes for the end of the meet.
- Rain gear, including large garbage bags to keep everything dry.
- Ballpoint or Sharpie pen for writing events on swimmer's arm (optional).
- Cards and games for wait time between events.
- Blankets, sleeping bags, chairs for the lawn, small tents, umbrellas.

Meets are held rain or shine, so pack accordingly. Meet officials will cancel the meet in the event of thunder or lightning for safety reasons, but please do not make your own assumptions. When in doubt, show up at the meet!

If you are going to be late to a meet, please inform the coach! Keep their cell phone numbers with you at all times! And don't forget to bring maps to away meets – found at the end of the handbook.

TIPS FOR A POSITIVE EXPERIENCE AT THE MEETS

- Come prepared with the proper equipment.
- Arrive on time for warm-ups.
- Make sure your children know what events they are swimming.
- Encourage them to achieve their own personal best.
- Praise them on the race no matter what the outcome.
- Have fun and cheer them on.

SWIM MEET LINE-UPS (AKA "HEAT SHEETS")

- The complete line-up of swimmers, called "heat sheets", will be posted at a central location.
- Whenever possible, individual heat sheets will be generated for each swimmer and distributed before or during warm-ups, but always check the posted lineup for any last minute changes. Distribution of these individual heat sheets also serves as an attendance check.
- Each swimmer is limited to a maximum of four events per meet -- three individual and one relay, or two individual and two relays (one medley and one freestyle relay).
- Often there is more than one heat per event; and sometimes there are exhibition heats, which are not scored and occur before the scored heats. If your child is swimming in an exhibition heat, there will be an E or X next to their name on the heat sheet. While their times don't count towards the team score, they do count towards "Personal Bests".
- For each of their events, swimmers need to know:
 1. Event Number and Stroke
 2. Heat
 3. Lane
 4. For Relays – Position and Stroke
- Every dual meet consists of 68 events. The order of these events is always the same:
 - Medley Relay
 - Individual Medley ("IM") – Order of Strokes: Fly, Back, Breast, Free
 - Freestyle
 - Backstroke
 - Breaststroke
 - Butterfly
 - Free Relay

- Youngest age groups swim first; no “IM” for 8 & under. Watch the event board and listen to the announcer call the heats so your child knows when to report to the starting blocks.
- **Swimmers should report to the staging area approximately five heats before their race.** Feel free to wait with your young swimmers in the staging area. It is absolutely necessary that all swimmers report to the staging area prior to their race. **If the swimmer is not there on time, they will miss the event—the heat will not wait for missing swimmers.**

DESCRIPTION OF RELAY TEAMS

MEDLEY RELAY: 8 & UNDER AND 10 & UNDER

- Swim only 25 yards (one length) for each leg of race
- Order of strokes: Back, Breast, Fly, Freestyle
- (1st) Backstroke and (3rd) Butterfly begin at starting blocks
- (2nd) Breaststroke and (4th) Freestyle begin at the end with no starting blocks
- Medley Relay: 12 & over
 - Swim 50 yards each (2 lengths)
 - Order of strokes: Back, Breast, Fly, Free
 - All swimmers begin at starting blocks
- Free Relay: 8 & under
 - Swim only 25 yards (one length) for each leg of race
 - 1st and 3rd swimmers begin at starting blocks
 - 2nd and 4th swimmers begin from the end with no starting blocks
- Free Relay: 10 & over
 - All swimmers swim 50 yards (2 lengths) and begin at starting blocks

RIBBONS

Edgebrook awards 1st through 6th places in all events. (Each club has their own ribbon policy.)

We also award special “Personal Best” rainbow ribbons. These are given to all swimmers who better their previously recorded time in an event at a meet. “Personal Best” ribbons are the best measure of success and personal growth.

NO ALCOHOL IN THE ZONE OF COMPETITION

As per Midlakes Operating Plan, alcohol is not permitted within the zone of competition. (Pool rules prohibit any glass objects on the pool deck.)

JUDGING AND DISQUALIFICATION (DQ)

Competitive Swimming, like any other sport, has a set of rules and has officials to enforce these rules. Stroke & Turn Judges stand at the ends or walk the sides of the pool watching the swimmers. While it can be a great disappointment to a beginning swimmer, a DQ is really little different than a foul in basketball or a penalty in soccer or football. Obviously DQs should be avoided if possible, but when they happen they should be viewed as a learning experience. Below is an informal summary of the major rules for each stroke with some comments as to which infractions are the most common causes of DQs.

THE MIDLAKES SWIM LEAGUE WEBSITE PROVIDES COMPLETE STROKE BRIEFING, WHISTLE START PROCEDURES, RELAY TAKEOFFS, AND DQ INFORMATION.

FREESTYLE

Freestyle does not mean the crawl stroke. Any stroke, from dogpaddle to butterfly, is legal in a freestyle race. Hanging on the wall or standing on the bottom, while not recommended, is legal in a freestyle race. (Hanging on the wall or standing on the bottom is illegal in any other race.) However, it is an infraction to pull oneself along the wall or lane rope, or to jump forward off the bottom – seen occasionally among the youngest swimmers. All forward motion must come from swimming. The swimmer must touch the wall with some part of their body at the end of each length. This is the most common DQ in freestyle races. It occurs when a swimmer performs a flip turn too early, misses the wall with their feet, and continues to swim the next lap. If a swimmer misses the wall they should either back-paddle until they can touch the wall with a toe or turn around, go back, and touch the wall.

BACKSTROKE

The most important rule is that the swimmer must stay on their back. The swimmer cannot curl their toes over the gutter on the start. Beginning swimmers are occasionally DQed for turning over onto their breast so that they can see how far they are from the wall. Frequently they will turn onto their breast when they grab the wall at the finish. They need to touch the wall while still on their backs. Rules governing backstroke flip turns are detailed on the Midlakes website.

BREASTSTROKE

Breaststroke is by far the most difficult stroke to do legally. At the start and after each turn the swimmer is allowed one underwater pull and one underwater kick, in that order, and may be completely submerged. Some part of the swimmer's head must break the surface of the water by the time the arms have reached the widest part of the second pull. Then some part of the swimmer's head must break the surface of the water on each pull until the wall is reached at the other end. Except for the one underwater pull mentioned above, the arm pulls cannot extend past the hip line. The hands must turn in at the belly and move forward under the breast. The arms pulls must be simultaneous, may be at or below the surface, but must be pushed forward from the breast. The kick must be a "frog kick" with the toes pointed out during the propulsive part of the kick. Flutter kicks, dolphin kicks, and scissors kicks are illegal. The pulls and kicks must alternate. The swimmer can't do two kicks or two pulls in a row. The most common DQ is the one-handed touch on the turn or the finish in breaststroke. On all turns, and at the finish, the swimmer must touch the wall with both hands simultaneously. The swimmer must be on towards the breast prior to the feet leaving the wall.

BUTTERFLY

On all turns and at the finish the swimmer must touch the wall with both hands simultaneously. The turn rules are the same as for breaststroke. The arms must recover simultaneously over the water and be pulled back simultaneously. The kick must be a dolphin kick. The feet do not have to be together, but they may not cross. When properly done there are two dolphin kicks for each butterfly pull, however this is not a rule.

GENERAL CLUB POLICIES

These policies, rules, and regulations shall govern each member of The Edgebrook Club, Inc. hereafter referred to as "Club". Policies concerning Club operation and use of facilities are determined solely by Board of Directors and club management and, due to circumstances, are subject to change from time to time. Publishing of policy changes in the club e-newsletter is agreed to be satisfactory written notice, HENCEFORTH AWARENESS OF NEW POLICY BECOMES THE SOLE RESPONSIBILITY OF THE MEMBER.

Cancellation of Membership by Club

The Club has the right to cancel or suspend the membership privilege at any time of a member whose conduct is contrary to club rules and policies or deemed by the Board of Directors to be detrimental to the business of the Club or enjoyment of the Club by other members. Member agrees to pay all attorney's fees and costs associated with collection.

Lost Items

The Club shall not be held responsible for lost, stolen, or damaged personal property in, or about the Club/or its properties. Members are encouraged to secure their vehicles, and to remove or conceal valuables from their vehicles to help prevent theft. PLEASE DO NOT LEAVE VALUABLES UNATTENDED IN THE LOCKER ROOMS OR ACTIVITY AREA. There is a Lost and Found box in the tennis court hallway. Jewelry and other small valuables should be turned into the office and will be kept in a drawer at the desk. For swim items, the Lost and Found area is outside the women locker room. Any Lost and Found items not claimed in one month will be discarded or given to charity.

Charging Privileges

Summer Members may not charge. For full-time members, the club reserves the right to reduce, suspend, or terminate member charging privileges.

NSF or Returned Checks

A \$20.00 handling fee will be charged for each returned (NSF) check. (RCW 62A.3-104).

Club Closures

There may be periods of time each year when a certain area of the club will be temporarily closed due to maintenance, private parties, or other related club functions. It may also be determined by management and Board that areas of the club are insufficiently utilized, and therefore, portions of the club may be altered, modified, or changed for new activities. SUCH CLUB CLOSURES OR ALTERATIONS DO NOT GIVE THE MEMBER THE RIGHT TO A SUSPENSION OF MONTHLY DUES PAYMENT OR TO AN INITIATION FEE REFUND.

Holiday Club Hours

The Club will be open on the following holidays with reduced hours: New Year's Eve, Memorial Day, 4th of July, and Christmas Eve. The Club will be closed on Thanksgiving, Christmas Day, and New Year's Day. If a member wishes to use the Club on a closed day arrangements can be made in advance to have access to the facility.

Address, Email or Phone Changes

Members should promptly notify the club of any changes in address, email or telephone number(s). Please e-mail frontdesk@edgebrookclub.org or fill out a "Change of Member Information Form" available at the front office.

Delinquent Account Policy

As a not-for-profit organization, it is critical that all monthly dues and fees are paid in a timely manner. The Delinquent Policy is as follows: After 30 days we will assess a \$10.00 late fee. If after 60 days and no arrangements have been made, the club has the power to suspend court privileges. After 90 days delinquent, termination process can begin.

Cancellation of Membership

Members wishing to cancel their membership may elect to do one of the below *5 days prior to the month end*:

- 1) Completing the appropriate club termination form located at the front office
- 2) Mail Edgebrook Club a written termination letter or
- 3) E-mail the frontdesk@edgebrookclub.org

Failure to do so will result in a continued monthly dues assessment. Cancellation of membership has no force or effect until received and approved by the Club Manager.

SALE OF MEMBERSHIP

Any member may sell or transfer his membership at any time on such conditions as set forth by the Board of Directors. Any change in the conditions for selling or transferring memberships established by the Board of Directors must be communicated in writing to the members within ten (10) days after the determination or change of such conditions, and shall not be valid until such written notice is sent.

No active member shall transfer or sell, or agree to transfer or sell his membership without first tendering the same in writing to the Club.

The Club shall have thirty (30) days within which to exercise its option to purchase such membership at not less than eighty (80) percent of the then current price determined by the Board of Trustees, less taxes thereon, if any. Should the Club refuse, or within the said thirty (30) days fail to exercise its option, the offering member may then transfer his membership, subject to the approval of the transferee by the Board of Directors, to any eligible person.

Upon transfer of a membership as herein provided, a transfer fee equaling ten (10) percent of the current membership fee shall be paid to the Club.

No portion of any membership fee or assessment shall be refunded to any member. Members who have been expelled shall not have the right to sell their memberships subsequent to the effective date of expulsion. No member shall have the right nor shall attempt to sell their membership until all indebtedness to the Club is paid.

If you have any questions on selling your membership, please contact the Club Manager.

Restrictions On Use Of Club After Cancellation/ Sale

Any member who cancels or sells their membership within three (3) months of a Club Special Assessment shall be restricted from using the facility for a period of six months as a guest of a current member or as part of a team. This restriction may be lifted under special circumstances and with authorization by the Club Manager. They (family or single user) shall be allowed access to Club facilities under the normal Edgebrook Club Guest policy.

Conflict of Interest Policy

THE EDGEBROOK SWIM & TENNIS CLUB

The purposes of this Conflict of Interest Policy are to protect the integrity of The Edgebrook Swim & Tennis Club (the “Club”) and the Club’s decision-making process, as well as to enable our members to have confidence in the integrity, intentions and actions of the directors, officers and staff members of the Club.

Whenever a director, officer or staff member of the Club has a financial or personal interest (directly or indirectly) in any transaction or similar matter with the Club (a “Conflict of Interest”), the affected person shall (a) fully disclose the nature of the interest to the Board of Directors of the Club and (b) withdraw from discussion, lobbying, and voting on the matter. Before the Club enters into any transaction or similar matter involving a Conflict of Interest, such transaction or similar matter shall be approved by a majority of the disinterested members of the Board of Directors determining that it is in the best interest of the Club to enter into such transaction or similar matter. The minutes of Board of Directors meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

As approved by the Board of Directors on **October 23, 2014**.

