

Arlington Forest Club Rules

As amended June 17, 2020

The Board of Directors authorizes the following rules for the protection of the club, its members and guests, and to assure the safe, sanitary operation of the club facilities. The rules comply with the Arlington County Water Recreation Facilities Ordinance and regulations. The current Red Cross Swimming and Water Safety Manual is an additional part of these rules.

Applicability

All Certificate holders, rental members, emeritus members, August members (all further referenced as "Members") and their dependents, babysitters, and guests will comply with the club rules as well as with applicable local, state and federal laws and ordinances.

Members are responsible for reading the rules and ensuring that they and their dependents, babysitters, and guests (when allowed) are aware of all rules. Members are responsible for their own behavior as well as the behavior of their dependents, babysitters, and guests (when allowed). Failure to comply with the Arlington Forest Club (AFC) Rules shall be considered cause for the immediate suspension of club privileges for the offending member and/or other members and dependents in the same member household.

The Board of Directors delegates authority to the pool manager and lifeguards to be in complete charge and have final authority to interpret and enforce all rules.

The pool may be closed during regular operating hours for inclement weather, special events or special circumstances arranged for in advance between the management and the Board of Directors. The pool calendar will reflect dates and times of special events and activities that may close all or part of the pool during the summer.

Club Admittance

Certificate holders, rental members, and their dependents are admitted into the club, subject to the rules (e.g., minimum age requirements) provided herein.

Emeritus members are admitted to the club without fee for the duration of Sunday Adult Swim and Tennis and all fee-based events where the fee has been paid by the Emeritus member. Emeritus members are admitted to the club during other times when the club is open upon payment of the fee (\$5.50) per Emeritus member per visit.

August members (including dependents) are admitted to the club, subject to the rules (e.g., minimum age requirements) provided herein, from August 1 through the end of the season in September.

Registered babysitters are admitted to the club only when caring for dependent children of the registering Club member.

Each member, dependent, babysitter and guest (when allowed) must check in at the guard check-in desk prior to using the club facilities (including the tennis courts). All members, babysitters, and dependents of middle school age and above may be requested to show identification.

Representing a person who is actually a guest as a member or dependent is prohibited and could result in loss of membership privileges.

Members who are delinquent in payments owed to the club will have their membership suspended until such time as payment is received.

General Rules

1. Use at Your Own Risk

Members, dependents, babysitters, and guests (when allowed) shall use the club facilities at their own risk. The club will not be responsible for loss, theft, or damage to personal property, for articles left in automobiles or articles checked with the pool staff or for exposure to illness, including COVID-19.

2. Liability

Each member shall be liable for any damage to club property incurred or caused by members, dependents, babysitters, and guests. Costs of repairing or replacing the damaged property shall be assessed against the member. Failure to pay assessment shall result in suspension of club privileges.

3. Food and Drink

Food and drinks (other than water) are not allowed during the 2020 pool season. All trash must be placed in appropriate containers.

4. Glass

Glass containers or breakable objects are not permitted anywhere on club premises at any time and will be confiscated by Pool Management.

5. Supervising Children

Members, dependents, and babysitters are responsible for the supervision of children under their care at all times while the children are on club premises. The supervision of children includes ensuring they follow COVID-19 protocols, including social distancing.

6. Smoking

Smoking including the smoking of eCigarettes, is not be permitted anywhere on the property, including in the parking lot.

7. Bicycles, Scooters, Skateboards, Rollerblades, Roller Skates

Bicycles must be parked in the rack provided or chained to the exterior fence. Members are encouraged to lock their bicycle. No bike, scooter, rollerblade, roller skate, or skateboard riding inside the property fence, including the tennis courts, or on the wooden decks and walkways. No rollerblade, roller skate, or skateboard riding in the parking lot. Scooters, rollerblades, roller skates, and skateboards may be carried from the property fence to the guard table and checked with the guards at the member's risk. Scooters, rollerblades, roller skates, and skateboards are not permitted in the bathhouse or on the pool deck.

8. Radios

The volume on radios and portable audio/video equipment or devices should be kept low so as not to disturb other members.

9. Parking Lot Safety

Members, dependents, babysitters, and guests must drive cautiously and watch for children in the parking lot.

10. Loitering

Loitering is not permitted around the guard check-in desk area or guard house.

11. Adult Swim and Tennis

The pool and tennis courts will be open for adults ages 18 and over and their guests (when allowed), ages 18 and older, from 10 am until 1 pm each Sunday during the season unless preempted by a prearranged event. No persons under age 18 are permitted on club premises during adult swim and tennis. **Floats and other devices are not allowed in the pool area during adult swim during at least the first part of the 2020 pool season.**

12. Trespassing

Any person, including a member, who shall use or attempt to use the pool when it is not officially open shall be prosecuted and their club membership may be revoked.

13. Complaints

Members may not argue or interrogate the staff. Any member having a complaint concerning club operations or policy should submit the complaint in writing to the Board of Directors for action via email at comments@arlingtonforestclub.org or Postal Mail to:
AFC Board of Directors, c/o Rules Committee, PO Box 3059,
Arlington, VA 22203.

14. Thunder/Lightning

The pool will be closed for at least 30 minutes following thunder and/or lightning or sleet. Patrons must clear the pool enclosure and overhangs if lightning is spotted. The lifeguards and staff should stay clear of the pool area including the metal awnings and all overhangs during all closings. **While under COVID-19 restrictions, if the pool closes, reserved slots will not be reinstated.**

15. Grills

The large grill is not open to the general membership unless approved by the Board. **During at least the first part of the 2020 pool season, none of the grills are available for use.**

Health Rules

1. Showering

Showering is required before patrons enter the pool. The outdoor shower must be used during the 2020 pool season when the bathhouse is closed.

2. Diapers

Non-toilet trained children must wear both swimpants and tight fitting rubber pants under their swim suits. The swimpants must be of the type made expressly for swimming pools, such as Huggies Lil Swimmers or similar products. Regular disposable diapers or cloth diapers are not permitted. Parents should take necessary precautions to prevent contamination of the pools including checking their children's swimpants often. This rule applies to both the large pool and the wading pool.

3. Contamination

The pool will be closed for a minimum of one hour after chemicals are used due to contamination. This may be extended as necessary by the management. **The AFC Board reserves the right to close the pool, as necessary, for reasons related to COVID-19.**

While under COVID-19 restrictions, if the pool closes, reserved slots will not be reinstated.

4. Swimming Dress Code

Swimsuits only, no shorts, cut-offs, etc. are permitted in the pools.

5. Illness

Members must review COVID-19 Symptoms prior, Virginia Department of Health

<https://www.vdh.virginia.gov/coronavirus/covidcheck/>

and they are required to self-certify their health, complying with all published protocols.

Admission will be refused to anyone with fevers, colds, coughs, inflamed eyes, infection or bandages.

6. Spitting/Blowing of the Nose

Spitting/blowing of the nose into the pool or on the pool deck is prohibited.

7. Pets

Pets are not permitted anywhere on the club grounds except during the end of season dog swim.

8. Diaper Changing

The changing of diapers/swimpants is limited to the bath house (both the men's and women's bathhouse facilities have a changing table). The changing of diapers/swim pants on the pool deck, in the snack bar area, or in any of the outside sheltered areas is expressly forbidden.

Pool Rules

1. Final Word

The pool manager and the lifeguards are in complete charge and have the final authority to interpret and enforce all pool rules.

Members who fail to comply with the rules will have their membership suspended until such time as they can assure the Board of their ability to comply with the rules in the future.

1A. COVID-19 Protocols

AFC Board reserves the right to promulgate, publish, and enforce rules related to health and safety related to the COVID-19 pandemic. Members are required to comply with all published protocols.

1B. COVID-19 Reservation Sign Up

During at least the first part of the 2020 pool season, members will be required to sign up in advance and online to use the pool. Additional details regarding the sign-up system, limits on the number of advance registrations, etc. will be published by the Board prior to each phase of reopening. No access to the pool will be available without an online registration and a signed Arlington Forest Club COVID-19 Self-screening Certification.

2. Age Requirements

During the 2020 pool season, swimmers 15 and younger must be accompanied and supervised by a responsible adult.

3. Large Pool Requirements

Children will not be allowed in water over their shoulders unless they are accompanied by a responsible person on a one-to-one basis or unless they can demonstrate to the lifeguards their ability to swim 25 meters and tread water for 30 seconds. Children may not swim in deep water unless they are qualified swimmers.

4. Wading Pool

Use of wading pool will be suspended during at least the first part of the 2020 pool season.

5. Flotation Devices

Float days and nights will not be held during at least the first part of the 2020 pool season.

6. Float Hours

Float days and nights will not be held during at least the first part of the 2020 pool season.

7. Swim Masks

Swim Masks, goggles (covering the nose) and snorkels are prohibited in the water.

8. Flippers

Flippers may be used for serious lap swimming in the lap lanes only.

9. Lap Lanes

During regular pool hours, at least one lane for swimmers who wish to swim laps will be maintained. The lifeguard in charge may open an additional lap lane based on his/her discretion on the needs of swimmers using the pool at the time.

10. Breaks

Breaks will be suspended during at least the first part of the 2020 pool season.

11. Baby Carriages & Strollers

Baby carriages and strollers are only allowed in the wading pool enclosure and the grassy areas adjacent to the playground. No other wheeled vehicles (except wheel chairs) are allowed within the pool enclosure except as in transit to/from the wading pool enclosure.

12. Running

Running and boisterous or rough play on the pool deck is prohibited.

13. Dangerous Activities in the Pool

Dangerous activities in the pool are prohibited. Dangerous activities include, but are not limited to: sitting on another person's shoulders, dunking, grabbing of another person around the neck, and playing in the diving area when the diving area is open.

14. Ball Playing

Playing basketball or throwing soft balls in the pool is not permitted during at least the first part of the 2020 pool season. When the basketball net is set up, it is prohibited to hang on the basketball net, play basketball from the side of the pool, or jump into the pool within close proximity to the basketball net during times basketball is being played.

15. Hard Objects

The throwing of hard objects, including torpedoes, in the pool is prohibited.

Dive Rules

Use of diving board is suspended during at least the first part of the 2020 pool season.

1. Number on Board

Only one person shall be permitted on the diving board at a time. A person must not ascend the ladder to the board until the previous diver has left it.

2. Closing the Boards

Diving boards may be closed due to the special 2020 COVID-19 Operating Guidelines. This is at the discretion of the pool manager.

3. Sailor Dives

Diving headfirst without hands is not permitted.

4. Courtesy

Dives and jumps shall be executed in such a manner to not disturb or interfere with lane swimmers. Divers should not dive until the previous diver has left the diving area or reached the ladder.

5. Dangerous Dives

No back dives, "can openers" or "cannonballs" from the pool edge will be permitted.

Tennis Rules

All regular club rules apply to the tennis courts.

1. Final Word

The AFC Board may determine when a member's use of the tennis courts is not in the best interest of the club according to the letter and spirit of club rules, and it may curtail such usage. Arlington Forest Club tennis courts are only to be used for the sport of tennis and other approved tennis-type racquet sports (e.g., pickleball).

1A. COVID-19

AFC Board reserves the right to promulgate, publish, and enforce rules related to health and safety related to the COVID-19 pandemic. The Board grants the President of the Board and the Tennis Representative the right to close the courts at any given time. Members should not use the tennis courts (or enter AFC property) if they are experiencing any of the symptoms associated with COVID 19 or have been in contact with someone with COVID 19 in the prior two weeks. Members must comply with all published protocols.

COVID-19 Reopening Plan Rules

Singles Play– Singles play is permitted (for both tennis and pickleball).

Doubles Play– Doubles will only be permitted by and among the same household family members. This is for both tennis and pickleball. Players should be sure to coordinate with partners to maintain social distancing.

Backboard Use/Solo Practice– Backboard use and solo practice (i.e., practicing one's serve) is permitted, but requires a reservation. Note that the Court 1 must be reserved to use the backboard.

Ball Machine– the ball machine is not available during these initial phases of reopening (due to disinfecting challenges).

Court Entrance, Exit, and Hygiene– All players should thoroughly wash or sanitize their hands before entering and after leaving the tennis courts (Members should also expect to bring their own hand cleanser, hand sanitizer, and/or anti-septic wipes). In addition, because players will need to enter and exit through locked gates when the pool is not open, players should plan on using hand sanitizer immediately before and after touching the gate. If there is a reservation immediately after your reservation, please plan on exiting five minutes before the next reservation. Please do not enter the court until previous players have exited.

Lessons– Individual lessons are permitted. Group lessons may be given for up to two non-family members, provided social distancing can be maintained (based on the pro's determination). A group lesson for a family may be given for up to five family members.

Social Distancing–Players must adhere to all governmental and CDC social distancing rules (e.g., six feet distance, not gather in groups of more than 10) and otherwise avoid direct contact with players both on and off the court. Upon completion of play, all players must exit the tennis and club facilities. Please take all trash when leaving the court.

Tennis Balls– Each player (or family if playing together) must use their own can of tennis balls that are clearly marked. Players must only serve with their own tennis balls. It is strongly encouraged to use methods to pick up balls that do not require touching them with bare hands to prevent possible contamination.

Changing Ends of the Court– Players are encouraged **not to change** ends of the court during play or change from the opposite side from their opponent(s).

Failure to Comply– Any member found to be in violation of the rules will be subject to a suspension of playing privileges for the entire family, and to all other penalties permitted under the Club's Bylaws.

2. Admittance

Only club members may use the tennis courts. **No guests will be allowed during the COVID-19 reopening plan.**

Emeritus members may use the tennis courts during Sunday Adult Swim and Tennis, and during the season at other times upon the payment of the \$5.50 fee for each Emeritus member per visit. Emeritus members may not use the tennis courts during after-hours or off-season periods.

3. Reservations

Reservations are required for all court usage

4. Reservation – Sign Up

The tennis courts may be reserved in one-half hour units per member up to one week in advance. Tennis courts are reserved using an online web based service. The reservation system is linked through the club website on the Tennis page. If no reservation has been made for a tennis court, a member may check-in, as provided in Section 8 Check-in below, and use the unreserved court.

5. Reservations – Maximum Number

During COVID-19 opening plan, court reservations are limited to 60 minutes for singles and 90 minutes for doubles. Daisy-chaining of reservations is not allowed. Reservations will be on a first-come, first-serve basis. Only one reservation at a time is permitted. A member may have no more than three reservations per week during prime time (Saturdays, Sundays, holidays, and after 5 pm on weekdays).

6. Reservations – Cancellation

Reservations that cannot be used should be cancelled as soon as possible and preferably at least 24 hours in advance.

7. Reservations – Leaving the Courts

If there is a reservation immediately after your reservation, please plan on exiting five minutes before the next reservation. You must

give up your tennis court promptly to those who are waiting on subsequent reservations.

8. Reservations – Check-In

During the pool season, a member who has made a reservation must check in at the guard check-in desk when coming to play, to confirm that the tennis court reservation is actually being used. If the member has not signed in by ten minutes past the hour, the reservation is lost, and the time until the next reservation is available to any other member.

9. Reservations – Prime Time

Reservations for tennis courts during "prime time" (Saturdays, Sundays, holidays, and after 5 pm weekdays) may be made only by members 16 years of age or older.

10. Tennis Courts Access

During pool hours, tennis players are to enter the tennis courts through the main club grounds gate (near the parking lot). A cypher or combination code is equipped to use these gates. Members can get the cypher code from the guard check-in desk. The Harrison Street gates are to be used only during the "off season" and non-pool hours. A key for these gates may be obtained from the Membership Manager upon receipt of a \$20 deposit made via the AFC eSoft online registration portal, of which the club will refund \$10 when the key is returned. Non-tennis players should not use the tennis courts for club entrance/exit purposes.

11. Footwear

Only tennis-type shoes may be worn on the tennis courts. Hard-soled shoes are not permitted.

12. Wheeled Items

Non-tennis related wheeled items are not permitted on the tennis courts. This includes roller blades, razor scooters, skates, skateboards, bicycles, and mini-bikes.

13. Non-Players in the Fenced Area

As a courtesy to players occupying the tennis courts, those who have just finished playing, those who are waiting to play, and non-tennis-playing persons must remain outside the fenced area. Only those actually playing are allowed on the tennis courts.

14. Trash Disposal

Please take all trash when leaving the court.

15. Northern Virginia League Play

League play is not available for the 2020 season

During the summer, tennis courts will be reserved at the following times for Northern Virginia Tennis League (NVTL) team play:

Wednesdays:

9 am - 1 pm

AFC Junior Teams

Saturdays:

9 am - 1 pm

AFC Men's Teams

In the event a team match must be rescheduled due to inclement weather, members holding reservations should be contacted by team captains and advised of the rescheduling. Members having to relinquish reservations should do so willingly.

16. Team Play

Team play is not available for the 2020 season Only AFC teams may play or practice on AFC tennis courts. In addition, no group composed primarily of non-members may use more than one tennis court at a time.

Lessons and Classes

1. Availability

No group lessons will be held during Phase 1 and Phase 2 of the COVID-19 reopening plan. Morning group swim, dive and tennis lessons are for the dependents of certificate holders, rental members, and those on the waitlist (including August members).

Those on the waitlist must email membership@arlingtonforestclub.org to obtain an authorization number to register for morning group lessons. Those on the waitlist must exit the club premises immediately after the lessons conclude (August members are not subject to this rule after July 31).

Afternoon group swim lessons through July 31 are for the dependents of certificate holders and rental members only. Beginning on August 1st, afternoon group lessons are for the dependents of certificate holders, rental members, and August members.

Water Aerobics classes will not be held during COVID-19 reopening plan. Certificate holders and rental members and their adult dependents may register for Water Aerobics classes. Emeritus members may register for Water Aerobics classes and will receive complimentary access to the club for the duration of the class. If drop-in Water Aerobics classes are held in August, August members may pay the drop-in fee and attend such classes.

Only certificate holders and rental members and their dependents may arrange for private swim, dive, or tennis lessons held on or before July 31. Beginning on August 1, August members may also arrange for private lessons.

A member may, on a space available basis, register a non-member for a group lesson or class or a private lesson as a companion to the member or member's dependent. The member must email membership@arlingtonforestclub.org to obtain an authorization number to register the guest for the class. The class fee plus guest fee must be paid by the member. For morning classes, the guest visits for the class will be subtracted from the

member's account at the time of registration. For afternoon classes, the member must register the guest each day by checking in with the lifeguards and an eGuestcard visit will be subtracted from the member's account at that time.

2. Group Swim Lessons

No group lessons will be held during COVID-19 reopening plan. Group swim lessons are only available to children who have turned three (3) years of age prior to the first day of class. Group swim lessons are only available to children who are comfortable in the water without a parent. If a child is registered for group swim lessons and it is determined on the first day the child is not comfortable in the water without a parent, or is otherwise unready for group swim lessons, the child will be asked to leave the group lesson and a full refund of the class fee will be made.

Registration for group swim lessons closes the Wednesday prior to the first scheduled day of class. A parent or other responsible adult is required to stay on the premises during the duration of the group swim lesson.

A child with a skill level above or below the level of the lesson in which they are registered will, on the first day, be moved up or down to another level lesson offered at the same time. If the other lesson offered at the same time is at capacity, the parent will be offered a refund or placement in a lesson at another time, if available.

Group swim lessons are generally scheduled Monday through Thursday, with Friday available as a make-up day, in the event the pool is unexpectedly closed due to a weather or a club event. If a make-up lesson is not held, the lesson fee will be pro-rated and a refund issued. Make-ups are not permitted, and refunds are not provided, if a child fails to attend a scheduled group swim lesson.

Group swim lessons must be paid in full prior to the start of the lesson's start date. Registrations or payments will not be accepted at the Club. All payments must be made, electronically, in advance

using the AFC eSoft online registration portal available via the AFC web site.

Guests and Babysitters

1. Final Word

The pool manager has the right to refuse admission to any guest.

2. Guest Registration

No guests will be allowed during COVID-19 reopening plan.

Subject to the other provisions of these rules, a (a) certificate holder, rental member, or Emeritus member, (b) dependent of a certificate holder or rental member of age to be at the pool unaccompanied, or (c) registered babysitter may bring guests to the club. The member, dependent, or babysitter escorting the guest(s) must declare the presence of the guest(s) upon entering club grounds and the guest(s) must sign in at the guard check-in desk.

Upon use of an eGuestcard by the member, dependent, or babysitter, the guest(s) shall have access, subject to the other provisions of these rules, to the pool and tennis courts for the remainder of the day. The member, dependent, or babysitter escorting the guest(s) must remain on the premises until the guest(s) leave(s).

3. Maximum Number of Guests During Peak Season

No guests will be allowed during at least the first part of the 2020 pool season. No member household may escort more than five guests at a time on Saturdays or Sundays during Peak Season. Peak Season starts on the second Saturday in June (inclusive) and ends on the last Sunday of July (inclusive). Requests for large events on Saturdays or Sundays during Peak Season will not be granted.

4. Large Groups of Guests

No guests will be allowed during at least the first part of the 2020 pool season. Outside of Peak Season, or on weekdays during Peak Season, no more than ten guests may be signed in under one membership without prior approval of the AFC president or the Special Events Chair. Large groups of 20 or more non-members will be considered only at the discretion of the Board. Request forms for events with more than ten guests should be completed and submitted to the Special Events Chair at least 10 days prior to the

event. The forms are available on the AFC Web site. The Special Events Chair is responsible for notifying the pool manager of approved events

5. eGuestcards

No eGuestcards will be sold during at least the first part of the 2020 pool season. Members that wish to bring guests must purchase eGuestcards using the AFC eSoft online registration portal at a cost of \$5.50 per guest visit. eGuestcards are electronic – guest visits that are stored on the member's electronic account.

eGuestcards do not expire and are non-transferable. Members should purchase eGuestcards along with the preseason payment of dues using the AFC eSoft online registration portal. If a need for extra guest passes should arise during the season, members may use the AFC eSoft online registration portal to purchase more eGuestcards. eGuestcard balances may be checked during the season using the AFC eSoft online registration portal. eGuestcard balances may not display on the system prior to the beginning of the season. Members may ask the guard at the check-in desk to advise them of their guest visit balance. It is not possible to purchase eGuestcards at the club or to pay for a guest at the club.

6. eGuestcards for Households with Two or Fewer Members

A certificate holder or a rental membership with two or fewer members and/or dependents residing in the household will receive 20 complimentary guest admittances at the time of paying dues.

The eGuestcards will be automatically uploaded to the member's electronic account. Membership with two or fewer members and/or dependents includes, for example, a membership of two members with no dependents, or a membership of one member and one dependent. Emeritus and August members do not receive complimentary eGuestcards. **The eGuestcards will be issued to the above memberships in 2020. However, eGuestcards will not be available for use during at least the first part of the 2020 pool season.**

7. In-House Summer Resident

In house summer resident passes are not available during at least the first part of the 2020 pool season. Members may pay a \$75 fee for an "in-house summer resident" to have club access for a period of 30 days. This pass may be extended for an additional 30 days with an additional payment of \$75. The "in-house summer resident" pass is only available to an individual residing with the Club member during a period of time over the summer (e.g., family member on extended visit, etc.). For a link to purchase in-house summer passes, please email membership@arlingtonforestclub.org.

8. Babysitter Pass

For the 2020 season the cost of full season babysitter passes will be \$50. Partial season passes are not available. Members may purchase a babysitter pass for someone hired to care for the member's children on a regular basis. The babysitter can use the pool, tennis courts and facilities only while caring for a member's child. If a member has more than one babysitter, a separate fee must be paid for each babysitter

Members should purchase babysitter passes along with the preseason payment of dues using the AFC eSoft online registration portal. If a need for a babysitter pass should arise during the season, members may use the AFC online registration portal to purchase a babysitter pass. Babysitter passes may require up to several days for processing and should be purchased at least several days in advance of the first anticipated use.

9. Non-member Escort of Dependent to Scheduled Lessons and Practices This rule is suspended during at least the first part of the 2020 pool season. On a very occasional basis a dependent of a member may be escorted to a scheduled lesson or practice by a non-member escort who remains on the premises during the lesson or practice. Advance notification that a non-member escort will be escorting a dependent that does not meet the age requirements to a lesson or practice must be sent to membership@arlingtonforestclub.org. Non-member escorts will not be admitted to the club if advance notice is not provided. The member is responsible for ensuring that the non-member escort

reviews and complies with the Arlington Forest Club Rules. The non-member escort will not be required to utilize an eGuestcard for their visit. The dependent and non-member escort may only remain on the premises for the duration of the scheduled lesson or practice.

The non-member escort of a dependent provision should only be invoked in emergency or unusual situations (e.g., grandparent escorting a member's child to a swim lesson when members are out of town for a brief time). If dependents are to be regularly escorted to the club by a non-member, the member must follow the procedure outlined in the babysitter provision.

10. Guests of Emeritus Members

This rule is suspended during at least the first part of the 2020 pool season. Emeritis members may use their accumulated guest visits, and may purchase additional eGuestcards. Emeritus members may bring guests to the club subject to the same rules and procedures outlined above.

Communications

All official club communications are made via the AFC eSoft registration system and through postings on the AFC website. Members can change their email address by accessing the AFC eSoft online registration portal AFC maintains a list of the few members who do not have internet access and will separately communicate critical information to those few members. Members can receive announcements regarding pool closures due to weather or contamination by following [@AFCPool](#) on Twitter or by viewing updates on the AFC webpage.

Registrations and Payments

Certificate holders, summer rental members, and emeritus members, must register for the season using the AFC eSoft online registration portal. Payment of the first dues installment for 2020 using the AFC eSoft online registration portal is due on or before May 1; after which a late fee of \$50 will be charged. Payment for the second dues installment is due June 10. Summer rental members must pay dues by June 10.

Whether August/September memberships will be offered in 2020 depends on the COVID-19 protocols and is currently under review by the Board.

Babysitter passes, tennis keys, team fees, lesson and event registration and fees are also handled using this AFC eSoft online registration portal. All registrations are electronic and all payments must be made electronically. Cash and paper checks are not accepted for any other AFC purchase. The few members who do not have internet access will be separately contacted and may attend a help session to register and make electronic payment.

Certificate holders must pay a certificate fee increase/assessment of \$310 by November 1st of each year through 2020. Certificate holders must use the link on the AFC website to electronically pay the annual certificate fee increase.

Transfer of Certificates

1. Certificate Transfer Process

A member wishing to sell his/her/their certificate must complete a request to sell form located on the AFC website. Upon completion of the form, AFC will pay the selling member the amount the member has paid in to the certificate, less amounts owed by the member to the club, less a transfer fee of \$50. The transfer fee is waived in the case of (1) a transfer by a member to the member's adult child or grandchild, and (2) the transfer by a member of a membership certificate to AFC in exchange for an Emeritus Membership.

A membership certificate may be sold back to AFC, in which case AFC will sell the membership to the person or couple at the top of the waitlist. A selling member, other than a member transferring a certificate to AFC in exchange for an Emeritus Membership, may also request that their membership certificate be sold to a person of their choosing. This request will be evaluated pursuant to the transfer regulations, below.

2. Certificate Transfer Regulations

A proposed transferee must have a membership application on file, endorsed by a current certificate holder, other than the selling member(s).

A proposed transferee will not be acceptable to the Board if selected by a member who did not hold the membership for five years or more, absent special circumstances.

A proposed transferee will not be acceptable to the Board if selected by a member who solicited, or was solicited by, the proposed buyer in a blind posting (e.g., craigslist, posting to a school, neighborhood, or other listserv posting).

A proposed transferee will not be acceptable to the Board if the proposed transferee is to provide consideration to the selling member, pay the selling member a premium, or pay the selling member a fee for the "service" of nominating the proposed transferee as the recipient of the membership.