

The following rules and regulations are for the benefit and protection of all members. They have been established to assure safe and sanitary operation and use of the property, building, pool and tennis courts of Twin Lakes.

GEOGRAPHIC BOUNDARIES:

Membership in this Corporation shall be available to one member of each family residing in residences within the area described as follows: from the eastern intersection of LaVista Road and Briarcliff Road, the boundary shall follow Briarcliff Road to the intersection of Briarcliff Road and Oak Grove Road; from that intersection the boundary shall follow Oak Grove Road to Fair Oaks Road, and shall then follow Fair Oaks Road to the intersection of Fair Oaks Road and LaVista Road; from that intersection the boundary shall follow LaVista back to the intersection of LaVista Road and Briarcliff Road. The membership area shall include only the interior side of the boundary roads.

GENERAL:

1. All guests of Twin Lakes must be accompanied by a member, sign in and pay the posted guest fee.
2. Every Tuesday is a day for non-members from inside the geographic boundaries to be permitted as guests, subject to the guest fees below.
3. It is the responsibility of every member to report any violation of the rules to the Officers of Twin Lakes. Anyone violating the rules is subject to suspension.
4. Parents will be held responsible for their minor children. Any vandalism will be prosecuted.
5. Special fees may be assessed to the Twin Lakes general membership and their guests for some social events.

PROPERTY AND BUILDING:

1. The last person leaving the premises shall be responsible for seeing that the property and buildings are completely secured. This includes locking the front gate.
2. Pets are not allowed on the premises.
3. All persons are expected to clean up after themselves using the trash containers provided in the pool and tennis areas.
4. Bicycles must be parked in the racks provided for them.
5. No skateboarding, riding of scooters, baseball playing or driver training is allowed anywhere on the premises.
6. The playground is not a supervised area. Children under the age of 8 must be with an adult.
7. Firearms, air guns, slingshots, knives or other dangerous devices are not permitted on the premises.
8. No person will be allowed to loiter in parked cars on the premises.
9. No intoxicated person will be permitted on the premises.
10. All persons are required to conduct themselves in a manner in which will not be offensive to other club members.

11. The Corporation will not be responsible for the loss of property or injury.

POOL RULES

GENERAL:

1. All members must sign in at pool entrance check-in window.
2. Pool hours during the scheduled swimming season will be posted at the club.
3. When DeKalb County schools are in session, special pool hours will be posted.
4. The lifeguards and pool manager have complete authority to enforce all rules and regulations and full authority to clear the pools and the pool enclosure, including the pavilion, at any time.
5. To participate on a Twin Lakes swim team, a person must be a member in good standing at Twin Lakes.
 - a. A special exception applies to children who have been on the swim team for 5 or more years but whose family moved outside the geographic boundary. In such instance, these children will be allowed to continue to participate on the Twin Lakes swim team by remitting \$50 to the club (in addition to the normal swim team dues).
6. Closing the pool during storms is a decision to be made by the lifeguards or pool manager.
7. Members are not allowed to ask lifeguards to stay beyond normal closing times for any impromptu events.
8. All members are to promptly vacate the entire pool area at closing time. Members are not permitted to stay in the pool area while lifeguards are cleaning up and closing for the evening.
9. Twin Lakes may reserve a portion of the pool for special events serving the members of Twin Lakes.

GUESTS:

1. Members must register and pay for their guests at the pool entrance.
2. Members may invite guests who reside outside the geographic boundaries to use the pool facilities at any time, and may invite guests who reside inside the geographic boundaries only on Tuesdays.
3. Guest fees:
 - a. \$3.00 per day for those over 3 years of age;
 - b. Grandchildren accompanied by their member grandparent will be admitted without charge;
 - c. Adult guest not attired in swim attire are not required to pay a guest fee.
 - d. Guest fees are to be dropped into the new wall slot when there is no one at the check-in window.

- e. Members may opt to pay an upfront guest fee for a nanny who is not residing in the member's household in the amount of \$100. The nanny must accompany the TL member child(ren) for which he or she is in charge and may not use TL facilities unless such member child(ren) are present. If the nanny should change from the person signed in on the form, we must know the name of the replacement nanny for our records. Forms for the nanny fee are kept in the concession stand.
4. Visiting swim meet participants may use the pool at no charge.
5. In addition to the guest fee above, members who sponsor classes and activities at the club must provide to the Pool Activities Director a register of attendees identifying non-members, and collect from each non-member \$15 per season to be remitted to the club.

SAFETY AND HEALTH:

1. Children not 100% "potty-trained" must wear approved swim diapers covered by snug fitting waterproof plastic/rubber pants. Disposable diapers are not allowed in either pool.
2. Changing diapers on the pool deck is not allowed.
3. Children under age 10 must be supervised by a responsible person (age 14 or older) at all times.
4. Children under the age of 5 should be accompanied to the restroom by their parents (or person responsible for them).
5. All unaccompanied children, age 10 and older, left at the club must have an emergency card on file in the guardroom prior to being dropped off. These will be available at the club.
6. There is a 10-minute break during every hour when all children under 16 years of age must vacate the pool to rest and rehydrate and they should be encouraged to use the restroom.
7. No person experiencing diarrhea or other gastrointestinal (stomach) symptoms is allowed to enter the pool.
8. Slide:
 - a. Children under age 3 may not use the slide, and an adult and a child may not go down the slide together.
 - b. Going headfirst down the slide is not allowed.
 - c. Only one person on the slide at a time (including the ladder)
9. Wading Pool:
 - a. The wading pool is for children 5 years of age and under.
 - b. Children must be supervised by an adult.
 - c. The Corporation does not provide lifeguards for the wading pool. Members are responsible for their own children. It shall, however, be the responsibility of the lifeguards to see that children over the age of 5 do not use the wading pool, even during the rest periods.
10. Diving:

- a. Only one bounce prior to dive.
- b. No running on the diving board.
- c. Only one person on the diving board at a time (including ladder).
- d. Swim directly out of diving area to the ladders.
- e. No hanging on the diving board.
- g. No diving during rest periods.

11. Volleyball Court:

- a. Shower before re-entering the pool area.
- b. No hanging or swinging on the court net.
- c. Only volleyball is to be played on the volleyball court.

12. No squirt guns, tennis balls or boats (rafts with raised sides) are permitted in the pool.

13. No pool toys allowed in deep end.

14. Glass containers are prohibited.

15. Chewing gum and tobacco products are prohibited.

16. No running on the pool deck.

17. Playground: Children under age 8 must be with an adult.

18. Dangerous, rude or bullying behavior will not be tolerated. Lifeguards have the authority to ban repeat violators from the pool area for one day; the Pool Manager and Pool Activities Director have the authority to ban violators from the pool area for up to one week.

19. Continued repeat offenders will be presented to the board for institution of an extended suspension.

POOL PARTY RULES:

- 1. All parties are to be prescheduled 2 weeks in advance with the Pool Manager during the pool season and with the Pool Activities Director at all other times.
- 2. When considering the size of the party, the total number in the party must include ALL party participants (which includes, among others, chaperones, parents, siblings, and grandparents).
- 3. All parties of 26 or more must be held after regular pool hours. Parties of less than 26 should be scheduled during periods that are not typically busy periods for the pool. It will be at the discretion of the Pool Manager and the Pool Activities Director to determine what those periods will be and if the requested party will be during any such period, or if the party may conflict with another already scheduled party.

4. Members must register a party of 10 or more people with the Pool Manager during the pool season and with the Pool Activities Director during the off-season. All party rules, information and forms will be sent via email to the members regarding the party, or may be found on the Twin Lakes website. The applicable Twin Lakes forms and fees as well as the applicable Swim Atlanta form and fees must be delivered to the Treasurer at least 2 weeks in advance of the requested party date.
5. A party of less than 10 people total may be held at the club without paying the applicable fees (unless it is to be held in the pool area when the pool is not normally open).
6. The pavilion, party room, awning area and picnic/tennis pavilion may be booked for parties according to availability as determined by the appropriate committee member.
7. The registered party member is responsible for clean-up, holding noise to a minimum, and any damage caused by the party. The cleaning deposit of \$100 will be returned if the area is left in a clean condition.
8. The rental fee for parties of 10 or more booking the party room, pavilion, awning area, picnic/tennis pavilion or the entire pool **after hours**, will have the following fee schedule:
 - Party of 10-25: \$50.00
 - Party of 26-50: \$75.00
 - Party of 51-75: \$100.00
 - Party of 76 and up: \$125.00

The registered party member must pay the rental fee, except as provided below.

- a. Schools and other non-profit organizations (defined to be 501(c) organizations under the Internal Revenue Code) within the Twin Lakes boundaries will not be charged the rental fee, but will have to pay the cleaning deposit.
9. An additional fee may be required to hire the lifeguards for the party.

Please email the Pool Activities Director or the Pool Manager for inquiries.

TENNIS RULES

GENERAL:

1. Court Hours: 8:00am - 10:00pm
2. Time Limits:
 - a. Singles: 1 hour
 - b. Doubles: 1 1/2 hours
3. Sportsmanlike and courteous behavior is required at all times.
4. Tennis players have priority on the tennis courts. When a court is in use for tennis, the adjacent court can only be used for tennis.
5. Players must wear tennis attire and tennis shoes on the courts.
6. No food, tobacco products or chewing gum are allowed on the courts.
7. No rollerblades, scooters, balls (other than tennis balls), bicycles or similar equipment are allowed on or around the courts.
8. The last one off the courts at night should turn off the lights and lock the front gate if the pool is not open.
9. Squeegees, brooms, and score posts are stored in the tennis shed and should be returned there after use. Empty court trash when containers are full.
10. From time to time the board may approve court usage by non-member organizations (e.g. school tennis teams). The courts and times will be posted on the tennis kiosk. During the DeKalb County High School tennis season, Lakeside High School will be permitted to use three of the courts on weekdays from 3:30pm – 5:00pm, Monday – Friday.
11. The Tennis Committee may at any time publish, distribute and post on the tennis bulletin board more detailed tennis procedures and rules.

REGISTRATION:

1. All members must register on the sign-up sheet with name and time before play begins. Players who fail to register shall forfeit the court immediately if others arrive and the other courts are all in use.
2. If the courts are in use at the time of arrival, a court may be reserved for the next available time period by signing the waiting list at the bottom of the Sign-up Sheet. You must be in the tennis court area when a court becomes available or your name will be crossed off the waiting list.
3. Members must vacate the court immediately at the correct time if other players are waiting and no other courts are available.

COURT PRIORITY:

1. No more than 4 courts may be reserved and/or used at any one time for league play, team practices, clinics or lessons without Tennis Committee permission.

2. Normally scheduled and approved ALTA and USTA home matches will be given priority on courts 1 through 4 as needed. When only one team has a home match, it may use up to three courts. If two teams have home matches, each team may use two courts.
3. At other times, the following guidelines apply:
 - a. Courts 1 and 2 may be reserved once per week by any member or group of members by following Court Reservation Procedures for ALTA or USTA home make-up matches (reservations will be allowed for away matches if taking place during the weekday and ending before 5:00 pm) or for T-2, K-Swiss or other league play matches.
 - b. Courts 3 and 4 are only for normal member use (not for paid lessons).
 - c. After 6 pm weekdays, clinics, team practices and paid lessons may be held only on courts 5 and 6 unless those courts are wet in which case courts 3 and 4 may be used.
4. Courts may be reserved for team practice provided, however, a team that has hired a tennis coach has priority over a team that has not. Adult teams may reserve 1 hour of time per week on courts 5 and 6. If necessary, the Tennis Committee may approve alternative practice arrangements.
5. A member taking a paid lesson may once per week reserve court 5 or 6 by phoning or emailing the Tennis Committee of the date and time. After obtaining approval, the member must post the reservation on the tennis kiosk at least 24 hours before his or her lesson. Time allowed for lessons is 1 hour for a singles lesson and 1 ½ hours for a doubles lesson.
6. Twin Lakes may use any and all courts for special events with Board permission.
7. If necessary in order to accommodate ALTA or USTA make-up home (not away) matches, the Tennis Committee may in its sole discretion either (a) cancel team practices on a given night, or (b) make court 3 or 4 available for reservation.

GUESTS:

1. Members may invite guests who reside outside the geographic boundaries to use the tennis facilities at any time, and may invite guests who reside inside the geographic boundaries only on "open" Tuesday.
2. Guest fees:
 - a. One player on each court must be a member.
 - b. Guest fees are \$2.00 per day. Members must complete the guest fee slip or envelope and deposit it with the fee in the appropriate box before commencing play.
 - c. Guests participating in ALTA, USTA or any other league matches do not pay guest fees.

ALTA AND USTA:

1. Except as provided below, to participate on a Twin Lakes tennis team, a person must be a member in good standing at Twin Lakes.
2. Any member interested in joining a team may contact the Tennis Committee, a team captain or post their name on the tennis kiosk.

3. Rosters and season schedules must be submitted to the Tennis Committee before each season begins.
4. Rosters must be posted on the tennis kiosk two weeks before the registration deadline each season to give members an opportunity to join a team.
5. All home matches and team practice schedules must be submitted to the Tennis Committee and be posted on the Tennis Kiosk prior to the season.
6. Team practice times must be approved by the Tennis Committee.
7. Applications for new ALTA and USTA teams at Twin Lakes must be submitted to the Tennis Committee for approval.
8. If a Twin Lakes team is having difficulty filling its roster, its captain can petition the Board to add non-members to its roster. The written petition should be sent to the Tennis Committee (which will present it to the board) and should contain the team's efforts to add Twin Lakes members.
9. The decision of the Board will be based on the team's need to add players so that the team can continue to participate in ALTA or USTA. If approved, the petition will cover a one-year term and will allow the team to add up to four non-members at a cost of \$50.00 per non-member, per season with coaching, or \$25.00 per non-member, per season without coaching. The captain is personally responsible for the \$50 or \$25 non-member fee, as the case may be. Non-members can attend team practices (if they take coaching) and home matches. Non-members shall have no additional rights under our bylaws or general rules. If a Twin Lakes member sells his or her membership but remains in the Twin Lakes Geographic Boundary as defined above, he or she cannot avail himself or herself of this provision during the two-year period following the sale of his or her membership.

To enforce this rule, each team captain shall submit to the tennis chairs prior to the start of each season his or her team roster clearly indicating the non-members on the roster and whether or not the non-members take coaching. The non-member fees should be included when the roster is submitted.

10. The Tennis Committee will seek to balance the needs of team and league tennis players with the needs of the general tennis-playing membership.

K-SWISS AND T-2:

1. Members shall inform the Tennis Committee that they are playing in K-Swiss or T-2.
2. If all courts allocated for reserved match play have been reserved, members may play their matches on a space available basis as for any member playing tennis.

COURT 1 & 2 RESERVATION PROCEDURES

1. Courts 1 and 2 may be reserved for the reasons explained earlier unless one or both have been blocked by the Tennis Committee during periods of scheduled match play or for other reasons. To reserve a court, members should request a User ID and Password from one of the Tennis Committee members and then proceed to <http://twinlakesswimtennis.onlinecourtreservations.com>.
2. Members may go to <http://twinlakesswimtennis.onlinecourtreservations.com> and reserve either court 1 or 2 if they have not already been reserved or blocked from being reserved for 2 hours for league match play. Members should not reserve a court 2 hours or less prior to an already scheduled

match if there is a chance they may delay the start of the already scheduled match; nor should they reserve a court right after an already scheduled match if there is a chance that match may exceed 2 hours. Members should do a screen print of their reservation and post it on the tennis bulletin board at least 24 hours before they begin their play. In the case of any conflicts, this screen print shall be proof that they have reserved the court and are entitled to its use during the reserved period.

3. Members are asked to go to <http://twinlakesswimtennis.onlinecourtreservations.com> and promptly delete their reservation if they learn they will not be using the court.