

**Standard Operating Agreement**  
**Between**  
**Hiddenbrook Homeowners Association and Hiddenbrook Hurricanes Swim**  
**Team Representatives**

This agreement is entered this 18th day of May 2021, between the Hiddenbrook Homes Association ('HHOA') and the Hiddenbrook Hurricanes Swim Team ('Swim Team'). The Association is a homeowners' association serving as the governing entity for all of the owners in the residential subdivision of Hiddenbrook. It owns and operates a private swim and tennis club (Hiddenbrook Swim and Tennis Club) and facility that is restricted to use by members of the swim and tennis club and their invited guests. The Swim Team is a non-stock corporation that organizes a swim team consisting of the children of members of the Hiddenbrook Swim & Tennis Club.

The Swim Team and the HHOA have agreed that it is in the best interest of both entities to enter an agreement defining the Swim Team's use of the Association's private pool facilities. In consideration of that agreement, the Association and Swim Team shall be bound by the terms and conditions of this Agreement.

The Hiddenbrook Hurricanes Swim Team has an exclusive affiliation with the Hiddenbrook Swim and Tennis Club. The team will not represent any other club; likewise, the club will not enter into an affiliation with any other swim team or give any other swim team usage of the pool. In order to maintain clear communication, when the Swim Team has information pertinent to the pool or the Swim Team, they will provide that information in the form of an email directly to the HHOA Board one week before the monthly scheduled HHOA Board meeting. The HHOA Board, in return, will provide the Swim Team with a status update within one week after the HHOA Board meeting.

In order to ensure proper communication and enhance cooperation between the Board and the Swim Team, Robert Yost, President of the Hiddenbrook Swim Team, will attend at least four Board meetings per year. The preferable timing would be March, April, July and August. This would facilitate information exchanges before, during and after the swim season.

**DOCUMENTS:**

In order to coordinate use of the Hiddenbrook pool, the Swim Team will provide the HHOA Board with the following documents as soon as they become available, but not less than one week prior to the beginning of the first swim practice:

- The draft schedule of all Swim Team home swim meets must be provided to the HHOA Board by April 15. The Swim Team will be allowed to have a total of six home meets. The pool closing for home B meets on Mondays is at 4:00 PM and pool opening for home A meets is 12:30 PM (unless weather events dictate otherwise) or earlier if the situation allows.

- A calendar of all scheduled swim team practices must be provided to the HHOA Board by April 15.
- A draft schedule of all other team events that require pool/clubhouse/pool deck usage for review and approval by the HHOA Board by April 15. Such events will not exceed three per season (excluding the end of season banquet) and will be scheduled in cooperation with the HHOA Board in order to minimize possible disruption for the HHOA community. Out of season events, not to exceed seven, require prior scheduling and coordination with the Property Manager with final approval by the HHOA Board noting potential rentals take precedence.
- A roster of swim team participants with Swim & Tennis membership numbers two weeks prior to the first scheduled practice. The Swim Team will provide updates to the registration weekly thereafter to account for late registrations. In order to participate on the Swim Team, swimmers must be members of the Swim and Tennis Club and their membership dues must be paid to the property manager before any practices and events begin.
- A list of Swim Team Officers and a point of contact with current contact information.
- A copy of the pool operator's license of all individuals responsible for team operations outside regular pool operating hours.
- A list of certified lifeguards and copies of certification of those lifeguards who will be responsible during hours when the pool is not operated by the pool management company.
- Certificates of insurance showing evidence of a current liability policy with at least \$1,000,000 worth of coverage that names Hiddenbrook Homeowners Association as an additional insured. A copy of the insurance certificate must be provided each year before the swim season begins.
- The Swim Team must provide a list of all representatives who have keys/access to the facility to the HHOA Board prior to the first swim practice. Keys to the facility and/or storage areas may not be lent or shared with anyone not on the list which was provided.

## **OPERATIONS:**

### **GENERAL:**

- The pool and clubhouse facilities are available to the Swim Team for team functions only and may not be used for the benefit of any one individual.
- The Swim Team has authority only over Swim Team operations and cannot enter into any obligations on behalf of the HHOA Board or authorize any pool use that has not been specifically authorized by the HHOA Board.
- The team will have exclusive use of the pool and clubhouse during home swim meets. No one, members or not, will be allowed to use the facilities (including the wading pool) during a swim meet unless they are associated with the Swim Team.

- The Swim Team must get prior approval from the HHOA Board before agreeing to host any meets other than A or B meets. This would include Herndon Olympics, Relay Carnival, All-Stars, or Divisionals.
- The HHOA will supply lifeguards for all home meets. The Swim Team will be responsible for paying for the lifeguard's time that falls outside of normal pool operating hours.
- The HHOA will notify its Swim and Tennis club members of any early closing and late openings because of meets and social events.
- Any issues with the pool, facilities or lifeguards must be communicated in writing to the Property Manager. Any issues that involve safety of pool patrons must be communicated to the pool manager immediately and followed up in writing with the Property Manager. **No swim team representative may give direction to the pool management company's employees.**
- The Swim Team will immediately notify the HHOA Board of any events or changes that may impact the commitments set forth above and will work with the HHOA Board to resolve any concerns that arise.
- The Swim Team must avoid making loud noises: e.g., honking, when leaving the community for an away meet.
- Swim meet attendees are instructed to observe proper parking practices within designated parking areas. This means no parking on grass areas around the facility or blocking fire lanes or driveways.

### **HOURS:**

- The swim season runs from the first Tuesday after Memorial Day through the first Saturday of August.
- The Swim Team will primarily practice in the afternoons prior to the end of the Fairfax County Public School year. After the schools are closed, practices will be held in the mornings.
- For 2021 the specific dates and times for the practices are as follows:
  - May 31 (special holiday morning practice)
  - June 1 – 3 (weekday afternoon practices)
  - June 5 (special weekend morning practice)
  - June 7 – 10 (weekday afternoon practices)
  - June 14 until end of season (weekday morning practices)
- Morning practices will be held between 8 am and 10:45 am.
- Afternoon practices will be held between 3:30 pm and 7:30 pm. The team will have exclusive use of 4 lanes during the practice time and the rest of the pool will be open for general members use.

- Beginners (Waterspouts program) do not swim until morning practice starts.
- The Swim Team will have exclusive use of the pool and clubhouse facility for its team banquet, starting at 6:00 PM on the Saturday, July 24.

### **DECK:**

- In preparation for swim meets or any other activities sponsored by the Swim Team, the Swim Team must store equipment from the pool deck in an organized, careful manner and return the pool deck to its original setup after the meet or special event.
- No pool or facility furniture is to be removed from its designated area. It is the Swim Team's responsibility to provide and use its own equipment for any needs outside the pool deck area.
- The Swim Team owns and is responsible for the competition lane lines. The Swim Team is responsible for set-up and removal of the lines before and after practice and swim meets. No one will be allowed the use of these lines without the express permission of the Swim Team.
- The picnic area gate will be unlocked only during home swim meets and the swim team representative is responsible for ensuring the gate is locked and secured after each home meet.
- After home swim meets, the Swim Team will gather all trash, compact it as much as possible, and place it in the dumpster. This clean-up is not the responsibility of the lifeguards. Additionally, lifeguards are not expected to help with lines or other meet setup/clean-up activities.
- HHOA will provide Swim Team storage areas as follows: Shed by front corner of building, closet across from HVAC store room, and on-deck shed.

### **CLUBHOUSE:**

- The Swim Team will be allowed to use the clubhouse for their annual yard sale. The weekend use will be coordinated with the Property Manager and approved by the HHOA Board.
- The pool bathrooms will be stocked for normal operation and pre-assigned Swim Team representatives must report any shortages or issues to the pool manager. The pre-assigned Swim Team representatives must review the condition of the bathrooms and report any issues to the pool manager.
- For swim meets, practices and team events, the Swim Team representatives are responsible for monitoring the use of restrooms, foyers, pump room and upstairs club room space. Only designated individuals should be in these places. Only pool operators and pool management company employees are allowed in the pump room.
- The pool has one refrigerator/freezer and one upright freezer located in the storeroom next to the pump room. During swim season, the Swim Team is responsible for keeping them clean, free of any outdated items. No perishable food items may remain in these

appliances for more than two weeks and they must be thoroughly cleaned at the end of the swim team season. The clubhouse refrigerator/freezer in the upstairs kitchen is for clubhouse event use only and must be emptied and cleaned after use.

The Swim Team's pre-assigned representative(s) will be responsible for ensuring the club room area is left clean and the rental checklist completed after each swim team function noting any facility or equipment issues.

### **LIFEGUARD OFFICE:**

- The lifeguard office is for lifeguard use only. This space is not to be used as a short cut to other areas within the building or on the pool deck. No swim team supplies will be stored in the lifeguard office. Swimmers and team officials may not gather in the lifeguard office during down times or storms. They are to use the bathrooms or lower lobby when gathering.
- For safety reasons, any setup of tables or equipment during regular pool hours must never obstruct the pathway from the guard office to the pool.

If the terms of this agreement are not adhered to, the HHOA will notify the Swim Team in writing of the specific issue(s). If said issue(s) are not corrected within the timeframe stipulated by the HHOA Board of Directors (based on the nature of the issue), the HHOA reserves the right to suspend usage of the facilities until issue(s) are remedied.

This document is intended as an ongoing guideline for the Swim Team's use of the Swim and Tennis Club facilities. This document should be reviewed during the month of February by the Swim Team President and the HHOA President. The two parties shall work together on modifications and submit their recommended changes to the HHOA Board for approval prior to signing the revised agreement by May 8. The duration of this Agreement is for one year.

Effective from May 18, 2021 through December 31, 2021

Hiddenbrook Homeowners Association

Hiddenbrook Hurricanes Swim Team

X

X

Name: Clive Bayliss

Name: Bob Yost

Title: President

Title: President

Date: May 18, 2021

Date: May 18, 2021

CC: Pool Management Company  
Property Manager

***HIDDENBROOK HURRICANES SWIM TEAM***  
**Documents Due Hiddenbrook Board 2020**

- |  |                        |
|--|------------------------|
| <input type="checkbox"/> Swim Team Schedule  | April 15 <sup>th</sup> |
| <input type="checkbox"/> Practices Schedule  | April 15 <sup>th</sup> |
| <input type="checkbox"/> Team Events Schedules   | April 15 <sup>th</sup> |
| <input type="checkbox"/> Roster of Swim Team Registrants                                       | May 12 <sup>th</sup>   |
| <input type="checkbox"/> List of Swim Team Officers & Point of Contact                         | May 12 <sup>th</sup>   |
| <input type="checkbox"/> Copy of pool operators' licenses                                      | May 12 <sup>th</sup>   |
| <input type="checkbox"/> List of certified lifeguards  | May 12 <sup>th</sup>   |
| <input type="checkbox"/> Certificates of Insurance   | May 12 <sup>th</sup>   |
| <input type="checkbox"/> List of all swim team reps who have keys<br>to clubhouse & pool areas | May 12 <sup>th</sup>   |