



THE SARNIA RIDING CLUB

Purpose, Philosophy and Policies

Reviewed & Approved by SRC Board

1. PURPOSE

1.1. The Sarnia Riding Club ("Club") is a private, family oriented Club that provides members with year-round athletic, recreational and social programs in a unique lakeside setting.

2. PHILOSOPHY

2.1. The Club programs in squash, swimming, tennis and social events are provided by member involvement acting upon guidelines from the Board of Directors.

2.2. The programs are established to create an atmosphere which fosters healthy competition and development of lifetime skills in water and racquet sports.

2.3. Membership fees are set for a financially stable, non-profit club.

3. MANAGEMENT

3.1. Day to day operations of the Club are managed by the Executive Director and their Management Team and Staff.

3.2. The Club Board of Directors, comprised of Ordinary Members of the Club, is responsible for overall governance by ensuring the Club is managed in accordance with by-law 1 of The Sarnia Riding Club.

4. MEMBERSHIP

4.1. Ordinary Members

4.1.1. Ordinary members have full access to the Club and are permitted to bring guests to use the Club facilities including the swimming pool, squash courts, wellness centre, tennis courts and social events, subject to some limitations on frequency. Each adult ordinary member is entitled to vote at meetings of members and can be nominated or elected to sit on the Board of Directors of the Club.

4.1.2. The membership structure for Ordinary Membership is as follows:

- **Family Membership:** consists of a maximum of two adults, and children, providing the children are dependents and all are residing at the same address.
- **Couple Membership:** consists of two adults residing at the same address.
- **Single Membership:** one adult, eighteen years old or older.

4.2. Associate Members

4.2.1. Associate members have some limitations on their rights to access the Club facilities and do not have a vote at meetings of members and cannot be nominated or elected to serve on the Board of Directors of the Club.

4.2.2. The membership structure for Associate Membership is as follows:

- **Social Membership:** A couple or single membership. Social Members may use the non-sports areas of the Club, including the beach, but have no access to the pool, squash courts, wellness centre or tennis courts. They are welcome to bring guests to the beach and social events subject to some limitations on frequency.
- **Child:** A child under the age of 18. The child has full access to the Club, subject to some limitations based on age. The parent of the child only has access to the Club for the purposes of observing sports events or picking up and dropping off their child. They are permitted to bring guests to use the Club facilities including the swimming pool, squash courts, wellness centre, tennis courts and social events, subject to some limitations on frequency.



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- **Grandchildren:** Out-of-town grandchildren who are under the age of 18 and who are accompanied by their grandparents who are Ordinary members. There will be no charge for the first two weeks. Out of town membership fees apply for each week in excess of two in a membership year.
 - **Squash Membership:** A squash member is only entitled to use facilities in the squash building and the club house bar and cafe. A junior squash member must be under 18 years of age.
 - **Out of Town Membership:** members who do not live within a 100km radius from the Club.
- 4.3. All Memberships excluding Children, Grandchildren and Junior Squash Memberships are required to pay a Capital Levy which is used for capital improvements.
- 4.4. Membership Term**
- 4.4.1. Ordinary and social membership terms run from May 1 to April 30th annually. Members in good standing will have their membership automatically renew annually, provided that payment for the renewal year is received on or before May 1.
- 4.4.2. Children membership renewal annually, similar to the ordinary and social memberships, up until the year the child turns 18. When the child reaches the age of 18, the membership will transition to an adult membership, unless the child's guardian maintains an adult membership and the child still resides with the guardian.
- 4.4.3. Squash membership terms run from September 1 to August 31st annually. Members in good standing will have their membership automatically renew annually, provided that payment for the renewal year is received on or before September 1.
- 4.4.4. Out of Town Membership terms are dependent on the length of membership. Renewal notices will be sent in April.
- 4.4.5. No member is permitted to use the Club in a new membership year until payment, in accordance with the membership fees payment requirements, has been received and processed by the Club.
- 4.4.6. Memberships that are not renewed by the start of the Membership year must reapply to the Board for membership.
- 4.5. Membership Refund
- 4.5.1. There will be no refunds for membership fees, except at the discretion of the Board, which may determine that the circumstances warrant a prorated refund or membership deferral. Circumstances such as the death of family member who is part of a membership, or sudden disability that prevents use of the facility would warrant consideration.
- 5. USE OF THE FACILITIES**
- 5.1. General**
- 5.1.1. Members are permitted access to the Club property 24 hours per day, 7 days per week with the following limitations:
- The Clubhouse is only accessible during operating hours
 - The Squash building requires Member key access
 - The pool is only accessible during pool operating hours and when a Lifeguard is present
 - Guest sign in via e-mail to the office or at one of the following locations is required: pool, squash building or tennis pavilion.
 - The beach is not supervised and no Lifeguard is on duty at the beach.
 - Lights on the tennis courts may not be utilized after 11 pm.



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- 5.1.2. Smoking is only permitted beside the Garden Shed in the northwest corner of the parking lot.
 - 5.1.3. Alcoholic beverages consumed on Club property must be purchased from the Club and be consumed in the designated areas, as per the Alcohol and Gaming Commission of Ontario. There is no alcohol allowed in the pool area and tennis courts.
 - 5.1.4. Audio devices must be used with earphones only.
 - 5.1.5. Skateboards, motorized scooters and motor bikes may be used for entry and departure from the Club. They are not to be ridden around the Club property.

5.2. **Members' Use of the Club**

- 5.2.1. The Club provides recreational facilities and lessons in swimming, tennis and squash, as well as conference and banquet services. The Club facilities are intended for use of its members; however, non-members may rent the facility for conference and banquet use provided that they have a member sponsor.
- 5.2.2. Members cannot receive remuneration (i.e. wages, pay, gratuities of money or material items, etc.) by using the Club's facilities or property to train or instruct other members or non-members. Members who want to use the Club's facilities and/or property to receive instruction or lessons must obtain prior approval of the Club Management.
- 5.2.3. All requests for the exclusive use by members of any of the rooms in the Club house must be made and approved by Club Management and may incur an additional fee.
- 5.2.4. Barbecues are available for use by Members, at an additional fee, by booking through the office or café.
- 5.2.5. Any child under the age of 10 must be accompanied by a guardian who is at least 14 years old and a member of the Club, unless they are at the Club for the purpose of lessons or other organized activity e.g. swim team, tennis tournament. With the exception of the pool area, "accompanied" means that the guardian must be on the Club premises but need not be directly supervising the child. A child under the age of 10 must have a member over the age of 14 accompany them in the pool area when using the pool for open swim.

5.3. SWIMMING POOL

- 5.3.1. The swimming pool shall be maintained and operated in accordance with the Ontario Public Pools Act, which requires, but is not limited to:
 - Every bather shall take a cleansing shower or bath using soap and warm water before entering the pool.
 - No person infected with a communicable disease or having open sores on his or her body shall enter the pool
 - No person shall pollute the water in the pool in any manner and that spitting, spouting of water and blowing the nose in the pool or on the deck are prohibited
 - No person shall engage in boisterous play in or about the pool
 - No person shall bring a glass container onto the desk or into the pool
 - No food or beverage other than water is allowed in the pool and on the deck.
 - No person shall enter the pool if the black dot in the deep end is not visible.
- 5.3.2. The Club Management and Lifeguards have complete authority in the pool area and bathers shall obey the Lifeguards' instructions at all times while in the pool area.
- 5.3.3. Running, pushing, dunking or improper behaviour will not be tolerated in the pool area.
- 5.3.4. Bathers may use a DOT approved personal floatation device (pfd) in the shallow end only. Water wings are not DOT approved, so are not permitted. Puddle jumpers are permitted as



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- long as the guardian is within arm's reach. Use of puddle jumpers for children while in day care is not permitted.
- 5.3.5. Starting blocks are to be used only during swim team, swim lessons or when approved by a Lifeguard.
- 5.3.6. Swimmers may not swim past the black line in the deep end, closest to the diving boards, when the diving boards are in use.
- 5.3.7. The wading pool is intended for use by non-swimmers under the age of 5 who are accompanied by an adult.
- 5.3.8. The pool will be closed when lightning is present, until thirty minutes after the last lightning strike.
- 5.3.9. To enter the deep end of the pool, all children must successfully pass a Swim Test which involves swimming two widths of the shallow end of the pool without touching the bottom or stopping, with a Lifeguard observing. A list of bathers who have passed the swim test shall be maintained in the Lifeguard office.
- 5.3.10. Diving Board Rules
- 5.3.10.1. Diving boards are accessible by bathers that have successfully passed the Club swim test only.
- 5.3.10.2. A Club Member who has successfully jumped from the high diving board during swim lessons a minimum of three times, and any person that is either age 7 or older is permitted to use the high board during open swim. Bathes must jump straight off the boards, and cannot be assisted when landing.
- 5.3.10.3. After jumping from either diving board, swimmers must immediately swim to either the shallow end or to the nearest ladder.
- 5.3.10.4. Diving is only permitted from either diving board, or from either side between the black lines in the deep end.
- 5.3.10.5. The Club reserves the right to temporarily close the diving boards when the pool is open. (ie. During adult swim, during wedding ceremonies or due to a large volume of people in the pool).
- 5.3.11. Slide Rules:
- 5.3.11.1. Bather must be able to climb the ladder without assistance to use the slide.
- 5.3.11.2. Only one rider is permitted on the slide at all times.
- 5.3.11.3. Do not climb the ladder to the slide until the rider ahead has entered the water.
- 5.3.11.4. Do not slide until the landing area is clear.
- 5.3.11.5. Slide feet first in a sitting position.
- 5.3.11.6. Clear landing area by swimming toward the shallow end.
- 5.3.11.7. Puddle jumpers may not be worn on the slide.
- 5.3.11.8. Swimmers in life jackets must have a guardian assist them in clearing the landing area. Guardians assisting must be off to the side, not directly in the landing area.
- 5.3.12. Adult Swim
- 5.3.12.1. The Club offers at regular intervals throughout the day, an opportunity for those members wishing to swim laps, an opportunity to do this, as well as adults wishing to utilize the pool. This time is called "Adult swim".
- 5.3.12.2. Typically this occurs the last fifteen minutes of every hour, and noon to 1 pm and 6 to 7 pm, but times may be altered at the Club's discretion.



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5.3.13. Adult swim will only occur when there are bathers wishing to swim laps or adults wishing to utilize the pool.

5.3.14. Where there are a limited number of bathers wishing to participate in the hour long adult swim, the diving boards will be closed but only the number of lanes needed plus an extra lane will be limited for lap use.

5.4. TENNIS

5.4.1. Shirts and appropriate tennis or running shoes must be worn on the courts.

5.4.2. Excessive noise and objectionable language or behaviour is prohibited.

5.4.3. Any activity other than tennis is strictly prohibited.

5.4.4. Abuse of the court surfaces (eg. Gum disposal, spitting, littering, leaning on nets, tapping of racquets, dragging hoppers) is prohibited.

5.4.5. Courts may be blocked out by the Club for leagues, tournaments, and lessons. Typically there are restrictions for these purposes during the following times:

Spring Session Monday – Thursday 4:00 pm – 7:00 pm

Monday – Wednesday 7:00 pm – 9:00 pm

Summer Session Monday – Friday 9:00 am – 1:30 pm

Monday – Wednesday 6:00 pm – 9:00 pm

5.4.6. With the exception of leagues, tournaments and lessons, court use is on a first come, first serve basis. Sign in is at the tennis pavilion.

5.4.7. Members that fail to sign in at the pavilion will be expected to leave the court within 15 minutes if people are waiting and have signed in.

5.4.8. When players are waiting for the use of a court, all members are requested to apply the following guidelines:

- If playing singles, free the court after 45 minutes from start of play
- If playing doubles, free the court after 90 minutes from start of play

5.5. SQUASH

5.5.1. Squash courts are reserved through the squash booking system found on the Club website.

5.5.2. Members with a court reservation are given priority.

5.5.3. Courts may be reserved by the Club for leagues, tournaments and lessons. Typically there are restrictions for these purposes during the following times:

Spring Session Monday – Thursday 4:00 pm – 7:00 pm

Monday – Wednesday 7:00 pm – 9:00 pm

Summer Session Monday – Friday 9:00 am – 1:30 pm

Monday – Wednesday 6:00 pm – 9:00 pm

5.5.4. Shirts and appropriate indoor court shoes must be worn on the courts.

5.6. FITNESS CENTRE

5.6.1. Fitness equipment is provided for the use of Members 16 or older.

5.6.2. There will be no loitering in the fitness centre by any persons under the age of 16.

6. MEMBERS HOUSE ACCOUNT



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- 6.1. The Club permits each Membership in good standing to have a "House Account" where charges for membership fees, social events, lessons, camp and leagues are charged.
- 6.2. Members electing to charge food and beverage purchases against the House Account, are responsible for adding gratuities and signing their chit prior to leaving the Club each day a purchase is made. Members leaving the Club without authorizing their chit may not dispute charges.
- 6.3. The Club Office issues statements the first week of each month showing outstanding charges on the House Account.
- 6.4. Members have until the end of the month in which the statement was issued to question any charges.
- 6.5. Payment in full on the statement balance shall be made by the Member by the end of the month in which the invoice was received.
- 6.6. Interest may accrue at a rate of 5% per month on unpaid balances.
- 6.7. Use of the House Account is deemed a membership privilege and may be revoked by the Club at any time.
- 6.8. Memberships will not be renewed for members that have outstanding balances on their House Account from the prior year.

7. GUEST POLICIES

- 7.1. Guests are very welcome. Many of our current members have joined because they were once invited as guests. Members must ensure they understand and follow the guest policies that are in place to protect the Club and ensure that:

- Members' access to the facilities is not compromised by excessive use by non-members;
- The SRC does not suffer undesirable liability exposure;
- The financial health of the Club is facilitated by the purchase of memberships by users.

7.2. REGISTRATION of GUESTS

- 7.2.1. All guests must be registered prior to the use of the SRC facilities (swimming pool, squash courts, tennis courts, fitness centre). Guests can be registered in the pool, squash building, tennis pavilion or by leaving a message at the Club house office in person, by phone or email office@sarniaridingclub.com.

- 7.2.2. Non-members are not required to register when participating or being a spectator at Club-sponsored functions (e.g. Swim meet, tennis tournament, squash city league and social functions).

7.3. GUEST RESTRICTIONS

- 7.3.1. Each guest is limited to a maximum of three visits per calendar year, regardless of which Member invited the guest. Use of any of the following constitutes a visit; swimming pool, tennis courts, squash courts or beach.

- 7.3.2. Guest use of the facility is limited to that of the member. I.e. If a member is a squash member, the guest may only use the squash facilities.

- 7.3.3. Host members must accompany their guest when on the Club's property.

7.4. GUEST FEES



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- 7.4.1. Daily guest fee rates are set annually by the Board of Directors and are charged per day per visit. A visit is deemed to be the shorter of the length of visit or one week.
- 7.4.2. Guests brought to social events are subject only to the non-member fee for the event.
- 7.5. VIOLATION OF GUEST POLICIES
- 7.5.1. The Club Management will review all guest registers on a regular basis and will send a written notice of violation to the member.
- 7.5.2. The Club reserves the right to impose a surcharge for each violation attached to the member's bill.
- 7.5.3. Subsequent abuse of the guest regulations will be referred to the Board of Directors for further action.
8. REGISTRATION FOR PROGRAMS, LESSONS, LEAGUES AND EVENTS
- 8.1. **How to Register**
- 8.1.1. Members and non-members of The Sarnia Riding Club must fill out and submit in advance a registration form for Day Camp, Swimming & Tennis Programs. Forms are available online at (www.sarniaridingclub.com) or in the Club office. Registration forms can be received:
1. Drop off to the Riding Club office or place in secure mailbox outside front Club House doors.
 2. E-mail directly to rec@sarniaridingclub.com
 3. Mail to: The Sarnia Riding Club, 980 Riding Club Lane, Sarnia, ON N7V4J2.
- 8.2. Payment
- 8.2.1. Members' registration will be charged to their account. Non-members must make payment in full at time of registration in person.
- 8.3. **Day Camp**
- 8.3.1. Due to space limitations and restrictions, there are a limited number of spots in Day Camp. Members of the Club are guaranteed priority in our Summer Day Camp Program until May 31. Starting June 1st, day camp registration may be open to non-members depending upon availability. If registration opens up to non-members, non-members may register for a maximum of one week of camp in July and one week in August.
- 8.3.2. The Club does not guarantee that it can accommodate all Member requests to add Member children to Day Camp made after June 1st. This will be subject to availability and staffing and space limitations.
- 8.3.3. Registration for PA Day Camp and March Break Camp is not restricted to Members as attending these camps may encourage a non-member to become a Member.
- 8.3.4. Fees for Day Camp and PA Day Camps are set annually by the Board of Directors. Fees are set such that a non-member pays more than a Member.
- 8.3.5. Subject to space availability, Members and non-members have until Thursday at noon to register for the following week's day camp session. Registrations submitted and approved after this time, will incur a late fee. Session changes will be made to the best of our ability and are dependent on availability. All changes must be made by noon Thursday prior to the start date of the next session.
- 8.4. **Swimming Lessons**



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8.4.1. Swimming lessons are run in accordance with Red Cross Lifesaving Society program in 2-week sessions throughout the summer.

8.4.2. Members must register by noon on the Thursday prior to the next session of swimming lessons.

8.4.3. Late registration may incur a late fee and is subject to availability.

8.4.4. Fees for Swimming Lessons are set annually by the Board of Directors.

8.4.5. With the exception of the Bronze Cross and Bronze Star classes, non-members are not permitted to register for swimming lessons.

8.5. **Tennis Lessons**

8.5.1. Tennis lessons are run in 4 – 8 week sessions in the spring after 4 pm, and two week sessions throughout the summer in the mornings.

8.5.2. Private lessons, booked through the Recreation and Events Coordinator, are also available.

8.5.3. Members and non-members must register by noon on the Thursday prior to the next session of tennis lessons.

8.5.4. Late registration may incur a late fee and is subject to availability.

8.6. Squash Lessons

8.6.1. Squash lessons shall be coordinated through the Recreation & Events Coordinator.

8.7. Leagues

8.7.1. Registration for leagues is done through the respective Volunteer League Coordinator.

8.7.2. Participants are required to register in advance of the start of the league, each season.

8.7.3. A list of League participants is forwarded by the Volunteer League Coordinator to the Club office for billing and the league fee is charged to the member account.

8.8. Events

8.8.1. Registration for events is done by contacting the Recreation & Events Coordinator.

8.9. **Cancellations**

8.9.1. Cancellation requests must be submitted in writing or by e-mail by the Thursday prior to the start of the program session to receive full refund. No refunds will be given for cancellations received after Thursday prior to the start of the session.

8.10. **Refunds**

8.10.1. No refund will be provided if the participant leaves during mid-session due to behavioural reasons.

8.10.2. No refund will be provided if the participant does not attend.

8.10.3. No refund for inclement weather.

8.10.4. In case of illness or injury:

- Prior to a session commencing, a request to cancel must be accompanied by a medical certificate. Refund in full, less an administration fee
- No refund will be provided if injury or illness occurs after the session starts

9. CONDUCT OF MEMBERS

9.1. Members shall be responsible for the conduct of themselves and their guests and shall be responsible for any damage resulting to the Club property.

9.2. DISCIPLINARY PROCEDURE

9.2.1. When disciplinary action becomes necessary for any Member or Guest of the Club, the following practices and procedures shall be followed:



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Minor Disciplinary Action: (violation of pool rules, berating Club Staff, intentional misuse of club facilities, other inappropriate behaviour)

The Member shall be given a full explanation of the infraction and the Member shall be provided an opportunity to offer an explanation. Documentation of the infraction, explanation, and conclusion shall be noted for future reference and filed in the office.

Where the infraction involves a child under the age of 18, the parent or guardian may be notified.

Major Disciplinary Action: (behaviour that is extremely offensive and inappropriate and/or causing harm to others or to their safety or damage to the Club property; continued minor disciplinary actions and violation of rules)

A suspension of Club privileges for up to a day can be given out at the discretion of the Life Guard or Club Management. This will be documented and filed in the office. Where the infraction involves child under the age of 18, the parent or guardian will be advised immediately of the suspension of Club privileges.

A suspension of Club privileges for up to one week will be at the discretion of the Executive Director, keeping in mind the seriousness of the act, other warnings and past practices. Where the infraction involves a child under the age of 18, the parent or guardian will be advised immediately and the documentation of the suspension will be filed in the office.

Any suspension of Club privileges beyond one week will be approved by the Board. Such lengthy suspension will normally only be imposed where previous suspensions of one week or less have been issued or the single action itself is extremely offensive or hazardous. Where the infraction involves a child under the age of 18, the parent or guardian will be advised and documentation of the suspension shall be kept in the office.

If the conduct of any member of the Club or of any member's family or guest(s), while on Club property, is in the opinion of the Executive Director and/or the Board of Directors to be injurious to the character and interest of the Club (to its membership individually or collectively), or if any such member wilfully infringes any of the Club's by-laws or rules or policies, or if any member demonstrates inappropriate behaviour, then the Directors of the Club may by resolution suspend the member's membership for a period of time until the conduct stops or the problem is resolved. If the issues are not resolved, the Board of Directors may terminate the membership.