



2024 Member Handbook

This member handbook is provided as a quick reference for our members. Members are expected to abide by the rules and expectations and agree to the waivers and agreements contained within, as well as additional policies as determined by the SRA Board of Directors.

Please visit our website (srafun.org) for more detailed information, including:

- Association by-laws
- Membership rates and initiation fees
- Facility operating hours
- Current volunteer board members and staff contact information

Southampton Recreation Association
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Our Purpose

(From our bylaws)

The purpose of this Association shall be to provide, for the benefit and enjoyment of its membership, a continuous program of outdoor and indoor activities, including swimming and swim team, tennis, ice skating, and other recreational and social activities for children, teenagers and adults in a safe, friendly, and family-oriented environment.

About SRA

Southampton Recreation Association (SRA) is a non-profit, membership-based recreation club offering a wide variety of year-round activities for families since 1950.

There have been many “firsts” since Southampton Recreation Association opened in 1950. When the main pool was completed, it was the first community pool in then-Chesterfield County. In the 1960s, we boasted of our open-air ice rink. It is now enclosed, but SRA remains the first, and ONLY, recreation association in greater Richmond to offer winter ice skating our own rink as part of membership.

Through the years, we continue to celebrate firsts: like a child’s first leap off the diving board. The first time the ball sails over the tennis net. The first wobbly Figure Eight cut into the perfect ice of the rink.

At SRA, our focus is making sure that we offer a safe and affordable place for all of our families to enjoy their own firsts.

SRA Endowment Fund

You can ensure the SRA experience remains for future generations by supporting the SRA Endowment Fund. The Fund was established in June 2020 as a 501c3 organization to support the mission and activities of Southampton Recreation Association with a focus on long term strategic planning and financial health. It is managed by the SRA

Advisory Board, a team of both current and former members. Gifts to the Endowment Fund are fully tax deductible.

Visit our website or <https://srafun.org/endowment-fund/> to support SRA!

Membership Information

Southampton Recreation Association offers first class facilities at rates that are reasonable and affordable relative to other local clubs and associations in the Richmond area. You can find current yearly rate and initiation fee information at our website. Membership payments and account information are managed through our online membership platform, Member Splash.

Member bills are issued at the beginning of each calendar year for renewals, and at the time of membership application for new members. Initiation fees should be paid with member bills during the first year of membership, or pro-rated over the first two years of membership.

Member bills are expected to be paid in full no later than March 15 or as communicated by the Board to guarantee your place among the membership for the year.

It is the sole responsibility of each SRA member to keep SRA office staff fully informed of any changes in circumstances that will affect that member's continued eligibility for his or her existing membership category. Further, it is the responsibility of each SRA member to keep the office fully informed of any changes in contact information.

SRA Facilities: POOLS

SRA is home to a six-lane lap and competition pool; a family pool with diving well; and two wading/baby pools. Adjacent to the pools are restrooms with showers and changing areas; the Swordfish Café snack bar with adjacent playground; and a pool deck featuring chairs, tables, and umbrellas. An additional high deck/balcony area overlooks the pools, with grass and stone-stepped spectator seating around the competition pool.

The Southampton Swordfish Swim Team competes at the top of the James River Aquatic Club and provides opportunities for learning, fitness, and fun to over 300 kids aged 5-18 each summer. Contact our swim coaches or the Swim Team Director through our website for more details, or look in the spring for news about joining the team.

Various programs are offered at the pool each season, including water aerobics, morning lap swims, and youth and adult lessons and clinics.

Lifeguard instructions and pool rules must be always followed without exception for the safety of our members.

SRA Facilities: TENNIS and Pickleball

The racquet facilities and programs at SRA are growing, with nine total tennis courts - three lighted hard courts near the competition pool and six "upper courts" (3 newly resurfaced) on premises. SRA hosts regular clinics, tennis socials, and junior tennis programs; SRA also regularly fields teams in both USTA and Suburban league play.

SRA has painted alternative lines on the lower tennis courts for pickleball, and has provided additional nets and equipment for play. SRA also has created a part-time pickleball court on our basketball court near the clubhouse; members may play on a first-come, first-served basis.

Members are responsible for bringing their own equipment, including racquets and balls. Tennis-only memberships are available. Visit our website to contact our coaches/pros or our Tennis Director.

SRA is the proud home of Trinity Tennis. Our strong partnership with Trinity Episcopal School has developed over the past decade, with Trinity contributing greatly to the maintenance and upkeep of our tennis facilities. Go Titans!

Tennis courts can be reserved through the Member Splash membership platform. Only members may reserve courts (although paid guests are welcome). League play, clinics and lessons, and designated Trinity court time may limit court availability at designated times.

SRA tennis courts are for tennis activities only. Proper tennis footwear is required at all times, and hanging on the nets is prohibited. Loud, boisterous, profane, or unsportsmanlike conduct is not permitted.

SRA Facilities: ICE

SRA is proud to be the only recreation association in greater Richmond that is home to a fully functional ice rink during the winter months. The ice facility provides the opportunity for our members and guests to participate in skating and hockey lessons and activities, and the annual ice revue is a highlight of the season. Members are entitled to full use of the ice facility. Ice-only memberships are also available.

In 1962 Reynolds Metals donated an ice skating rink to Southampton Recreation Association. Guests at SRA ice have included Scott Hamilton and nationally known coaches Barbara Easley and Edward Van Campen, a Dutch National Champion.

Maintaining our ice offering requires exceptional care and dedication by our members, and volunteers are always welcome.

Rules for the Ice rink are published annually and must be acknowledged by members to gain passcode access to the ice rink.

SRA Facilities: Clubhouse

SRA's clubhouse building, newly painted and renovated in 2022, is home to the SRA Office and Swordfish Café snack bar, as well as an air-conditioned lounge, large meeting/activity space, and indoor restrooms. All members are invited to visit and use the clubhouse during regular operating hours, whether to take a break from the heat, take a quiet moment to read or work "from home," or chat with friends.

The clubhouse may be closed when SRA Office staff are not on premises. The clubhouse is also used for certain activities like yoga and camp crafts, and is also available for rental throughout the year by both SRA members and members of the community, and so may not be available during certain times.

Waiver, Release and Acknowledgement of Health Risk

By accepting membership in Southampton Recreation Association ("SRA"), I acknowledge the following risk: SRA has modified its operating procedures to mitigate the risk of Coronavirus or COVID-19. Still, COVID-19 is highly contagious and can lead to severe illness, physical impairment, and death. While SRA has taken measures to assure a safe swimming and recreation environment, SRA cannot warrant that COVID-19 will not be contracted by anyone through use of SRA facilities.

As a member of SRA, I also agree to the following:

1. I acknowledge that I am aware that there are risks to myself and family members of exposure, directly or indirectly, to an outbreak of any communicable disease, including but not limited to COVID-19; and
2. I hereby voluntarily waive, hold harmless, and indemnify SRA and its officers, directors, agents, volunteers and employees from any claims, damages, and causes of action of any nature related to COVID-19 or other communicable disease, which I, my heirs, assigns or successors, may have against them by reason of use of SRA facilities.

SRA Rules & Expectations for Member and Guest Conduct

SRA Members and guests are expected to abide by the SRA Code of Conduct (see the appendix at the end of this handbook).

Volunteers

Volunteerism and commitment to community are at the core of membership in Southampton Recreation Association (SRA). SRA relies on our volunteers to ensure the continued operation and success of SRA facilities, programs and activities. Volunteers are expected to abide by the SRA Volunteer Code of Conduct (see appendix).

Guests

Guests are welcome at SRA with a purchased guest pass. Guests should be accompanied at all times by a member of SRA. Guest passes may be purchased in advance in the office or at the Swordfish Café.

Conduct of Children

Children under the age of 10 must be accompanied by a parent or guardian at all times while on SRA premises, including in the pool. Children may not play or congregate in the parking lots. Parents may be contacted in the event of disruptive behavior by children of any age.

Attire

Proper attire is expected in all areas at SRA, including swim, tennis, fitness, or ice attire as is appropriate for the setting. Dry clothing should be worn while in the clubhouse and footwear is recommended while on SRA grounds outside of the pool area. Cut offs are not permitted in the pool.

Young children not yet toilet trained are required to wear appropriate swim diapers when in the water. Lifeguards have final authority and discretion as it relates to appropriate attire in the pool area.

Food and Beverages

Food is not permitted inside the fenced pool area. Members are welcome to enjoy food in the grassy areas around the pool where tables are available for their convenience.

Members are encouraged to visit the Swordfish Café snackbar for a wide variety of food, beverages, and regular specials including fresh salads, grill fare, and food truck partnerships. Families may establish accounts at the Café (speak to Café staff at any time during open hours); cash and credit cards are also accepted. Parents should supervise children when they visit the cafe to ensure smooth and safe Cafe operations.

No glass containers of any kind are permitted inside the pool area. No alcoholic beverages are allowed at SRA.

Pets

Pets are not allowed on SRA property.

Lost Items

A "Lost and Found" area will be maintained by the lifeguards on or near the pool deck; items will be regularly discarded, so please check frequently if you are missing an item.

Tobacco

Smoking or vaping are prohibited on SRA property.

SRA Pool Rules

Pool rules include the following:

- Walk, do not run, on the pool deck.
- No diving in any location of the pool with the exception of the designated diving well.
- No horseplay on the pool deck or in the pool; no climbing on shoulders, “dunking”, or throwing anyone while in the pool.
- Only one person on the diving board at a time. The diving well should be clear and the lifeguard should be aware before performing a dive.
- One person at a time on the slide. Do not enter the slide until the previous person has exited the slide area of the pool.
- Beginning or non-swimmers should limit their activity to the shallow end of the family pool.
- Hourly heat breaks will be instituted as necessary by the lifeguards. During heat breaks members under 16 must exit the pool until the lifeguards indicate the break is over.
- The lap pool will be closed during swim team activities, including practice and meets. The family pool will remain available for member use.
- Guests are welcome to accompany members at SRA. A guest fee is required to be paid prior to entrance to the pool.
- All members and guests must sign in upon arrival. Sign in procedures may be adjusted for safety and capacity.
- Only U.S. Coast Guard approved flotation devices may be worn.
- Pool toys are allowed only at the discretion of lifeguards.
- Kickboards can be used for lap swimming only in designated lanes.
- Baby pools are for children 6 and under only.
- Floats are not permitted with the exception designated float nights.

- If lightning is observed, the pool and surrounding area will be evacuated. When thunder is heard, only the pool will be evacuated. Swimming may resume after a minimum of 30 minutes of clear conditions. When weather related issues occur during the last hour of pool operations, the pool will close for the remainder of the day. All weather-related decisions are at the discretion of the lifeguard staff.
- Anyone experiencing any symptoms of illness should not enter the pool or SRA premises. Anyone having infectious diseases or associated symptoms, excessive sunburn, open wounds, bandages, chicken pox, conjunctivitis (pink eye), nasal discharge, or ear discharge will be denied access to the pool.
- Abusive or objectionable language is prohibited.

Rule enforcement is the responsibility of the lifeguards and the Board. Violators may be prohibited from using the pool for the remainder of the summer swim season.

Lifeguards have the authority to have a swimmer sit out of the water for up to 10 minutes. Swim team members are also subject to disciplinary issues by their coaches.

Waiver, Release and Acknowledgement of Risk Related to Ice Rink Use

ASSUMPTION OF RISK

I am aware that hockey and ice skating involve certain inherent risks, dangers and hazards that can result in serious personal injury or death. I am also aware that ice skating rinks and arenas contain dangers that can cause serious injury or death.

I hereby freely agree to assume and accept all known and unknown risks of injury arising from use of the rink for any activities including hockey and ice skating.

I recognize and acknowledge that risks of hockey and ice skating can be greatly reduced by taking lessons, abiding by the Rules of the Rink and using common sense.

I accept responsibility for any guests I may bring to the rink and shall submit a release form into the collection box inside the rink for each guest prior to their entry onto the ice.

AGREEMENT TO FOLLOW ALL RULES

I acknowledge that the rink is not monitored.

I shall abide by the Rules of the Rink and shall be responsible for adherence to the rules by those minors for which I have authority and guests.

WAIVE ALL CLAIMS

I hereby freely release, waive, and hold harmless the Southampton Recreation Association, its officers, directors, agents, employees and instructors from any liability claims related to personal injuries sustained while skating or using the facilities.

I release Southampton Recreation Association from all liability for any loss, damage, injury or expense that I (or my next of kin) may suffer, arising out of hockey or ice skating, from any cause whatsoever, including negligence or breach of contract on the part of Southampton Recreation Association in the operation, supervision, design or maintenance of the Southampton Ice Rink.

Southampton Recreation Association MEMBER CODE OF CONDUCT

Southampton Recreation Association (SRA) is a membership organization where we can all come and relax, exercise and have fun together. In order to ensure a safe and enjoyable experience, all SRA members and guests must abide by the following code of conduct.

- Parents are responsible for the behavior of their minor children. No drop offs for children younger than 10 years old. (This applies to swim practices as well as the whole SRA campus.)
- All members should be respectful of fellow members, staff and coaches. This includes no swearing or abusive language, threats or inappropriate behavior toward staff, members or guests.
- Conduct which may result in injury to self or the injury of others will not be permitted anywhere on the SRA campus.
- For the safety of our members and the entire community, trespassing is strictly prohibited after hours. Breaking into the pool after hours when the gates are locked as well as into the clubhouse is NOT allowed.

Failure to follow these rules may result in a warning, temporary suspension or permanent loss of membership, as determined by a majority vote of the SRA Board of Directors. The severity of the infraction will be the primary determinant of the action taken. In all cases, a third warning will result in at least a temporary suspension.

Pool management reserves the right to have an individual removed from the pool premises at any time for a conduct or safety issue; no Board approval is required for this action.

ADOPTION AND REVISIONS:

November 14, 2022 Adopted by the Board of Directors with an immediate effective date.

Southampton Recreation Association VOLUNTEER CODE OF CONDUCT

Volunteerism and commitment to community are at the core of membership in Southampton Recreation Association (SRA). SRA relies on our volunteers to ensure the continued operation and success of SRA facilities, programs and activities.

This Code of Conduct sets out standards of behavior expected from all those who represent SRA as volunteers. Volunteers should maintain the highest standards of behavior in the performance of their duties by:

- Fulfilling their role as outlined in their written volunteer role description to a satisfactory standard;
- Performing their volunteer role to the best of their ability in a safe, efficient and competent way;
- Following SRA's policies and procedures as well as any instructions or directions reasonably given to them;
- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Raising concerns about possible wrongdoing in accordance with SRA policies;
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made;
- Acting in a way that is in line with the purpose and values of SRA and that enhances the work of SRA;
- Communicating respectfully and honestly at all times;
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people in line with training provided to volunteers;
- Reporting any health and safety concerns;
- Directing any questions regarding SRA's policies, procedures, support or supervision to the SRA President or Office Manager;
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with SRA's grievance procedures;
- Declaring any interests that may conflict with their role or the work of the organization (e.g. business interests or employment), in accordance with SRA policies;
- Keeping confidential matters confidential;
- Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with SRA, returning any such documents, material in their possession;
- Seeking authorization before communicating externally on behalf of SRA;
- Maintaining an appropriate standard of dress and personal hygiene;
- Disclosing the fact that they have been charged with, or convicted of a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to the SRA President (For the avoidance of doubt, volunteers are not required to disclose the fact or

details of 'spent convictions' under the Criminal Justice Spent Convictions and Certain Disclosures Act of 2016 as amended).

Volunteers are expected NOT to:

- Bring SRA into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);
- Seek or accept any gifts, rewards, benefits or hospitality in the course of their role.
- Engage in any activity that may cause physical or mental harm or distress to another person in accordance with SRA policies;
- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering;
- Provide a false or misleading statement, declaration, document, record or claim in respect of SRA, its volunteers, or board members;
- Engage in any activity that may damage property;
- Take unauthorized possession of property that does not belong to them;
- Engage in illegal activity while carrying out their role;
- Improperly disclose, during or after their involvement with SRA ends, confidential information gained in the course of their role with SRA.

Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of SRA's other policies and procedures this may result in the volunteer's position being terminated.

Notwithstanding the foregoing, SRA may terminate a volunteer's position without cause. Volunteers acknowledge that no employment relationship is created in the context of their role with SRA.

SRA will not tolerate any retaliation against anyone who makes a good faith report of a suspected violation of a law, regulation, policy or this Code of Good Conduct, or who cooperates in the investigation of such a report.

ADOPTION AND REVISIONS:

November 14, 2022 Adopted by the Board of Directors with an immediate effective date.