

TRC Policies

Ver 1.9, 2025-06

This document contains policies that apply to the Timbercrest Recreation Club (hereafter TRC). The policies herein are in addition to the Bylaws of the TRC. These policies are subject to change, in accordance with the by-laws, at the discretion of the TRC Executive Committee, also known as the Pool Board or simply the board. Policies may be added at any time.

1. Memberships

Each member shall fill out a registration form and a Conditions of Membership agreement. These forms shall be made available at the pool entrance, online, and at request for anyone interested in becoming a member.

1.1 Fees

Membership fees for 2023 are:

- \$285 for Timbercrest families
- \$325 for non-resident families
- \$155 for Timbercrest singles and grandparents
- \$190 for non-resident singles and grandparents

Adults over the age of 25 living in the same household will be charged an additional \$100.00 each. Membership fees are set before each season. Membership fees have not changed since before 2019. Any exceptions are made at the discretion of the TRC pool board.

1.1.1 Out of town moves

If a member moves out of town, they may pay a prorated fee based on the number of weeks they will be members. The cost per week will be based on the membership fee divided by the number of weeks between Memorial Day and Labor Day. This policy can be pro- or retroactive. This policy cannot be used for any other purpose than out of town moves. The TRC board must approve requests to use this policy. Proof of the move may be required before a decision is made.

1.1.2 Installments

The membership fee can be paid in up to four installments. Installments will incur a \$25 charge. As an example, the cost for a Timbercrest family membership on installments will be \$75 per

month for four months. If a payment is missed, membership shall be suspended until the member is in good standing. Payments made before the pool season starts can be refunded at the request of the payee, but progress toward a membership will be lost. A separate installment agreement shall be required. Installments can be paid during the summer with the good faith understanding that the payee plans to make all payments. In other words, installments should not be used for monthly access. Failure to pay in full disqualifies a member from future installment payments; however, a member disqualified from installments may join the pool by paying a full membership fee.

1.1.3 Registration

Membership registration forms must be provided in paper at the pool. At the pool board's discretion, registration forms may also be offered online. Online registration forms must meet requirements of the Electronic Signatures in Global and National Commerce Act (ESIGN).

The term registration replaces the term application. Several members expressed concern that their application would be denied.

1.2 Membership Options

1.2.1 Family definition

A family is defined as one or two adults and their dependents who are under the age of 19 or a full time student (with valid ID). All family members must reside at the same address or a person for whom the member(s) claims a tax deduction. Adults over the age of 25 living in the same household will be charged an additional fee (see 1.1 Fees). Exceptions are at the discretion of the TRC pool board.

1.2.2 Residents

A Timbercrest resident is anyone who owns or rents a house in the Timbercrest neighborhood. For the purposes of membership, Timbercrest is defined as the following streets: Timbercrest Trail, Timber Pass, Shenandoah Drive, Smoky Trail, Starmont Trail, Cliffgate Road, Yosemite Trail, Bismark Trail, Lance Drive, and the north side of Lonas Drive between 5201 and 5519 in Knoxville, TN, 37909.

1.2.3 Singles

A single adult membership applies to one adult. No dependents are included in a single membership. However, guests can include dependents. All guests are subject to the guest pass policy.

1.2.3 Grandparent membership

Grandchildren are included with a grandparent membership. For the purposes of this document, grandchildren are defined as children under 18 of children of the member whether biological, adopted, by marriage, or otherwise. Any adults are guests and the guest policy applies. Each

grandchild is limited to five visits per season. A full family membership should be purchased for the family if they visit more than five times.

1.2.4 Sitter policy

A full-time Sitter can be added to a family membership. The Sitter shall fill out a Sitter Agreement form which will be attached to the family's membership. If the Sitter is under the age of 18, a parent or guardian signature will also be required. The Sitter agreement shall be similar to the original Conditions of Membership with the additional wording that the Sitter is only allowed to access the pool when accompanied by a family member (including children) of the family membership.

A member can also be a full-time sitter. If the member plans to watch a Child over the summer, that Child can be added to a family membership. A parent or guardian of the Child will also be required to sign the Sitter agreement. The Child is only allowed access to the pool when accompanied by a family member (including children) of the family membership.

These two sitter situations can be combined provided that a family member (including children) of the family membership accompanies the Sitter and additional Child. A Sitter who is watching a pool member can also watch an additional Child. An example would be a grandparent watching a pool member and cousin. In this case, both the Sitter and a parent or guardian of the Child must sign Sitter agreements.

An additional fee for a full-time sitter will be \$25 per season. Only one sitter fee shall be applied per season. If the full-time Sitter must be replaced at some point during the season, the new Sitter will need to fill out the agreement form, also, but no extra fee will be due. If a Sitter or Child is going to use the pool less than 5 times per season, guest fees or guest passes could be used instead.

A sibling can be a Sitter as long as they are at least 14 years old. The sibling shall fill out a Sitter Agreement form which will be attached to the family's membership. If the Sitter is under the age of 18, a parent or guardian signature will be required. This allows older siblings to watch their younger siblings at their parents discretion by amending the rule that a child under the age of 14 must have adult supervision. Sibling sitters are subject to the adult to child ratio. This policy does not extend to other children outside of the immediate household membership. Siblings do not require a \$25 fee.

1.2.5 Non-resident memberships

The maximum number of non-residents will be limited to 50 memberships. Non-resident memberships are limited to previous members until May 1 before pool season. After that, available spots will be opened to new non-residents. The purpose of the maximum on non-resident members is to prevent overcrowding and maintain the safety and enjoyment of all members.

The pool board has the right to change this number at any point during the season. The pool board cannot revoke memberships to meet this limit after they have been approved. Memberships are still subject to other policies and by-laws

2. Guests

2.1 Guest policy

Guests are restricted to 5 visits per season. Numbers of guests per membership per day are limited to 4. Guests must be accompanied by a member.

2.2 Guest Fee

Guest's fee will be \$5.00 per person per day. No Charge for out-of-town guests. Fees or guest passes must be turned in on the day of visit. There will be a deposit box for fees and passes. Guest pass usage shall be noted on the daily sign in sheet.

2.3 Guest Passes

Guest passes may be paper or tallies on a posted list. The TRC shall post a list of members' available number of guest passes. Pool members can earn free guest passes by volunteering. A volunteer sign up will be posted with clear instructions. Guest passes can also be earned by buying \$100.00 worth of Food City gift cards available through Greg Locke.

3. Safety

Safety is the responsibility of every member and guest of the Timbercrest Recreation Club.

3.1 Locking the gate

The gate shall be locked at all times. It is the member's responsibility to ensure that the gate latches properly when entering or exiting the pool area. The TRC board shall maintain a self closing mechanism for the gate.

3.2 Adult to child ratio

There should be one adult for every four children unless there is a lifeguard present as in the case of a party. Children's safety and behavior is the responsibility of the adult, parent or otherwise, that brought them to the pool.

4. Events

4.1 Parties

The Timbercrest pool allows members to hold parties at the pool. Only one party, either small or large, will be scheduled each day. A party schedule shall be available on the Timbercrest

website and posted at the pool house. Parties must start later than or at 10:00 am. Parties will be no more than two (2) hours. No parties will be scheduled during the first two weekends (Friday-Sunday) of the pool season.

4.1.1 Large Parties

Members can hold large parties for ten (10) or more swimmers at the Timbercrest pool for a \$50.00 usage fee and \$5.00 per non-member swimmer. Also, a Red Cross certified lifeguard will be required at the member's expense. Parties must be scheduled at least 24 hours in advance, however enough time should be given to schedule a lifeguard. Please note, parties are not private. Other pool members will be allowed access to the pool/amenities during scheduled party hours. A party fee reserves the picnic table and pavilion end of the pool house for the duration of the party.

4.1.2 Small Parties

Members can hold small parties of five to nine (5-9) swimmers for a \$20 usage fee plus \$5 per non-member swimmer. A life guard is not required for small parties. Small parties can be scheduled at the time of the party unless another party is happening. Small parties may also be scheduled in advance.

4.1.3 Usage Fees at Reservation

Party usage fees are due at the time of party reservation. This fee is refundable in the case of party cancellation. Swimmer fees can be paid at the time of the party. The party usage fee will be fully refunded if there is a cancellation before the time the party is scheduled to start.

4.2 Lap Swimming Hours

Lap swimming hours shall be before 10:00 am each day, including weekends. Lap swimming hours mean that lap swimmers have the right of way, in other words other swimmers should stay out of the lanes if someone is swimming laps. No parties shall be allowed during lap swimming hours. All other times, lap swimming is on a first come first serve basis. All swimmers should give each other common courtesy and share the pool.

4.3 Instructor Policy

Swim instructors are welcome to provide individual swim instruction at the pool to one Student at a time. The Instructor or the Student must be a pool member. An Instructor is the person who is providing swim instruction. A Student is the person who is instructed. An Instructor Agreement is to be signed by the non-member (Student or Instructor). If the Instructor is a pool member, the Student (or Parent or Guardian, if under 18) will sign the agreement. If the Student is a pool member, the Instructor will sign the agreement. This policy amends the guest policy to allow the non-member to visit the pool more than five times for instruction. The guest policy still applies to the non-member outside of instruction. An additional fee for holding instruction will be \$25 per Student per season, which can be paid by either the Instructor or the Student (or Parent or Guardian, if under 18). Instruction should be held for no more than 30 minutes at a time, and

during the hours of 10am - 2pm only. The TRC will revisit this policy as needed to ensure the pool remains a welcoming place.

5. Committees and Positions

5.1 Committees

Committees are governed according to ARTICLE V of the TRC By-Laws. Committees can be standing or ad-hoc based on current needs of the TRC board. Standing committees include any volunteer involved in that activity. The chairperson defined for each standing committee can change yearly at the discretion of the pool board or the committee members. An ad-hoc committee chairperson is selected by the pool board or committee members at the inception of that committee. A committee will have the equivalent of one board member vote in the case that their recommendations or action require a vote by the full TRC board. Any split votes by a committee will be counted as the equivalent fraction of one vote.

5.1.1 Landscaping Committee

Standing committee. The Landscaping Committee is responsible for mowing and maintaining the appearance of the grounds inside and immediately adjacent to the pool fencing. Any volunteer that agrees to maintain landscaping on a per week basis is a member. This committee is chaired by the Vice President.

5.1.2 Pool Maintenance Committee

Standing committee. Anyone adding chemicals, accessing the pump house, or vacuuming the pool. This committee is chaired by the President.

5.1.3 Park Committee

Standing committee. The Park Committee is composed of anyone on weekly rotation to maintain the park. If a volunteer member agrees to mow the park, that member is automatically on the Park Committee. This committee is chaired by the Park Coordinator.

5.1.4 Planning Committees

Ad-hoc committees. A planning committee is composed of volunteers to plan upcoming large tasks, e.g. coping replacement. Planning committee exists for the sole purpose of planning and executing a specific task, after which the committee dissolves. Current and previous planning committees are:

1. Coping Replacement Planning Committee, 2019-2020
2. Deck Replacement Planning Committee, 2022-2023

5.2 Positions

TRC added appointed volunteer positions. Positions are filled at the discretion of the TRC board

based on availability and interest. Positions are not board members and do not carry full voting rights except in their function as a committee member. Positions are not required to be filled each year. Pool board members may hold these positions.

5.2.1 Park Coordinator

The responsibilities of the Park Coordinator are:

1. Monitor the park for needed maintenance
2. Recommend ideas for improvements
3. Help coordinate volunteer work at the park

5.2.2 Media Coordinator

The responsibilities of the Media Coordinator are:

1. Manage TRC social media presence, including, but not limited to, Facebook business presence
2. Assist management of TRC website content

5.2.2 Event Coordinator

The responsibilities of the Event Coordinator are:

1. Plan and hold events, classes, and at the Pool and Park
2. Assist volunteers plan and hold events
3. Maintain and post schedule of parties and events
4. Assist members location lifeguards for party events

5.2.3 Food Truck Coordinator

The responsibilities of the Food Truck Coordinator are:

1. Contact food truck operators
2. Invite food trucks to the Pool and Park
3. Discuss food truck dates with the board and event coordinator
4. Announce and advertise food truck visits

Appendix

A. Posting this document

This document shall be published with the TRC Bylaws on the neighborhood website. The version on the website will be the official version. It shall be kept up to date. A printed copy shall be available to all members on demand.

B. Version Control

Substantive changes or additions shall be noted in the Changes section and will result in an increment of the document version number. Version number consists of major and minor version

number. The major version is incremented if section numbers change, as in the case of a major reorganization. The minor version is incremented for any change or addition to this document.

C. Changes

V 1.9, 2025-06

1. Update Instructor Policy to clarify that individual is only allowed

V 1.8, 2023-06

1. Added Instructor Policy, section 4.3
2. Amended Sitter Policy to include siblings under the age of 18

V 1.7, 2023-05

1. Improved wording of party usage fees to remove conflicting information

V 1.6, 2023-02

1. Update membership fees
2. Add party usage fees due at reservation
3. Remove provisional status from maximum number of non-resident membership
4. Add Deck Replacement Planning Committee to list

V 1.5, 2022-03

1. Changed application to registration form to alleviate member confusion.
2. Add non-resident member limit policy.
3. Corrected miscellaneous spelling and formatting errors.
4. Updated party limit to one per day.

V 1.4, 2021-06

1. Added time limit for parties.

V 1.3, 2021-04

1. Updated sitter policy to allow members to be the sitter.
2. Added Food Truck Coordinator position.
3. Added disqualification from installment payments for failure to pay in full.
4. Added Lonas Drive addresses within Timbercrest to the definition.

V 1.2, 2021-03

1. Added applications section under Memberships.
2. Added Event Coordinator role.

3. Updated fees for 2021. They did not change, so only the year was edited.

V 1.1, 2020-04

1. Updated Guest Policy to state guests must be with members.

V1.0, 2020-03

1. Added position descriptions for Park and Media Coordinators
2. Added committee descriptions for Landscaping, Pool Maintenance, Park, and Planning Committees
3. Minor typo and syntax corrections

V0.3, 2019-08

1. Add lap swimming hours

V0.2, 2019-06-02

1. Add installments policy
2. Add small parties policy and clarify party policy
3. Add member and guest responsibility to safety

V0.1, 2019-05

1. First draft: Existing policies written down
2. Clarify of Grandparents Membership
3. Add Out of Town Moves policy
4. Include pavilion reservation for parties
5. Add Sitter policy