

THE BAILIWICK CLUB

RULES & REGULATIONS

GENERAL CLUB RULES

1. **Rules.** These are the rules of the Bailiwick Club of Greenwich, Connecticut. These rules have been established by the Bailiwick Board of Governors. They were last revised and ratified in May 2016.
2. **Exclusivity.** The facilities of the Club are designated for the exclusive use and enjoyment of its Members and their Guests. Any use of the Club facilities by a group of non-Members requires Board approval.
3. **Operating Hours.** Hours of operation of the Club are from 9:00 a.m. to 8:30 p.m.
4. **Entrance.** Members are required to enter by the front door and register themselves and their Guests at the Reception Desk.
5. **Parties.** Parties and other organized functions require the express consent of the Board of Governors or the Club's General Manager.
6. **Behavior.** Proper Club decorum and appropriate dress is required on the Club grounds.
7. **Minor Supervision.** Children under ten years old must be supervised by an adult or another designated person acceptable to the General Manager while on the Club grounds.
8. **Responsibility.** Members are responsible for the actions of their children and their Guests, including payment of any damage caused by them.
9. **Tobacco Products.** All tobacco products are prohibited on the Club grounds.
10. **Vehicles.** Vehicles may be parked only in areas clearly designated for parking, and vehicles parked outside these areas may be removed. Handicap parking restrictions must be observed.
11. **Animals.** Animals, except a service animal accompanying a Member or a Guest with a disability, are not permitted on the Club grounds or in the Clubhouse. Motor vehicles containing animals are not permitted to remain on the Club premises.
12. **Personal Property.** The Club is not responsible for personal property.
13. **Bills.** A bill for Dues and other charges will be provided on a monthly basis. An outstanding balance in excess of 30 days may be subject to a finance charge at a rate set from time to time by the Board. If a Member has an outstanding balance in excess of 30 days, the Member may be notified by the Treasurer that the Member's privileges are suspended unless the full outstanding balance is paid (unless in the judgment of the Board of Governors, mitigating circumstance warrants an exception). Questions concerning billing should be addressed to the General Manager.
14. **Complaints.** All complaints concerning the Club, its Management or an employee shall be made in writing to the Board and shall be signed by the complainant.
15. **Discipline.** The General Manager, Assistant General Manager, Director of Tennis and Pool Director are required to notify the Board of Governors of any violation of the Rules by any Member or Guest. The Board may discipline a Member for any violation of the Club's Rules by his or her children or Guests.

- 16. Enforcement.** The General Manager is authorized to enforce these Rules on behalf of the Club.
- 17. Violation of the Rules.** The General Manager shall inform any Member of any violation of these Rules by a Member or a Member's Guest, and shall report continued violation to the Board for further action. In the absence of the General Manager, any Officer or Member of the Board of Governors is empowered to exercise full responsibility in determining all emergency matters affecting the conduct and administration of club activities. The Board will determine the appropriate punishment for the violation with a Letter of Reprimand and penalties, possibly including expulsion from the Club.
- 18. Liability.** The Club, its Board of Governors, or employees, shall not be liable for any injuries to persons or damage to or loss of property involving Members, Guests, or other persons on Club premises. Each Member agrees to indemnify and to hold the Club, the Board, and employees harmless from and against any and all claims made by the Member and Guests or invitees for personal injury, damage to or loss of property occurring on the Club premises unless caused by the gross negligence and willful misconduct of Club employees.
- 19. Amendments.** These Rules may be amended or repealed by the Board at any regular or special meeting and without prior notice. The Board shall notify the membership of any rule amendment via the Bailiwick website.

CLASSES OF MEMBERSHIP

Full Membership: Unlimited use of the Club's facilities whenever the Club is in operation.

- 1. Family Membership** – Two adults who are married or an adult with child(ren) 26 years old or younger.

An adult who is not married is permitted to designate one other adult as his/her Significant Other ("S.O.") and this S.O. would be included in the Family Membership. The S.O. needs to be a former spouse or long-term partner and must be approved by the Board of Governors. Only one S.O. can be designated per season. The child(ren) of the S.O. are not part of the Family Membership.

- a. Legacy Member:** A child of an active member, regardless of age, may apply for membership. If approved, the Construction Fee is waived. A Legacy Member does not have the right to vote on the Board of Governors slate and does not have equity in the Club.

- 2. Single Membership** – An individual who joins by him or herself. (See Guest Rules section for specific restrictions on Single Membership Guest Privileges).

- 3. Honorary Membership** – As designated by the Board of Governors and may use the Club's facilities whenever the Club is in operation. An Honorary Member does not pay Dues; does not have the right to vote on the Board of Governors slate nor have equity in the Club.

LEAVE OF ABSENCE

1. A Member may take a Leave of Absence ("LOA") before the start of a new season, for an indefinite period of time as long as the Annual LOA Fee is paid (see Rate Schedule). Taking an LOA suspends the Member's Full Membership status.
2. Payment of an LOA Fee will grant a returning Member priority in the order on any existing waiting list as specified in the Membership Priority section.
3. Upon return from an LOA, the Membership Class shall be the same class as it was at the end of the season prior to the LOA.
4. If the Member did not pay the full Construction Assessment prior to taking an LOA, the Construction Assessment is due when the LOA Member returns to the Club.
 - a. The amount due will be calculated as the difference between the Construction Assessment at the time the LOA Member returns to the Club, and the Construction Assessment that was previously paid by the Member.
 - b. If the returning LOA Member paid the Construction Assessment in full prior to taking the LOA, there will be no additional obligation due upon returning to the Club.
5. If a Member leaves the Club and did not pay the LOA Fee when it was due and at a later date seeks re-admission, the Application for Membership will be considered a new application. There will be neither LOA priority nor credit for any prior Construction Assessment that was previously paid.

MEMBERSHIP ACCEPTANCE

The Board or its designee interviews all prospective members after an Application for Membership and two Sponsorship Forms are completed and submitted to the Membership Committee. If two Board Members object to the applicant joining the Club, the applicant will be denied membership.

MEMBERSHIP PRIORITY

The Board of Governors, at its sole discretion, established and may periodically review and change the priority order on the Membership Waiting List. The current priority is as follows:

1. Member returning from a Leave of Absence;
2. Legacy Member - Adult child of an active Member;
3. Resident of the Bailiwick Association;
4. Non-Member application.

CLUBHOUSE

1. Parties and other organized functions require approval by the General Manager.
2. The Club is not responsible for personal property.
3. Children age five and under must be supervised at all times in the building.
4. Children over the age five are not permitted in the Locker Room of the opposite sex.
5. Lockers can be rented on a seasonal basis for a designated fee. (See Rate Schedule). Rented lockers will be identified with the Member's name. A Member must supply his or her own lock.
6. If a locker is not identified as rented, it may be used on a daily basis. Any use of another Member's locker is subject to be opened and its contents removed by the Club's management.
7. No food or beverages are allowed in the Locker Rooms.

GUESTS

1. All Guests must be accompanied by a Member of the Club and be signed-in at the Reception Desk by the Member bringing them to the Club.
2. A Guest arriving before a Member should wait on the second floor near the Pro Shop until the Member arrives.
3. The hosting Member is responsible for the behavior of the Guest.
4. A Guest cannot remain on the Club grounds unless accompanied by the hosting Member.
5. The General Manager shall inform the hosting Member of any Guest who is not acting appropriately or within the Rules of the Club.
6. At the General Manager's discretion, any Guest may be removed from the Club premises.
7. If the General Manager reports a violation of the Club Rules to the Board, the Board will determine the appropriate punishment.
8. Members cannot bring Guests to the Opening Day Party.

9. Guests attending a Member/Guest Tournament are considered “Guests of the Club” and their attendance does not affect the Guest limitation policy. The Guest Fee for any Club event may replace the regular Guest Fee.

GENERAL GUEST VISIT POLICY

1. Guests may visit the Club up to nine times a season.
2. Each Membership unit may bring up to eight Guests on any given day.
3. Single Membership Guest Rule Exception: Any individual who would have qualified under a Family Membership is limited to a maximum of three visits to the Club per season. If this Rule is violated, the Membership will be considered a Family Membership and billed accordingly. (This Rule is applicable regardless of the Member hosting the Guest.)
4. Parents of Members are permitted anytime during Non-Prime Time Days, without charge as long as they visit during weekdays and do not play tennis prior to 2:00 p.m.
5. Parents of Members may visit the Club an unlimited amount of weekend days, but will be charged the weekend Guest Fee.

CHILD CARE EMPLOYEES

1. A Child care employee is not considered part of the Family Membership. The Child Care employee must sign-in at the Reception Desk on every Club visit.
2. Only one Child Care employee per Membership unit will be permitted at the Club at one time.
3. The Child Care employee’s visit to the Club is expressly to supervise the Member’s children; the employee must provide child care services while on the Club grounds.
4. A Child Care employee is permitted anywhere on the Club grounds, including the pool and on the tennis courts so long as child care services are being provided. A Child care employee is never permitted at the Club without a Member’s child(ren) under his or her supervision.
5. A Child Care employee may not use the pool unless he or she is supervising the Member’s child.

TENNIS RULES

General Tennis Rules:

1. The “tennis area” is defined as the tennis courts, the gazebo, the walkway between the courts, the area between Court 1 and the Clubhouse, as well as the entire area surrounding the courts.
2. Proper decorum must be observed in the tennis area at all times.
3. Children under the age of ten must always be accompanied by an adult in the tennis area.
4. It is strongly recommended that only those playing tennis be on a court. Any individual, who is on a court and not playing, may be asked to leave if he or she is a distraction to players on another court. The Director of Tennis, Tennis Staff, General Manager or Assistant General Manager will enforce the request.
5. Anyone who is on the court and not playing must wear a shirt or a cover-up and shoes with soles that are suitable for HarTru courts. Bare feet are not allowed.
6. Trips on and off a court must be kept to a minimum as this can distract players on another court. Proper etiquette must be maintained, such as not talking loudly or waiting for a point to be finished before proceeding to your destination. A player may ask the Director of Tennis, Tennis Staff, the General Manager, Assistant General Manager or a Board Member to address any distracting behavior.

Tennis Attire:

1. Every player must wear proper white tennis attire at all times on the Club courts.
(Appropriate white attire is available in the Pro Shop.)
 - a. Each article of clothing must be at least 60% white. A man’s tennis shirt must have sleeves.
 - b. Colored hats, sweaters and tennis warm-ups are permitted.
2. Tennis shoes must be suitable for HarTru courts.
3. The Director of Tennis, Tennis Staff, General Manager or Assistant General Manager has the right to ask an individual to leave the court if he or she is not wearing proper white tennis attire.

Tennis Court Time:

1. Court time for singles may not exceed one hour if other Members are waiting to play.
2. Court time for doubles may not exceed one hour and thirty minutes if other Members are waiting to play.
3. If, during play, players are added or substituted, the ending time for the original group remains unchanged.
4. The Director of Tennis, Tennis Staff, General Manager or Assistant General Manager may overrule court time rules if deemed necessary to ensure the use of the tennis courts for organized tennis events.

5. The Director of Tennis, Tennis Staff, General Manager or Assistant General Manager may overrule court time rules if deemed necessary to ensure the use of the tennis courts for organized tennis events.
6. Prime Time Hours are on Prime Time Days (Weekends and Holidays) from 9:00 a.m. - Noon.

Tennis Court Reservation Policy for the Same Day:

1. Only Members may sign-up for a court.
2. A Member may reserve an available court while on the Club grounds or remotely for play from 9:00a.m. - closing.
3. A court must be booked on the reservation system. Players who do not reserve court time may be pre-empted by players who made or make a reservation.
4. Courts 1 - 5 can be reserved by an Adult Member who is at least sixteen years of age.
5. Courts 6 and 7 must always be reserved through the Pro Shop.
6. All players' names must be entered into the reservation system.
 - a. "Guest" should be used should be selected for a Guest.

Tennis Court Advanced Reservation Policy:

1. The Tennis Courts may be reserved on the following basis:
 - a. Only an Adult Member may reserve a court in advance.
An Adult is an individual who is at least sixteen years of age.
 - b. An Adult Member may reserve an available court while on the Club grounds or remotely.
 - c. A Member may not knowingly plan to play in two consecutive games on a reserved court.
2. Courts 1 - 3 can be reserved on any day from 9:00a.m. - Closing.
 - a. The courts will be reserved on a first come, first serve basis.
 - b. If a court is reserved for singles and it becomes a doubles game, the original reserved ending time remains unchanged.
 - c. The court time begins at the reserved time, not when the players arrive. The court time ends at the original ending time and is not extended if the game begins late.
3. The Club uses the following procedures for reservations:
 - a. An Adult Member may reserve Courts 1 - 3 beginning three days prior to the desired day. (For example, on Wednesday, a Member may make a reservation for courts 1 - 3 for play on Saturday.
Courts 4 - 7 cannot be reserved in advance and can only be reserved for the same day.
 - b. The Member must request a specific start time for singles or doubles.
 - c. All players' names must be entered at the time of the reservation.
 - i) "Guest" should be used should be selected for a Guest.
 - d. A Member can only make one Advanced Reservation per day.

4. If the game for which a reservation was made is cancelled, the reservation should be cancelled as soon as possible and in accordance with the following:
 - a. Morning Reservations (9:00a.m. - Noon) must be cancelled no later than 10:00p.m. the night prior to the reservation.
 - b. Afternoon Reservations (Noon - Closing) must be cancelled at least 2 hours prior to the reservation time.
 - c. The reservation must be cancelled by the player who made the reservation.
5. A Member who reserved a court and fails to show up or cancel the reservation according to the guidelines in #4 above will not be allowed to reserve a court for one week.

Children on Tennis Courts:

1. All children under the age of ten must be accompanied on the tennis courts by an adult at all times.
2. Children ages ten through fifteen can sign-up for a tennis court without an adult as follows:
 - a. Weekdays - between Noon - 4:00 p.m.
 - b. Prime Time Days - beginning at Noon - Closing.
 - c. Other than the preceding times, they may use the courts when not being used by adult players. Any two adult players can, except at the times listed above, ask children between the ages of ten through fifteen to vacate a court.
 - d. A reservation can only be made for the same day and must be done through the Pro Shop.
3. After Noon on any day, one adult may play with a child age fifteen or younger and will not be asked to vacate the court. A court can only be reserved on the same day.

Guests and Child Care Employees on Tennis Courts:

1. Guests cannot sign-up for a court.
2. On a Prime Time Day, a Guest may play on the tennis courts with a Member beginning at Noon.
3. A Child Care employee cannot play on the tennis courts without a child and is subject to the same rules as an adult playing with a child.
4. In order to play on the tennis courts without a child, the Child Care employee must be signed-in at the Reception Desk as a Guest and is subject to Guest Rules.

Tennis Tournaments:

1. Tournaments will be held at the discretion of the Director of Tennis.
2. A player must be at least sixteen years old on the day of the tournament unless permission is granted by the Director of Tennis.
3. A player must be at least sixteen years old to play on the ladder.

4. Tournaments and League play follow their own rules for court time and assignment. Check with the Tennis Staff, General Manager or Assistant General Manager, the Club calendar, website or bulletin boards for the event dates and times.
5. A nominal fee may be charged to tournament participants.
6. A Guest Fee for Member-Guest events may be included in the tournament fee.
7. Tournament players may invite Guests as spectators without being assessed a Guest Fee. A tournament player's visit is not considered one of the allowable Guest visits as described in the Guest Rules section as long as the individual does not use other Club facilities.

Tennis Lessons:

1. A Member's request for an individual lesson with the Tennis Staff takes priority over a non-Member lesson, provided the Member's lesson is scheduled 24 hours in advance. In this instance, the non-Member's lesson will be rescheduled to accommodate a Member.
2. Only one tennis court will be used for lessons on Prime Time Days until Noon. After Noon, two courts can be used on Prime Time Days.
 - a. During a three or four day holiday period (Memorial Day, July 4th, Labor Day), all three or four days are considered a weekend day. If the third day of the holiday falls on a Tuesday or if the holiday falls on a Thursday, the Monday before the holiday or the Friday after the holiday are considered a holiday and are Prime Time Days.
3. Non-Member Lessons
 - a. Lessons to non-members cannot be given when there are team practices, matches, tournaments or on Prime Time Days.
 - b. A non-Member taking a lesson cannot use other Club facilities unless signed in as a Guest of a Member. If the individual is not signed in as a Guest, he or she must leave the Club premises immediately after the lesson.
 - c. On Prime Time Days and weekdays after 4:00 p.m., non-Members cannot take individual lessons.
4. A Member may bring an outside Tennis Pro to teach on the Club courts. The Pro, however, must be registered as a Guest at the Reception Desk. Only three tennis balls may be used on the court.

Tennis Ball Machines:

1. The use of a ball machine and ball hoppers is restricted to Court 1.
2. An individual can use a ball machine for a maximum of one-half hour per session.
3. Two people can use a ball machine for a maximum of one hour per session.
4. A ball machine can only be reserved on the same day in the Pro Shop.

Club Tennis Teams:

1. Any Member can try out for a Club team to participate in the Fairfield County tennis leagues, pursuant to the League rules and restrictions.

2. The Director of Tennis and/or designee will determine the players on each team as well as the position of the players for each match.
3. A fee will be charged to a Member who participates on a team.

MAIN POOL

1. Lap Lane Rules
 - a. Lap Lane #1 is by the far-end of the pool, nearest to the playground area. This lane is a lap lane during the following times:
Weekdays: 10 a.m. - Noon, and 4:00 p.m. - 7:00 p.m.
Weekends, Holidays and Prime Time Days: 10 a.m. - 1:00 p.m. and
5:00 p.m. - 7:00 p.m.
If a swimmer is swimming laps during these times, standing or walking is not permitted in this lane. At all other times, this lane is not reserved for swimming laps.
 - b. Lap Lane #2 is closer to the center of the pool. This lane is an adult priority lap lane at all times except during Swim Team practice on Weekday evenings.
If a swimmer wishes to swim laps at any time or there is Swim Team practice, standing or walking is not permitted in this lane.
 - c. Lap Lanes #3 & #4 are two additional lap lanes that are added towards the center of the pool for the Swim Teams on Weekday evenings when there is team practice.
2. No eating food, including ice cream, in the pool area or on the deck. Beverages are permitted in plastic or paper cups. All glass containers are prohibited in the pool area.
3. Children under the age of three and those not toilet trained are not permitted in the Main Pool. A lifeguard may ask an adult to verify the age of a child.
4. Changing of diapers is forbidden everywhere except in the Locker Rooms.
5. Children under the age of eight must be accompanied and supervised at the pool and surrounding areas by a parent or adult at all times.
6. Floatation devices are not allowed (i.e., inflatable tubes that go around a child's arms, inflatable inner tubes, or leg floatation devices). Floatation devices such as life jackets, foam belts, foam vests, etc., that are a part of the bathing suit are allowed, but an adult must remain within arm's reach of the child at all times. A lifeguard has the authority to disallow a floatation device if he or she feels it is a safety issue.
7. A lifeguard has the authority to take away swimming privileges of any person who is endangering him or herself or others by not adhering to the Rules.
8. No running or pushing on the pool deck or roughhousing in the pool.
9. Limited Seating Rule - During Prime Time periods or because of heavy attendance at any time, the General Manager, Assistant Manager, Pool Director or a lifeguard can-remove personal belongings left unattended on a chair for more than one hour.
10. In an effort to regulate the availability of lounge chairs, the General Manager, Assistant Manager, Pool Director or a lifeguard has the authority to ask a child age fifteen and under to vacate a lounge for an adult seeking a chair.

11. Any issue should be brought to the attention of the General Manager, Assistant Club Manager, or Pool Director.
12. If a lifeguard is not on duty or the pool is officially closed, there will be no one allowed in the swimming pool.

KIDDIE POOL

1. Children under the age of three are restricted to the Kiddie Pool. In addition, children wearing diapers or not toilet trained are restricted to the Kiddie Pool.
2. A child must be accompanied by a parent or an adult to enter the Kiddie Pool. The adult is responsible for the child's safety.
3. All children not yet toilet trained must wear swim diapers. Diapers are available in the Lifeguard Shack.
4. Changing of diapers is forbidden everywhere except in the Locker Rooms.
5. If a Lifeguard is not on duty or the pool is officially closed, there will be no one allowed in the swimming pool.

NEIGHBORHOOD CODE OF CONDUCT POLICY

The Bailiwick Board of Governors recognizes that many of its Members are visitors to the neighborhood surrounding The Bailiwick Club and each Member has a responsibility to behave as he or she would expect any visitor to behave in his or her neighborhood. The Board of Governors has been made aware that the some Members have been accused of behaviors that are improper and prejudicial to the reputation of the Club - such as speeding or littering within the neighborhood or using Angelus Drive for ingress or egress in contravention to the zoning grant for The Bailiwick Club. Accordingly, the Board of Governors unanimously voted to institute a Neighborhood Code of Conduct Policy that will discipline Members for Conduct in the neighborhood surrounding the Club that are below the standard expected of Members. The Neighborhood Code of Conduct will assess serious penalties for behaviors that negatively impact the neighborhood and include, but are not be limited to the following actions:

1. Traffic convictions within the surrounding neighborhood.
2. The speed limit in the neighborhood adjacent to the Club is 25 mph. Please observe this speed; the neighborhood watch and Greenwich police are on alert.
3. Traffic abuses that are reported, accepted, and deemed true by the Bailiwick Board of Governors or a committee designated by the Board of Governors.
4. Littering that is reported, accepted, and deemed true by the Bailiwick Board of Governors or a committee designated by the Board of Governors.
5. Use of Angelus Drive by Members, staff or vendors for ingress or egress that is reported, accepted, and deemed true by the Bailiwick Board of Governors or a committee designated by the Board of Governors. Any first offense will result in a warning to the Club Member. A second offense will result in a monetary fine, to be established at the discretion of the Board of Governors and will be used for the boundary beautification between the Club and the surrounding neighborhood. A third or subsequent offenses will result in actions ranging from suspension to expulsion from the Club.

It is the view of the Bailiwick Board of Governors that our Members almost always behave in a manner consistent with their own expectations for visitors to their neighborhoods and sincerely desire that no Member will be disciplined under this policy. There are many positive changes that should be instituted for the Bailiwick Club, but if we are to gain the confidence and cooperation of our neighbors, not only must we be perceived as caring about the neighborhood; we must actually act that way.