

OPEN MEETING

REGULAR OPEN MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE*

Monday, July 17, 2023 – 10 A.M. Board Room/Virtual Meeting

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions regarding virtual meetings using one of two options:

- 1. Join the Committee meeting via a Zoom link at: https://us06web.zoom.us/j/87439575498 or by calling (669) 900-6833; Access Code: 874 3957 5498
- 2. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.

NOTICE AND AGENDA

This Meeting May Be Recorded

- 1. Call to Order
- 2. Acknowledgement of Media
- 3. Approval of the Agenda
- 4. Approval of Meeting Report for June 8, 2023
- 5. Chair's Remarks
- 6. Department Head Update
- 7. Member Comments (Items not on the agenda)

At this time Members only may address the Committee regarding items not on the agenda and within the jurisdiction of this Committee. The committee reserves the right to limit the total amount of time allotted for the Member Comments to thirty minutes. A member may speak only once during the forum and each speaker is limited to three minutes. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments.

Consent:

- 8. Financial Statement
- 9. Recreation Dashboard

Reports: (Receive and File or Provide Recommendations)

10. None

<u>Items for Discussion and Consideration:</u> (Entertain a Motion to)

- 11. Donation of Funds for Equestrian Center Mini Horse
- 12. Recreation and Special Events Department Operating Rules (Partial Review)

Items for Future Agendas:

- Reservation System Review
- Recreation Policy Review
- Equestrian Center Non-Resident Boarder Fee

Concluding Business:

- Committee Member Comments
- Date of Next Meeting: Thursday, August 10, 2023 at 1:30 p.m.

Adjournment

*A quorum of the GRF Board or more may also be present at the meeting.

Yvonne Horton, Chair Alison Giglio, Staff Officer Telephone: 597-4270

OPEN MEETING

REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE

Thursday, June 8, 2023 – 1:30 p.m. Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Elsie Addington, Diane Casey,

Pearl Lee, Cush Bhada, Mark Laws, Dennis Boudreau

MEMBERS ABSENT: Ajit Gidwani, Frank Stern

OTHERS PRESENT: Bunny Carpenter, Joan Milliman, Maggie Blackwell,

Andy Ginocchio, S.K. Park, Debbie Dotson

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Tom McCray, Siobhan

Foster, Jose Campos, Joana Rocha, Paul Nguyen, Erika

Hernandez, Blake LeFante, Randall Damron

Call to Order

Chair Horton called the meeting to order at 1:31 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Bhada made a motion to approve the agenda with amendment. Director Lee seconded.

Chair Horton requested to remove item 10 from the agenda per resident request.

Motion to approve agenda as amended passed unanimously.

Approval of Committee Report for May 11, 2023

Director Bhada made a motion to approve the report. Director Laws seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton stated the Performing Arts Center has the dining rooms and the rehearsal room open for reservations and for those interested to please check with the Recreation

Department for availability. Human Resources and the Recreation Department have done a good job of filling positions in a tough labor market. Each month more clubhouses are open for longer hours. Special requests are taken into consideration, but not all requests can be accommodated instantly.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: there were 221 attendees at the Clubhouse 1 patio concert featuring Steve March Torme; the Clubhouse 2 Art Affair was a success with 1,188 attendees and 41 artists; the Mother's Day Buffet at Clubhouse 5 had 236 attendees; the Club Expo was very successful with 68 clubs registered and over 500 attendees; all but four lights awaiting parts in the Clubhouse 5 ballroom have been replaced; the Performing Arts Center Memorial Day event was well received with over 550 in attendance: over \$5.000 was raised from ticket donations and a generous donation from the Korean American Club which is to benefit the American Legion's Operation Comfort Warriors; all pools are open and the summer schedule is posted on lagunawoodsvillage.com; the popular Equestrian Center Renaissance Faire had 500 attendees; the Equestrian Center show season has begun with a group of residents who have signed up to compete in shows with staff trainer support; all positions are filled at the Equestrian Center; the new indoor grooming, vet and therapy space at the Equestrian Center is nearly complete and the upstairs storage conversion to office space is now complete; the new Equestrian trailer is ready for use for emergencies, clinics and shows; Library volunteers worked 726 hours to support 2,716 visitors in May; 34 residents signed up for catalogue access and 3,240 items circulated through the desk last month.

Ms. Murphy stated the following upcoming events: Lottery cards for 2024 room reservations will be collected until end of business day on June 15; the new session-based class, "Aging to Sage-ing" with Lois K. Rubin will be held Mondays, 10:30 a.m. to noon at the Performing Arts Center; the first of three Splash Days will be held at Pool 2 on June 16, noon to 4 p.m.; Father's Day brunch will be hosted at Clubhouse 5 on June 18 at 11 a.m.; the Performing Arts Center will host two free movies per month during the summer on Mondays at 2 p.m.; the 90s Luncheon will be held at Clubhouse 5 on June 20 at 11:30 a.m.; Fourth of July Celebration will host two golf cart parade routes that will end at Clubhouse 2 with an outdoor concert featuring Stone Soul, noon until 2 p.m. and food will be available for purchase.

Mr. McCray stated a bunker renovation project will be managed in-house and completed a few at a time; the driving range project has slowed a bit due to soil test determination that requires added material to grow proper vegetation; practice nets have been ordered to allow for practice while the project is underway and will reutilize warmup cages in the area near the putting green inside gate 12; the Garden Center database is in order which assists with billing accuracy.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding the following: restoration of weekend hours of Clubhouse 4: Emeritus classes at Clubhouse 4.

Discussion ensued.

CONSENT

Director Addington made a motion to approve the consent calendar. Director Laws seconded.

Mr. Campos provided an overview of the Financial Statement. Discussion ensued.

Motion passed unanimously.

REPORTS

None

ITEMS FOR DISCUSSION AND CONSIDERATION

Donation of Computers for PC Classroom - Director Laws made a motion to recommend a resolution of the donation of 21 Dell computers for use in the PC Classroom in accordance with the Donation Policy. Director Addington seconded.

Discussion ensued.

Motion passed unanimously.

Garden Centers Advisory Committee – Director Bhada made motion to recommend the establishment of a resident advisory committee at the Garden Centers. Director Addington seconded.

Discussion ensued.

Staff was directed to report back to the Community Activities Committee in six months for review of the Garden Centers Resident Advisory Committee.

Motion passed unanimously.

Garden Center Vegepods Rental Fee – Director Bhada made motion to accept staff recommendation with the annual Vegepods rental fee to be \$57. No second, motion failed.

Report of GRF Community Activities Committee Regular Meeting June 8, 2023 Page 4

Director Addington made a motion to accept staff recommendation with the annual Vegepods rental fee to be \$50 and no replacement of any Vegepods without the consent of the Community Activities Committee. Director Casey seconded.

Discussion ensued.

Motion passed 4-2. Directors Laws and Bhada voted against.

ITEMS FOR FUTURE AGENDAS

Facility Operating Rules/Poster Policy Review/Garden Center Visiting Hours - Staff was directed to keep this item under Items for Future Agendas.

Reservation System Review – Staff was directed to place this item under Items for Future Agendas.

Recreation Policy Review – Staff was directed to keep this item under Items for Future Agendas.

Equestrian Center Non-Resident Boarder Fee – Staff was directed to keep this item under Items for Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

Advisor Boudreau and Director Lee stated they will not be able to attend the July CAC meeting.

Director Addington stated good meeting.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 10 a.m. on Monday, July 17, 2023.

Adjournment

There being no further I	hucinace t	ha Chair	adiournad	the meeting	at 2.15	n m
There being no future i	business, n	ne Chan	aujourneu	the meeting	at 5.15 p	.ווו.

Yvonne Horton
Yvonne Horton, Chair

		Admin	Aquatics/Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	YTD ACTUAL	YTD BUDGET	VAR\$ B/(W)	VAR% B/(W)
	Non-Assessment Revenues:												
1	Golf Green Fees	0\$	\$0	\$0	\$0	\$0	\$0	\$631,477	\$5,816	\$637,293	\$726,870	(\$89,577)	(12.32%)
7	Golf Operations	0	0	0	0	0	0	92,266	0	92,266	158,030	(60,764)	(38.45%)
m	Merchandise Sales	0	120	22,368	0	0	0	76,198	0	989'86	152,465	(53,779)	(35.27%)
4	Clubhouse Rentals and Event Fees	6,888	14	0	130,225	340	0	7,681	200,016	345,164	262,371	82,793	31.56%
2	Rentals	0	0	0	0	0	24,682	26,250	0	50,932	53,915	(2,983)	(2.53%)
9	Miscellaneous	32,506	56,313	1,751	45,643	64,158	0	84	9,582	210,037	197,100	12,937	6.56%
7	Total Non-Assessment Revenue	39,394	56,447	24,120	175,868	64,498	24,682	838,956	215,414	1,439,379	1,550,751	(111,372)	(7.18%)
	Expenses:												
œ	Employee Compensation	349,716	160,547	6,507	273,642	146,905	38,214	621,018	135,048	1,731,597	1,701,739	(29,858)	(1.75%)
6	Expenses Related to Employee Compensation	78,598	20,900	1,532	76,328	23,929	15,259	240,189	36,894	523,629	620,527	868'96	15.62%
10	Materials and Supplies	6,848	54,668	321	35,848	89,246	9,458	87,392	5,383	289,164	281,355	(2,809)	(2.78%)
Ξ	Cost of Goods Sold	0	0	6,767	0	0	0	55,828	0	62,595	93,455	27,860	29.81%
12	Community Events	0	15,421	0	41,195	6,052	103	0	91,930	154,700	146,580	(8,120)	(5.54%)
13	Utilities and Telephone	4 4 4	136,221	0	264,360	8,997	24,474	149,096	51,273	634,867	545,910	(88,957)	(16.30%)
14	Fuel and Oil	0	0	0	0	09	0	0	0	09	0	(09)	0.00%
15	Equipment Rental	0	10,236	0	0	0	0	25,394	0	35,631	46,810	11,179	23.88%
16	Outside Services	24,803	249,313	62	15,177	10,732	13,288	96,354	11,064	420,793	331,390	(89,403)	(56.98%)
17	Repairs and Maintenance	0	5,294	0	7,451	5,078	0	2,080	224	25,126	28,730	3,604	12.54%
18	Other Operating Expense	22,256	2,972	0	9,781	756	288	686′9	1,584	44,627	44,970	343	0.76%
19	Property and Sales Tax	43	6	1,609	212	28	102	6,284	25	8,311	11,858	3,547	29.91%
70	Total Expenses	482,708	685,581	19,798	723,991	291,783	101,188	1,295,626	333,426	3,934,100	3,853,324	(80,776)	(2.10%)
21	Net Cost (before allocations)	\$443,314	\$629,134	(\$4,322)	\$548,122	\$227,286	\$76,506	\$456,669	\$118,012	\$2,494,722	\$2,302,573	(\$192,148)	(8.34%)
22	Allocated To Departments	(314,988)	0	0 1	(16,477)	0 10 10	0 0	0	0	(331,466)	(222,566)	108,900	48.93%
73	Allocated From Departments	124,344	54,/94	5,625	347,698	23,/45	3,24/	61,499	52,064	6/3,014	597,195	(4,819)	(12.70%)
24	Net Cost	\$252,670	\$683,928	\$1,303	\$879,343	\$251,031	\$79,753	\$518,168	\$170,075	\$2,836,270	\$2,677,202	(\$159,068)	(5.94%)

Laguna Woods Village® Recreation Dashboard

UPCOMING EVENTS

July 17: Monday Movie, *Top Gun* (1986), PAC, 2 p.m.

July 21: Splash Days, Pool 2, noon

July 22: Farmer's Market, Garden Center 1, 9 a.m.

July 24: Monday Movie, Top Gun: Maverick, PAC, 2 p.m.

July 24: Monthly Dinner, Clubhouse 5, 5 p.m.

Aug 3: Britain's Finest Patio Concert, Clubhouse 1,

6:30 p.m.

Aug 18: Splash Days, Pool 2, noon

Aug 21: Monday Movie, A Man Called Otto, PAC, 2 p.m.

Aug 28: Monday Movie, Mr. Malcolm's List, PAC, 2 p.m.

Aug 28: Monthly Dinner, Clubhouse 5, 5 p.m.

Sept 9: Grandparents' Fun Day, Clubhouse 5, 1 p.m.

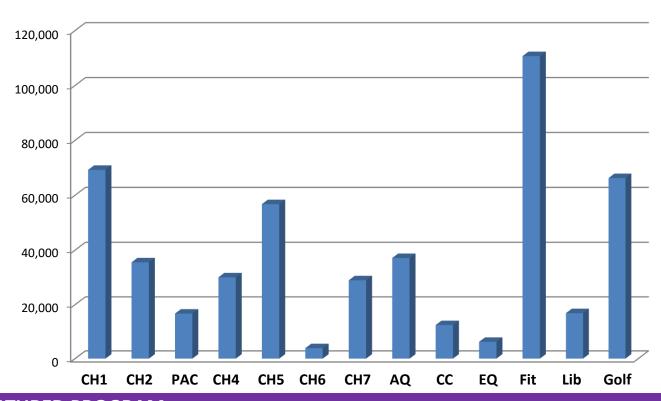
Sept 9: The 5th Dimension Concert, PAC, 7:30 p.m.

Sept 18: Monthly Dinner, Clubhouse 5, 5 p.m.



Splash Days continue this summer on July 21 and August 18 at Pool 2 from noon to 4 p.m. Bring your grandkids for swimming, water slide, games and ice cream and only \$5 per child.

Facility Usage (2023 YTD)



FEATURED PROGRAM

Save the date! The first annual International Peace Festival will be held on September 23 Agenda Item #9 at Clubhouse 2. Details will be coming soon. Page 1 of 1



STAFF REPORT

DATE: July 17, 2023

FOR: Community Activities Committee

SUBJECT: Donation of Funds for Equestrian Center Mini Horse

RECOMMENDATION

Review and recommend a resolution of the donation of \$3,000 for the Laguna Woods Village Equestrian Center to be used for Sebastian's care in accordance with the Donation Policy (Attachment 1).

BACKGROUND

Laguna Woods Village clubs and/or individual residents have historically raised and donated funds to GRF to enhance GRF facilities, services and programs for the enjoyment of all village residents.

Sebastian is a purebred American Miniature Horse who was rescued from a less desirable living situation. He makes regular appearances at equestrian events and is used in the center's horsemanship classes. He is a wonderful ambassador and friend to all he meets.

DISCUSSION

A resident would like to donate \$3,000 to cover care and costs for Sebastian the GRF mini horse at the Laguna Woods Village Equestrian Center (Attachment 2). Sebastian's care and costs include: Forage Feed (hay) three times per day and one feeding per day of pressed pellets (vitamins for coat, GI health, hydration and hoof health). He has farrier appointments every eight weeks and vet checks twice a year. Staff and volunteers exercise him mentally and physically with lunging and hand walking. Sebastian is groomed several times a week and has fly spray and fly gear to prevent itching and bites during warm months.

FINANCIAL ANALYSIS

Sebastian's annual costs for feed and care are approximately \$3,510.

• Feed: \$565 (Timothy hay, 3/4 flake per day)

• Grain: \$90 (daily pressed pellets)

• Farrier: \$2,555 (trim every 8 weeks)

• Vet: \$300 (twice per year)

Prepared By: Jennifer Murphy, Recreation Manager

Reviewed By: Alison Giglio, Recreation and Special Events Director

Jose Campos, Assistant Financial Services Director

Catherine Laster, Services Manager

Community Activities Committee Donation of Funds for Equestrian Center Mini Horse July 17, 2023 Page 2

Committee Routing: Finance Committee

ATTACHMENT(S)

ATT 1: GRF Donation Policy ATT 2: Donation Request

Community Activities Committee Donation of Funds for Equestrian Center Mini Horse July 17, 2023 Page 3

Attachment 1



Golden Rain Foundation | Donation Policy

I. Purpose

To provide guidelines and an efficient and effective process for accepting gifts and minor monetary donations in a responsible, transparent and accountable manner that is consistent with Golden Rain Foundation (GRF) goals. This policy also establishes guidelines, standards and procedures for the installation and care of donated community improvements. GRF desires to encourage donations while managing aesthetic impacts and mitigating installation and ongoing maintenance costs.

II. Donation Defined

A donation is defined as any item of value given to GRF by a donor who expects nothing significant of value in return other than recognition and disposition of the gift in accordance with the donor's wishes to the degree possible.

III. Sponsorships Defined

A sponsorship is defined as any item of value given to GRF by a donor. The sponsor expects the publicity of the sponsorship(s) to attract new supporters, sponsors and donors alike. Most sponsors like to share their activities, and GRF will typically highlight the sponsor.

IV. Types of Donations and Sponsorships

Donations and/or sponsorships may be offered in the form of cash and real or personal property. Designated donations are donations the donor specifies for a particular department, location or purpose. Undesignated donations are donations given to GRF for an unspecified use. Typically, donations and/or sponsorships to GRF are made by individuals, Village clubs or the Village Community Fund (VCF). VCF is a nonprofit 501(c)(3) community-benefit charitable organization created by Village residents to provide support for programs, services and facilities that enrich the lives of older adults.

V. Consistency with GRF Interests

Designated donations and/or sponsorships may be accepted only when they fulfill a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village. GRF must always consider resident trust and comply with all applicable governing documents and laws when accepting donations.

VI. Standards for Donations and Sponsorships

A. Acquisition or purchase: GRF and the community have an interest in ensuring that community space elements shall be purchased and installed by Village Management Services (VMS). Items selected for acquisition or purchase will be of high quality

related to style, appearance, durability and ease of maintenance. VMS personnel will be responsible for coordinating purchases and installations of all community space elements. All acquisitions and/or purchases shall be approved in advance by the GRF board of directors. In certain instances, the GRF board may waive the requirements that the community space element(s) be purchased by VMS.

- **A.** Appearance and aesthetics: GRF and the community have an interest in ensuring the best appearance and aesthetic quality of community facilities. Community space elements should reflect the character of the space or facility. All community space elements will be installed in a manner that will not substantially change the character of a facility or its intended use.
- **B.** Maintenance: Donated community space elements will become GRF property once installed and/or permanently placed in the mutually agreed-upon location. Accordingly, VMS has the duty to provide only routine maintenance and repair of the donation for a minimum of five years or beyond, if applicable. GRF, may, but shall not be required to, replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires. In certain instances, the GRF board may waive the requirement that maintenance costs be funded by the donor.
- **C. Repair:** GRF has an interest in ensuring that all community space elements remain in good repair. In addition, the community has an interest in ensuring that the short- and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated community space elements purchased must be of high quality to ensure longevity and be resistant to the elements, wear and tear, and acts of vandalism.
- D. Cost: GRF has an interest in ensuring that the donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space element(s). GRF also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources for maintenance of other GRF facilities. Consequently, GRF will assess, at time of purchase, a charge sufficient to cover anticipated installation and ongoing maintenance costs of donated community space element(s) during its anticipated life cycle.

II. Procedure for Making Donations and Sponsorships

- **A.** Management: The applicable department director or services manager will manage the proposed donation(s) and/or sponsorship(s) (Recreation and Special Events, Landscaping Services, General Services, Maintenance and Construction, etc.).
- **B.** Contact: Donor or sponsor must contact the applicable department director or services manager to determine whether donation(s) and/or sponsorship(s) will be accepted and the conditions of acceptance. If the donation(s) or sponsorship(s) is(are) accepted, the donor will work with VMS s

- A. complete the Donation Agreement (Attachment 1).
- **B.** Committee consideration: Donation(s) and/or sponsorship(s) will be reviewed by the applicable oversight committee prior to board consideration of donation(s).
- **C. Board approval:** Final approval shall be granted by the GRF board of directors for acceptance of all donations and/or sponsorships.
- **D. Board approval VCF donations:** Acceptance of VCF donations and/or sponsorships requires GRF board approval of the Donation/Sponsorship Agreement (Attachment 1) followed by execution of the corresponding VCF Project Application (Attachment 2).

III. Criteria for Acceptance

To accept donation(s) and/or sponsorship(s) of a community space element for a specific facility, the donation must:

- **A.** Meet a true need of the facility;
- **B.** Not interfere with the intended current or future use of the facility; and
- **C.** Not require the relocation of other equipment or infrastructure to accommodate the donation and/or sponsorship.

GRF reserves the right to accept or deny any donation(s).

IV. Guidelines

All determinations, will be based upon, but not limited to, the following guidelines.

A. Flowers, shrubs and bushes

- 1. Donated plants become exclusive property and maintenance responsibility of GRF;
- **2.** Only those plantings that require a maintenance effort consistent with other plantings will be considered;
- 3. Site preparation, installation and site restoration will be the responsibility of GRF;
- **4.** Only perennial flowering plants will be permitted and incorporated in existing beds; and
- **5.** Placement of plants will be based on criteria such as the variety, color, mature height and size. Compatibility with surrounding areas will be a strong consideration for planted materials and their location.

B. Trees

1. Donated trees become the exclusive property and maintenance responsibility of GRF;

- 2. Site preparation, installation and site restoration will be the responsibility of GRF;
- **3.** Tree placement/location will be based upon variety of tree selected, mature height, size, etc. Compatibility with surrounding areas will be a strong consideration for trees and their location; and
- 4. Size and species of tree(s) donated shall be limited to those determined by GRF.

C. Signage

1. No signage or slogans shall be displayed on donated personal property or those items secured with U.S. dollar cash donations. Donation and/or sponsorship acknowledgement shall be found listed on gratuity plaque displayed at one selected location, e.g., the Community Center or applicable clubhouse, if gratuity plaques are displayed there. Gratuity plaque will list only the name(s) of the person(s) or the specific club name and the date of the donation and/or sponsorship. Refer to Naming Policy.

D. Benches, tables and other amenities

- Donated benches become exclusive property and maintenance responsibility of GRF;
- **2.** Site preparation, installation and site restoration will be the responsibility of GRF; and
- **3.** Amenity must be similar to or complement other amenities in the area.

E. Buildings, structures and public art

1. Donated buildings, structures (including playgrounds) and public art are not considered as part of this policy.

V. Conditions

- **A. Cost:** Donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space elements. Any surplus funds would be applied to related or ancillary operational and maintenance expenses.
- **B.** Installation: Installation of donated community space elements, including any donor acknowledgement, will be completed by VMS personnel. Installation will be scheduled at a time and date as determined by applicable department director or COO, so as not to unnecessarily interfere with routine maintenance activities.
- C. Removal and/or relocation: This section applies to both existing and new donations. GRF reserves the right to remove and/or relocate donated community space elements and their associated signage when they interfere with site safety, maintenance or other activities.

Community Activities Committee Donation of Funds for Equestrian Center Mini Horse July 17, 2023 Page 7

VI. Distribution of Donation and Sponsorship

- **A.** Tangible items will be distributed to the applicable department director or CEO for use.
- **B.** Monetary donations in U.S. dollars for the installation and maintenance expenses will be deposited into the appropriate account for the designated department as assigned by the director of Financial Services or recommended by the receiving department director.
- **C.** Donations of cash for undesignated donations will be deposited into appropriate account for the designated department as assigned by the director of Financial Services.
- **D.** The director of Financial Services will allocate any surplus funds to related or ancillary operational and maintenance expenses.

VII. Donation Record Keeping

A copy of the Donation/Sponsorship Agreement for accepted donations shall be forwarded to the director of Financial Services for recordkeeping, the designated department director for which the donation and/or sponsorship was assigned and the services manager.

VIII. Declined Donations and Sponsorships

GRF reserves the right to decline any donation if, upon review, acceptance of the donation is determined in the sole discretion of GRF to be not in the best interests of the community.

Community Activities Committee Donation of Funds for Equestrian Center Mini Horse July 17, 2023 Page 8

Attachment 2

Laguna Woods Village

Recreation Committee Request Form

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS

Your request is important to us and will be handled accordingly. Per the policy of the Golden Rain Foundation (GRF), if your request falls outside the scope of the Recreation Department's authority, it will be forwarded to the Community Activities Committee (CAC) for review. If you are unsure whether your request falls into this category, please contact the on-site facility Supervisor or the Recreation Manager at 597-4482 in order to make that determination. CAC will then review the request and determine the proper course of action. If necessary, CAC will make a recommendation to the GRF Board of Directors for action. You will then be notified of the Committee or Board's decision. Please be patient as this process may take several months.

Print Requestor Name:		.	Date: _ 5-	5-23	
Print Individual, Club or Organization	Name: E	quest Rom	2 Center	R	
Manor: Phone:	E-	mail:		-	•
Request (please check one): Change/Exception to Policy	☑ Donation	☐ Staff	f Time Reques	t	
☐ Equipment Request ☐ Facility Re	quest	図 Other: Sel	pastaio S	Spootsale	ghi7
Explanation: Please explain the circumstances of you locations when necessary. Please use re	everse side o	or attach a sepa	rate sheet if ne	ecessary.	
the "Mine horse"	for al	so Direct	Year!		
we would cover	Pil h	is need	S Otz	2000 <u>oo</u>	
a year, Thankyo	<u></u>				
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Requestor Signature:	- ,,, , , ,,				
Signatures of All Other Individuals/Cl	ub Presider	its Affected by	this Request:	:	
Signature	Mano	or#	For Undecid	ded Against	
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(Please attach a separate sheet if more signatures are necessary)

PLEASE FORWARD COMPLETED REQUEST FORM TO:

Laguna Woods Village Recreation Department P.O. Box 2220, Laguna Woods, CA 92637



STAFF REPORT

DATE: July 17, 2023

FOR: Community Activities Committee

SUBJECT: Recreation and Special Events Department Operating Rules (Partial

Review)

RECOMMENDATION

Review staff recommendation to amend the Recreation and Special Events Department Operating Rules. Staff is presenting 17 of the 34 amenity operating rules for this meeting and the remainder will be reviewed at the August Community Activities Committee meeting.

BACKGROUND

The Recreation and Special Events Department oversees all Golden Rain Foundation (GRF) recreation facilities and periodically updates the operating rules, as needed. Existing amenity operating rules were previously approved on various dates and at various levels of approval including by Community Activities Committee/GRF Board review and minor changes at the staff level.

DISCUSSION

The Compliance Department recommended that Recreation review and update all amenity operating rules for audit and consistency purposes. Recommendations were provided by Recreation staff, clubs and user groups to ensure safety and compliance with the GRF and Recreation Policies. The proposed edits are shown as redlined in each attachment for the following amenities:

Archery Bar Services

Billiards Room Bocce

Bridge Room Card Room/Drop-in Lounge

Clubhouse 2 Open Space Clubhouses

Computer Learning Center Fitness Centers and Gymnasium

Golf Lawn Bowling

Library Pools, Hot Pools and Locker Rooms

Shuffleboard Table Tennis

Video Learning Center

The remaining 17 Recreation and Special Events Department Operating Rules will be reviewed by the Community Activities Committee on August 10, 2023. Upon completion of review of all operating rules, the Community Activities Committee will review and recommend all of the 34 amended operating rules for GRF Board review and approval.

FINANCIAL ANALYSIS

None.

Prepared By: Alison Giglio, Recreation and Special Events Director

Golden Rain Foundation Community Activities Committee Recreation and Special Events Department Operating Rules (Partial Review) July 17, 2023 Page 2

Reviewed By: Catherine Laster, Services Manager

ATTACHMENT(S)

ATT: Operating Rules Listed Above

OPERATING RULES Archery



All residents and guests must sign in upon arrival at the facility.

- A. Guests under 18 years of age are not permitted to use the facility. <u>Maximum</u> number of guests per resident is two. Residents must accompany their guests at all times.
- B. Only Recreation Department certified range masters or instructors are authorized to have access to the archery range. All range masters are required to leave their ID card in the fitness center to gain entry to the range. The fitness center staff will furnish key to unlock the range.
- C. Archers may not shoot alone. At least two people must be present while the range is in use.
- D. All participants must successfully complete orientation before being allowed participation in the range. Upon completion, a safe shooter card will be issued by the range master. Nominal fees will be charged for use of the range and supplies. The fee for the orientation is \$10.5 that includes club equipment as needed for the

one-hour session.

- E. The range master provides, denies; or withdraws consent to the range at any time that the range is opened.
- F. Whistle commands must always be used, not just verbal or hand signals. Know and obey all whistle commands:
 - 1. Two whistle blasts: stand at the shooting line
 - 2. One whistle blast: shoot

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- 3. Three whistle blasts: pull arrows
- A. 4. Five or more whistle blasts: emergency, cease fire, put down bows and remove nocked arrows
- G. The range master and assigned assistant are the only persons allowed access to the club cabinets, equipment and club targets.
- H. Non-members who are Laguna Woods Village residents may shoot at the range
- for \$5 per range session and always at the discretion of the range master. The \$5
 - covers the bow, three arrows and protective gear when available. Non_members
- ——may shoot a maximum of <u>sixfive</u> arrows per end when using their own arrows.
- Non_member guests who are not Laguna Woods Village residents may shoot for
- \$5 per session as a guest of a resident at the discretion of the range master. The
- resident must be present with the guest at the range for the entire session. The
- \$5 covers the bow, three arrows and protective gear when available. The guest

——may shoot a maximum of <u>sixfive</u> arrows per end when using _____his/her own arrows.

Members may shoot at the range without any additional fee but always within the discretion of the range master. The club provides the bow, three arrows and protective gear when available. Members may shoot a maximum of six five arrows per end when using their own arrows.

- I. Paper targets when available may be purchased at the range for your lane at \$1 each and becomes the club's property after installation. The range master will secure the paper target.
- J. No food or drinks are allowed in the range.
- K. <u>Targets must remain in their designated target positions.</u>
- L. Report any maintenance issues to the fitness center. Unauthorized modifications to range or its amenities is strictly prohibited and may result in loss of range access.
- M. Scheduled use is determined by the Recreation Department and is subject to change. Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use of the amenities.</u>

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OPERATING RULES Bar Services



- A. GRF-Golden Rain Foundation (GRF) holds Alcoholic Beverage Licenses at Clubhouse One 1, Two 2, Three 3, Five 5, Six 6, and Seven 7 and the Performing Arts Center.
- B. The Golden Rain Foundation GRF follows all regulations set forth by the California Department of Alcoholic Beverage Control.
- C. Bar requests are made through the Clubhouse <u>175</u> office.
- D. A <u>b</u>Bar request form is filled out and signed by the Laguna Woods Village resident agreeing to pay appropriate fees, refer to the GRF Fee list. Payment is to be made at the conclusion of the event.
- E. No alcoholic beverages are allowed to be brought in to an event when a GRF bar is operating.
- F. Any patrons that appear under the age of 30 will be asked to show ID before purchasing an alcoholic beverage.
- G. A maximum of two alcoholic beverages may be carried away from the bar by one person.
- H. If the host of the event is providing wine for dinner when a GRF no host bar is operating, the bar must close when the wine is placed on the dinner tables.
- I. A bartender may refuse service to a customer that appears to be intoxicated or being disorderly.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use of the amenities.</u>

OPERATING RULES Billiards Room



- A. All residents and guests must sign in upon arrival at the facility.
- B.A. Guests under 12 years of age are not permitted to use the facility. Maximum number of guests per resident is two. Residents must accompany their guests at all times.
- C. Residents must always accompany guests.
- D.B. Gambling is prohibited.
- **E.C.** Jump shots are prohibited.
- F.D. Sitting on tables is prohibited.
- G.E. There is a two-game limit when others are waiting to play.

Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. The Billiard Club scheduled tournaments and events must be approved by the Recreation Department and may take priority at the facility.

<u>F.</u>

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use of the amenities.</u>

OPERATING RULES Bocce



- A. All residents and guests must sign in upon arrival at the facility.
- B.A. Persons Guests under 12 years of age are not permitted to use the facility.

 Maximum number of guests per resident is two. Residents must accompany their guests at all times.
- C. Residents must always accompany guests.
- D.B. All players must wear soft-soled shoes.
- E.C. The ball must be rolled, not bounced, on the court; physical ability considered.
- F.D. Players must return all equipment to the west end of the court when games are completed.
- G.E. All players are restricted to one game if others are waiting to play.
- H.F. The <u>c</u>€ourt <u>d</u>Đirector has the authority to schedule <u>daily</u> games and enforce the posted rules.

Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Bocce Club tournaments and social events must be approved by the Recreation Department and may take priority at the facility.

G.

The Recreation Department reserves the right to review and adjust the —operating rules to accommodate the needs of the community. -All GRF policies and procedures apply to the use of the amenities.

OPERATING RULES Bridge Room

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- A. Residents who are sponsoring guests must be playing bridge at the same time as their guests but are not required to play at the same table ats their guest(s). Otherwise residents must accompany their guest(s) at all times.
- B. Each bridge playing resident is limited to two guests per session per day not to exceed four guests per day, and guests must be a minimum of 10 years of age.
- C. The Bridge Room is for playing duplicate bridge and progressive bridge during regular clubhouse hours.
- D. Fees to play in organized bridge games/tournaments are established by the Bridge Club running the game/tournament.
- E. The gross guest fees shall be collected on behalf of and paid to GRF in appropriate and timely accountability in accordance with the GRF Pricing Policies and Fees List.
- A. The parent chapter of the Duplicate Bridge Club may host tournaments one day per month. On that day the Duplicate Bridge Club must rent the Bridge Room and pay a fee in accordance with the approved GRF Pricing Policy and Fees List.
- B. F. The assigned Game Ddirector(s) run the games and is paid by the club.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use of the amenities.</u>

OPERATING RULES Card/Game Room and Drop-In Lounge



A. General

- 1. Card/Game Rooms and Drop-In Lounge are available on a drop in, no fee basis only. Hours of operation are in accordance with the posted clubhouse schedule and are subject to change.
- 2. Residents must sign in when entering the Card/Game Rooms and Drop In Lounge.
- <u>32</u>. Card/Game Rooms and Drop-In Lounge area available on a first come, first served basis and may not be reserved in whole or in part.
- 43. Multiple card and/or board games may be played in the Card/Game Rooms at the same time.
- 54. There are no kitchen facilities Kitchen facilities are not available for use.
- 65. Users may not move furniture and/or equipment into the room from other rooms in the clubhouse.
- 76. Users are responsible for leaving the room neat and clean.
- 87. Noise level must be kept down to ensure the enjoyment of the room by all u⊎sers.
- 98. Gambling is prohibited.
- B. Drop-In Lounge
 - 1. Puzzles are limited to the assigned puzzle tables.
 - 2. When using your own reusable/travel coffee containers, limit amount to one cup of coffee.
 - 3. The Drop-In Lounge Patio is open Monday through Sunday from 10:30 AMa.m. to until 6 p.m.:00 PM.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use of the amenities.</u>

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OPERATING RULES

Clubhouse 2 Open Space



A. Introduction/Purpose

- 1. The Clubhouse 2 Open Space is designed for the enjoyment of Laguna Woods residents.
- 2.—The open space rules and regulations have been designed to:
 - a. Ensure the open space is utilized safely
 - b. Ensure the open space users are respectful to all using Clubhouse 2
 - c. Establish fairness and equality among Clubhouse 2 users
 - d. Prevent damage to the surrounding landscape areas and buildings

AB. General

- 1. Golden Rain Foundation (GRF) establishes the hours of operation, assigns personnel and oversees the operation of the Clubhouse 2 Open Space. The operating rules are subject to change at any time.
- 2. You may contact the Clubhouse 2 office at 949-597-4286.
- 3. Staff is responsible for enforcing the Operating Rules to serve the best interest of all residents who use, or wish to use, the Clubhouse 2 Open Space. Staff oversees the Clubhouse 2 Open Space.
- 4.2. Maximum Capacity: 125 people
- 5.3. Operating Hours: 8 a.m. to 10 p.m.
- 6.4. Controlled substances and smoking are prohibited within 25 feet of the open space area.

B€. Who May Rent the Clubhouse 2 Open Space

- 1. Any resident may rent the Clubhouse 2 ballroom which provides event rights to the open space.
- 2. If the ballroom is not rented or the renter is not using the open space, the open space becomes available for general use on a first come, first served basis.
- 3. The open space is not reservable as a standalone reservation.

FD. In Case of Emergency

1. Call 911.

C. <u>1. Excessive noise and/or loud amplified music is prohibited. Clubhouse 2 Open Space User Responsibilities</u>

- Those wishing to organize an event within the Clubhouse 2 Open Space must contact the Clubhouse 2 supervisor prior to the event to ensure no encroachment of other scheduled activities and/or facility rentals.
- 2. No attendee, performer or user may sit within the landscaped areas surrounding the Clubhouse 2 Open Space.
- 3. The use of foul language and inappropriate behavior including but not limited to threats, intimidation, physical violence, property damage, racial/ethnic slurs and sexual harassment is in violation of the GRF Nuisance Policy and may result in disciplinary action.

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4. Excessive noise and/or loud amplified music is prohibited.

KD. Sprinkler System

- 1. The Clubhouse 2 Open Space sprinklers are on a timer which can be adjusted only by staff. Any event that does not inquire with the Clubhouse 2 supervisor is at risk of their event being interrupted by automatic sprinklers.
- QG. Authority, Enforcement of Rules and Compliance Reporting
 - 1. GRF is authorized to take disciplinary action against a resident found to be in violation of the Clubhouse 2 Open Space operating rules. The GRF Board has the authority to impose monetary fines, revoke use of facilities and/or bring forth legal action.
 - 2. Clubhouse 2 staff will monitor use of the Open Space. If a violation issue exists, staff will take corrective action to ensure the safety of the Clubhouse 2 Open Space.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community at any time. <u>All GRF policies and procedures apply to the use of the amenities.</u>

OPERATING RULES Clubhouses



This information is included in the Recreation policy and this operating rule will be omitted.

A. General

- 1. Room reservations can be made at the Recreation office or by appointment in the Clubhouse office.
- 2. Use of the kitchen or BBQs requires an additional fee; refer to the GRF Pricing
- Policy and Fee Schedule.
 Diagrams for the room reservations must be made one week prior to the
- scheduled event by appointment only.
- 4. Clubhouse equipment can only be setup or moved by staff.
- 5. Audio equipment and wireless microphones must be checked out from the
- Clubhouse office , a resident ID is required. A fee will be imposed if
- equipment is broken or not returned.

Technicians are scheduled at least one month prior rot an event through the Performing Arts Center office. If a technician is cancelled without two weeks notes a cancellation fee will be applied.

- 6. Residents must submit a Facility Check Out Form at the conclusion of their event. Staff will provide the form prior to the event. Applicable fees may apply.
- 7. The room and kitchen must be left in the same condition as when you arrived.
- Staff must approve and sign the Facility Check Out Form at the conclusion of the event-
- 8. Residents and guests must arrive, and leave the facility by the specified time
- on the contract.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community.

B. Hours of Operation

- 1. Clubhouse One 1: Monday through Sunday 8:00 a.m. AM until 10:00 p.m. PM.
- 2. Clubhouse Two2: Monday through Sunday 9:00 <u>a.m.</u>AM until <u>5</u>6:00 <u>p.m.</u>PM (with additional hours as necessary to accommodate

reservations and programs).

3. Clubhouse Five<u>5</u>: Monday through Sunday 8:00 <u>a.m.</u>AM until <u>5</u>6:00 <u>p.m.</u>PM (with additional hours as necessary to accommodate

reservations and programs).

4. Clubhouse Six6: Open for scheduled reservations only

Monday through Sunday 8:00 AM until 10:00 PM for reservations only.

5. Clubhouse Seven 7: Monday through Sunday 9:00 a.m. AM until 56:00 p.m. PM

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Commented [MJ1]: Tech verbiage moved to Performing Arts Center operating rules

(with additional hours as necessary to accommodate reservations and programs).

C. Clubhouse Five 5

1. In the Main Ballroom stage lighting, more than two microphones, or the opening and closing of the stage curtain during the event will require the scheduling of a technician. Technicians are scheduled at least one month prior to the event through the Performing Arts Center office. If a technician is cancelled without two weeks' notice a cancellation fee will be applied.

Commented [MJ2]: Tech verbiage moved to Performing Arts Center operating rules

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. All GRF policies and procedures apply to the use of the amenities.

OPERATING RULES Computer Learning Centers



A. General

All residents and their guests must sign in upon entering the facility. Residents must display their Laguna Woods Village ID.

- 1. All users are requested to observe "library-like" guidelines on conversations, cell phones, etc.
- 2. Abusive conduct including viewing of explicit material is not tolerated prohibited.
- B. The PC Workshop
 - 1. The PC Workshop is open to all residents and their guests during posted open hours.
 - All residents and their guests must sign in upon entering the facility.
 - Residents must display their Laguna Woods Village ID.
 - 2. Guests must be accompanied by a Laguna Woods Village resident. Maximum
 - —number of guests per resident is two. Residents must accompany their guests at all times.
 - 3. The Workshop is managed by the Volunteer PC Club Workshop Mmanager.
 - All users are requested to observe "library like" guidelines on conversations,
 - cell phones, etc.
 - Abusive conduct is not tolerated.
 - 4. Use of the PC Workshop is generally free of charge. To offset the cost of printing supplies, printing fees may apply. Check with the ₩volunteer on duty for further information.
 - 5. When all computers are in use a time limit is imposed in fairness to those waiting.
 - 6. Users may obtain information from the Gereeter and computer assistance from the Supervisors on duty.
- C. PC Learning Center
 - 1. The Learning Center provides a variety of computer classes.
 - 2. PC Club organized classes are open to all members of the community, however, club members receive a discount. The subjects and schedules for club organized classes are selected by the Vvolunteer PC Club Education Chairman. There is a registration fee for each club organized class.
 - 3. Classes are designed and paced to meet the needs of the majority of the students.
 - 4. Classroom conduct is typical of an educational environment.

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- 5. There is a registration fee for each club organized class.
- 65. All instructors are PC Club Mmember √volunteers. All classes have an instructor as well as an instructor assistant who helps students keep up with the class.
- 76. Advanced classes may require basic skills as a prerequisite.
- <u>87</u>. Special Interest Group sessions (SIGSs) are open to all residents and there is no charge for these sessions. SIGs are typically held weekly on a variety of computer related subjects.
- <u>98.</u> The <u>PC</u> Club funds and maintains a lending library that is available only to club members.
- D. The Mac Learning Center

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- 1. The facility, including teacher-led classes, is open to all residents.
- Maximum number of guests per resident is three. Residents must accompany their guests at all times.

All residents must sign in upon entering the facility.

- 23. Membership in the Mac Club is not required in order to take classes.
- 34. The Mac Learning Center is operated by ₩volunteers from the Macintosh Club and is open in accordance with posted hours that may change from time to time.
- 4<u>5</u>. <u>Use of equipment is generally free of charge. To offset the cost of printing supplies, printing fees may apply. A donation may be requested for class attendance.</u>
- 56. <u>Visitors may obtain help and assistance with Apple devices from the supervisors on duty, commensurate with their ability. A time limit may be imposed if others are waiting.</u>
 - The Club funds and maintains a lending library that is available only to club members.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use of the amenities.</u>

OPERATING RULES Fitness Centers and Gymnasium



A. General

- 1. With the exception of Clubhouse 5, Fitness Centers are only open when fitness <u>Fitness</u> staff is on duty.
- All residents and guests must present and swipe their Laguna Woods Village ID
 cards and register upon entering the facilities and must have the appropriate
 Fitness Center Release, Waiver of Liability and Indemnity Agreement on file
 prior to using the equipment rooms.
- 3. All residents must participate in an orientation with Fitness Staff prior to using the facility for the first time. No outside personal trainers allowed. Physical therapist may aid client for a limited time after approval from fitness supervisor.
- **4.1.** Appropriate attire and <u>closed toed shoesfootwear</u> for engaging in fitness activities are required.
- 5. The Fitness Staff may restrict activity and/or use of the exercise equipment for any participant whose health or safety is in question or if participant is monopolizing equipment.
- 6. Time limits on exercise equipment are set by fEitness cCenter staff.
- 7-2.Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pet/animal is permitted.

B. Guests Fitness Centers

- 1. With the exception of Clubhouse 5, Fitness Centers are only open when Fitness staff is on duty.
- 2. All residents must present and swipe their Laguna Woods Village ID cards upon entering the facilities and must have the appropriate Fitness Center Release, Waiver of Liability and Indemnity Agreement on file prior to using the equipment rooms.
- 3. No outside personal trainers allowed. Physical therapist may aid client for a limited time upon approval from the Fitness Supervisor.
- 4. The Fitness staff may restrict activity and/or use of the exercise equipment for any participant whose health or safety is in question or if participant is monopolizing equipment.
- 5. Time limits on exercise equipment are set by Fitness Center staff.
- 1. Residents must accompany their guests to the Fitness Centers and sign them in and remain with the guests at all times.

- 2.6. Guests must complete and sign a Fitness Center Release Waiver of Liability and Indemnity Agreement prior to using the equipment rooms.
- 3.7. Guests under the age of 16 years of age are not permitted to use the Fitness Centers. Maximum number of guests per resident is two. Residents must accompany their guests at all times.
- 4.—Guests must be 12 years of age to participate in a Gymnasium activity and may not disrupt any of the activities in progress.

 Guests may be denied use of any exercise equipment if residents are waiting.

C. Gymnasium

- 1. All residents and their guests must sign in each time they use the Gymnasium.
- 2.—A resident may sponsor a maximum of twotwo guests at any one time and must at all times accompany the guest(s).
- Residents take priority over guests unless they are participating in a game with resident players. If a resident is waiting a guest must surrender a court after completing the game.
- When residents are waiting to play doubles, anyone playing singles must surrender the court after finishing their game.
- Guests must beunder-12 years of age of age to are not permitted to
 participate in a Gymnasium activity and may not disrupt any of the activities
 in progress. Maximum number of guests per resident is two. Residents must
 accompany their guests at all times.
- 4.2. All participants must follow proper rules of etiquette for each sport or class, and exhibit good sportsmanship.
- 5.3. Using any type of powder and/or liquid on the Gymnasium floor or on the bottom of shoes worn in the facility is prohibited.
- 6.4. All programs in the Gymnasium must end at ten minutes <u>prior</u> to the hour to accommodate set-up of athletic equipment, chairs, etc. for the next program.
- 7.5. Saddleback College Emeritus students must follow college registration process and rules when attending college classes.
- Open gym time is on a first come, first served basis. Scheduled activities have priority.
- 8.7.Play may be restricted due to scheduled maintenance. Club events and tournaments take priority at the facility and must be approved by the Recreation Department.

D. Indoor Pickleball

- When the courts are full, the sign-up sheets (Brad's Boxes) will be used to
 establish who gets the next available court. A player finishing a game may not
 sign up for another game until the first game is totally donecompleted and the
 player has vacated the court.
- 2. When there are more than 12 players waiting, shorten games to 7 points and limit a game to 10 minutes

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Commented [CJ1]: Pickleball Club suggested text change.

Commented [CJ2]: Pickleball Club suggested text change.

Commented [CJ3]: Pickleball Club suggested text addition.

- Doubles takes priority over singles. If a resident is waiting to play doubles, anyone playing singles must surrender a court after completing their game.
- 3. Play may be restricted due to scheduled maintenance. Club events and tournaments must be approved by the Recreation Department and may take priority at the facility.
- During Recreation scheduled Pickleball hours, the Club tournaments and events must be approved by the Recreation Department and may take priority at the facilitymay plan activities and lessons/clinics/workshops and post those reserved hours at least a week in advance in the gym.
- When the outdoor courts are unplayable due to inclement weather, open play takes priority over Recreation contracted instructors. Only during pickleball times.
- 4. Last players must take down nets, stanchions and put them away.

The Recreation Department reserves the right to review and adjust the —operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use of the amenities.</u>

Commented [CJ4]: Pickleball Club suggested additional text.

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OPERATING RULES Golf Facilities



— A. Introduction

A. General

1. Guest Information

a. When a resident makes a tee time reservation, the resident must identify the names of the guests (if any). All guests must be accompanied by, and play with, a resident. Guests must be 11 years of age or older. Players under the age of 11 are permitted with an accredited Junior PGA card signed by a PGA Professional. Each player must have his/her own clubs. As safety is a prime concern, there is a limit of two persons per golf cart. If you require gate clearance for your guest(s), please ask for the Pro Shop to make the arrangements for you. Currently a resident may bring one guest per resident after 10 a.m. Monday through Friday. There is a one guest limit on weekends and holidays prior to 10 a.m. and after 10 a.m. a resident may bring up to three guests. Check with the golf shop for updates as this will change. A resident may bring one guest prior to 10 a.m. and up to three guests after 10 a.m., 7seven days a week.

2. Dress Code

a. While playing on the golf course it is required that all players observe the course dress code.

Country club golf attire shall be worn at all times to included collared shirt, slacks or golf shorts and shoes with soft spikes. Ladies may wear other acceptable county club apparel that may or may not have a collar. Shorts that are no shorter than six inches above the knee are permitted. Jeans are prohibited. Shoes must be worn at all times. The dress code will be enforced.

3. In case of emergency

- a. If you have an emergency while on the golf course, the following communication tools are available to you:
- b. Please use your cell phone to call 911. Then call the Pro Shop at the number on the score card (949-597-4336).
- c. The player assistants who patrol the course are each equipped with a handheld radio that has direct contact with the Pro Shop.

4. Course Conditions

a. For golf course conditions and golf cart restrictions, you may call 949-597-4373 any time after 6:30 a.m. daily.

5. Miscellaneous

- a. Pedestrians, cyclists, rollerskatersroller-skaters and rollerbladersroller-bladers are not permitted on the Golf Course. Non-golfers are permitted to use the perimeter path paralleling El Toro Road and Moulton Parkway only from eClubhouse four4 to eClubhouse two2.
- b. No pets are allowed on the Golf Course, in the Village Greens building or its patios and terraces. Only registered service dogs trained to perform a task directly related to a person's disability are permitted.

The golf facilities are for the use and enjoyment of residents and their guests. The golf course
operations/maintenance, and all related facilities are under the supervision of the Recreation
Department.

2. The golf facilities include:

27 Hole Golf Course Private and Group Lessons

Pro Shop Driving Range

Club Storage Electric Rental Golf Carts

Individual Practice Areas Pull Cart Rentals

Golf Club Rentals Nine Hole Par Three Golf Course

Three Golf Professionals Village Greens Meeting Rooms

Six Practice Putting Greens

B. The 27-Hole Golf Course

- 1. The 27_-Hole Golf Course (consisting of three separateseparate nine hole nine hole courses) is located adjacent to Clubhouse Two 2 on Moulton Parkway and is accessed through the Village Greens at Gate 12. -The course is open every day of the year. -The course opens for play daily at 7 :00 AMa.m. -During Daylight Savings the Golf Course hours are extended from a 5 :00 PMp.m. closing to a 6 :00 PMp.m. closing. -The café 19 Restaurant & Lounge hours are 97:30 a.m. AMto until 8 :00 p.m.PM). Please check with the café for the most current hours. -The irrigation system operates nightly beginning at 7 :00 PMp.m.; therefore, all golfers must be off of the course by that time. -The Golf golf Ccourse is irrigated with reclaimed water. -Non-residents must be accompanied by a resident golfer and must be 11 years of age or older. Players under the age of 11 are permitted with an accredited Junior PGA card signed by a PGA Professional. Maximum number of guests per resident are one during prime time and three during non prime time A nine9--hole round of golf may be played as follows:
 - a. Course one after 12:00 Noon
 - b. Course two prior to 8:24 AMa.m.
 - c. Course three 7:00 AMa.m. until 8:28 AMa.m. and 10:44 AMa.m. until closing

C. Driving Range

1. The Driving Range is located across from Gate 12though Gate 16, on Moulton Parkway, and is open daily at 7:00 AMa.m. (8:30 AMa.m. on Thursdays) and closes at 4:00 PM3:30 p.m. (hours extended to 5:30 PMp.m. during Daylight Savings). A practice pitching green and bunker area is are also available. Tokens are available at the Driving Range; Prepaid Keys can be purchased at the 27 Hole Pro Shop.Range balls may be purchased through your established golf account using your resident ID linked to the foreUP account. Non-residents must be accompanied by a resident golfer and must be 11 years of age or older. -Players under the age of 11 are permitted with an accredited Junior PGA Card signed by a PGA Professional. Maximum number of guests per resident is one during prime time and three during non-prime time.

ED. Pro Shop

1. The Pro Shop is located in the Village Greens at the 27 Hole Golf Course which maintains a variety of golf clothing, supplies and equipment. It is open daily from 7:00 AMa.m. to until 5:00 PMp.m. (and until 6:00 PMp.m. during Daylight Savings). This shop maintains a variety of golf clothing, supplies and equipment. The golf staff will personally assist you in filling your special orders.

FE. Golf Carts

1. Golf carts are available for rent at the starter window. Both electric and hand pull carts are aavailable. -Privately owned power carts require an annual trail use permit (trail fee decal) that

may be obtained at the Pro Shop for an annual fee. There is a cost of a daily permit for a privately—owned power cart.— There is a limit of two persons per cart in a private or rental cart. Drivers must be at least 18 years of age. There is a three cart maximum per golf group. In an effort to better care for the golf course, it will be required that carts stay on the paved cart paths as much as possible. This will include the use of the 90-degree Rule at all times when exiting the path to play a shot and then returning to the path for access to the next shot or the next tee. The specific guidelines will be available when you check in to the golf shop. Please seek out the Laguna Woods Golf Professionals if you need any assistance in understanding how to best utilize this system.

- 2. If you have an electric cart and charge it in your carport you may be subject to an annual electric use decal fee. Such a decal must be obtained from Community Access in the Community Center. Please call 597 4358 for details. This type of decal must be obtained from Resident Services in the Community Center.
- 3. The maintenance of privately_owned golf carts is totally the responsibility of the individual owner. The cart storage garage is not equipped to work on privately owned carts. The cart wash station is available for a minimal fee and the air hose may be used free of charge. No emergency gasoline is available. Emergency electrical re charge is available under certain circumstances please check with staff.
- G. Club Storage

1. Club storage provides a location to store clubs when they are not in use. The storage area is organized as a "self-serve" area and cleaning facilities are also available. There is an annual fee charged for use of this facility. Residents store their golf clubs in this facility at their own risk.

HF. Nine-9-Hole Par Three-3 Course

- 1. The Nine <u>9</u> Hole Par Three <u>3</u> Golf Course is accessed through Gates Seven<u>7</u>, Nine <u>9</u> or <u>10</u> and is bordered by Paseo del Lago. No power golf carts are allowed on this course. No reservations are needed. Pull carts are available for rent. The hours are 7:0030 AMa.m. until 6:00 PMp.m. during Daylight Savings, with a 5:00 PMp.m. closing for the remainder of the year.
- 2. There are two putting greens, chipping gree, practice bunker and hitting cage at the Par Three Golf Course,; one putting green is located near hole number nine and one putting green is located adjacent to Paseo del Lago West.

IG. Reserved Tee Times

1.—Reserved tee times are scheduled one week in advance. A lottery drawing is conducted each morning, Thursday through Monday, 6:30 AM sharp, in a designated location, currently the Village Greens Club Rooms Two and Three. Numbers are issued at 6:30 AM. Numbers will be distributed at random and starting times will be assigned in numerical order for that day of the following week. There is only one number issued to each group. Once the lottery has concluded, the unscheduled times may be reserved in person at the Pro Shop or via telephone after 10:00 AM (except Tuesday and Wednesday which are available the day of play at 7:00 AM by phone). A stand-by list is maintained by the Starter for same day play. This is called "going on the rail". The Starter will fill in from this list for "no shows", as slots become available.using the online foreUP software program. Times are open for online booking seven days in advance at 6-a.m. To register for the system, stop by the golf shop with your valid resident ID and a form of payment that will be charged monthly for all golf fees. Golfers are allowed only one tee time per day and

may only book for between two to four players. When booking players in a tee time, all residents playing in that group must be reserved with the resident ID of that player from the foreUP system. All players named in that group must be the players that arrive on the day of play. All cancelations or substitutions must take place prior to arriving for play. Residents wishing to book as a single may do so by calling the golf shop on the day they wish to play; the single player will be paired with a group of less than four players. Fivesomes are allowed but only at the discretion of the starter. Groups wishing to add a fifth player must call the golf shop on the day of play to ask permission. Past slow play and other factors may result in a denied request to play a fivesome.

- 2. In the event a resident is misusing the online foreUP tee reservation system, the following disciplinary process will ensue:
 - a. Verbal warning;
 - b. Written and final notice:
 - c. The infraction will be referred to the Security and Compliance Department to initiate the disciplinary process.

JH. Club Days

- 1. Tuesday is women's Women's club Club day and Wednesday is men's Men's club Club day. Open play is available on Tuesdays and Wednesdays when with approval by the Golf Operations Manager or Golf Professional approves it.
- As a courtesy to other golfers wishing to make a reservation, please notify the Pro Shop in person or by telephone as soon as you know you will not be using your reserved time and wish to cancel. Substitutions or name changes are permissible.
- K. Course Conditions
- 1. For golf course conditions and golf cart restrictions, you may call 597–4373 any time after 6:30 AM daily. During the winter season, November 1 until May 1. Once the lottery drawing is made, it is in effect even if the course is closed later in the day. There are no rain checks given.
 - -L.Guest Information
- 1. When a resident makes a tee time reservation the resident must identify the names of the guests (if any). On weekends and holidays there is a maximum of one guest per round of golf prior to noon during standard time or 1:00 PM during daylight savings time. Otherwise there is a limit of three guests per resident. All guests must be accompanied by, and play with, a resident. Guests must be 11 years of age or older. Players under the age of 11 are permitted with an accredited Junior PGA Card signed by a PGA Professional. Each player must have his/her own clubs. As safety is a prime concern, there is a limit of two persons per golf cart. If you require gate clearance for your guest(s) please ask the Pro Shop to make the arrangements for you. throughto
- —M. Dress Code
- The golf course does not permit halter-tops, tank tops or short shorts. Shorts that are no shorter than six inches above the knee are permitted. Jeans are prohibited. Shoes must be worn at all times. The dress code will be enforced. The golf facilities are non-metal spike facilities.

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<u>l</u>	Fees

Fees are in accordance with the GRF Pricing Policy and Fee Schedule.
 Schedule of Golf Fees

Adopted by Resolution 90 17 XX

Effective January 1, 2022

1. Refer to the GRF Pricing Policy and Fee Schedule.

OJ. Lessons

1. Private and group lessons are scheduled with Golf golf Pprofessionals. Resident and non-resident fees apply according to GRF Pricing Policy and Fee Schedule by calling 949-597-4336.

Lessons with the Golf Operations Manager are \$50 for 30 minutes and the Head and Assistant Golf Professional are 40 for 30 minutes. Group and clinic-based lessons can be arranged with the instructor of your choice.

PK. Course Guidelines/Etiquette

- 1. All golfers should check-in with the Starter no earlier than 20 minutes prior to their reserved starting time but no later than 10 minutes prior to their starting time. -Failure to do so may result in the cancellation of the reservation.
- 2. Foursome play is the accepted playing format and will have right of way over all other groupings. Fivesomes are permitted when possible.
- 3. When parking carts to play a shot, particularly at the tees and greens, stay on the cart paths completely with all four wheels. -Park on the paved paths and walk to your ball as often as possible. -When parking your cart to pay your green fees or to record your score, do not park in the six slots downstairs under the patio of the Village Greens. -These spaces are reserved for players making the turn. -Power carts are not permitted within 30 -yards of the greens, in the fairway, or in the rough, whether or not the area is marked, and never between a green side bunker and the green. -Observe cart signs and proceed to the indicated path.
- 4. For the preservation of the fairways please observe the 90-degree rule. -This means driving the golf cart along the cart path or the rough to a point opposite your ball, then driving into the fairway, playing your shot, then driving out to the rough or cart path and repeating this procedure until reaching the green.
- 5. When raking bunkers, leave the rake in the bunker. Repair all divots and ball marks on the greens, yours and any others you may find, by replacing or sanding. Fill all divots with sand from sand bottles, with the handle sticking out of the lip of the bunker. Repair all ball marks on the greens, yours and any others you may find. Fill all fairway divots with fairway sand provided on rental carts. When playing with your personal cart, please obtain sand from the golf shop staff for you to use in your sand bottles.

- 6. The flag color indicates the location of the cup on the green. Red is front, checkered white is middle and blue checkered is back.
- 7. There are a number of yardage markers. Please check with staff. In the center of the fairway.

 Blue is 200 yards, white is 150 yards and red is 100 yards. Yardages are to the center of the green.

QL. Ready Golf

- 1. Play ready golf at all times from the tee through the green, not just on the tee. -The player who is ready should hit whether he is "away" or not, as long as he doesn't interfere with another golfer. After everyone in the group has finished putting, walk off the green briskly thus clearing the way for the next group to hit up. -Mark your scorecard at the next tee, not while parked near the green you just played. -The group behind you cannot hit until you are out of the way.
- 2. As you approach your ball, between the tee and green, be thinking about your club selection. Don't wait until you are standing over your ball.
- 3. After you make your first putt, finish putting out unless you would be standing in the putting line of another player.
- 4. The maximum time to search for a lost ball is fivethree minutes (USGA 2019 rules change). Hit a "provisional ball" any time there is a possibility that you may have gone out of bounds or you think your ball may be difficult to find. This will speed up play. See new course rules sheet for procedure on playing a hole if ball is lost or discovered out of bounds. Provisional balls are not required.
- 5. You should keep up with the group ahead of you. -Play at your own speed but if you see that you are not keeping up with the group in front of you, and the group behind you is kept waiting, it is your own responsibility to ask them if they wish to "play through". -Remember you can allow a group to "play through" anywhere, tee through the green, not just the tee.
- 6. The starting times are set at every eight minutes beginning at 7<u>:00 AMa.m</u>. -According to the USGA rating system, 18 holes on the golf course should take no more than four hours and 15 minutes to play, which is approximately 14.25 minutes per hole. Please try to keep up!
- 7. <u>Please remember golf course etiquette</u>. If in doubt, any of the staff or the Golf Professional will be happy to answer your questions. Etiquette is also covered in Section One of the USGA Rules of Golf.
- 8. Players shall play holes in successive order and may not change from one course to another. Play must be in regular sequence as assigned by the Starter.
- 89. The Player player Assistants assistants are responsible for monitoring the pace of play and enforcing regulations. -They are authorized to issue warnings, write citations; or remove players from the course for violations or improper conduct. -Ceitations will be forwarded to grf-Security and Compliance for possible disciplinary action.

RM. Local Rules

1. Please refer to the golf course scorecard for the current local rules Local Rules Sheet.

<u>SN</u>. Important Telephone Numbers

Pro Shop	<u>949-</u> 597-4336
Café 19 Restaurant & Lounge	<u>949-</u> 206-1525
Starter	<u>949-</u> 597-4276
Golf Course Weather Conditions	<u>949-</u> 597-4373
Driving Range	<u>949-</u> 268-2419
Par Three 3 Golf Course	<u>949-</u> 597-4334
Golf Operations Manager/Pro	<u>949-</u> 597-4350

Golf Maintenance Manager	<u>949-</u> 597-4248
Recreation Department	949- 597-4273

- . In Case of Emergency
 - 1. If you have an emergency while on the golf course, the following communication tools are available to you:
 - a. Please use your cell phone to call 911. Then call the Pro Shop at the number on the score card 597-4336.
 - c. The Player Assistants who patrol the course are each equipped with a hand held radio that has direct contact with the Pro Shop.
- U. Miscellaneous
- 1. The USGA Rules of Golf and Handicap Committees have determined that rounds played using electronic distance measuring equipment are deemed to have been played in accordance with the principles of the USGA Rules of Golf.
- 2. Please remember golf course etiquette. If in doubt, any of the staff or the Golf Professional will be happy to answer your questions. Etiquette is also covered in Section One of the USGA Rules of Golf.
- 3. Pedestrians, cyclists, rollerskaters and rollerbladers are not permitted on the Golf Course. Non-golfers are permitted to use the perimeter path paralleling El Toro Road and Moulton Parkway.

 4. No pets are allowed on the Golf Course. No pets, except service animals, are allowed in the Village Greens golf building or its patios and terraces.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use</u> of the amenities.

OPERATING RULES Lawn Bowling

Effective: December 2017 October, 2023



- A. All residents and guests must sign in prior to using the facility.
- A. Guests under 18 years of age are not allowed on the greens. Resident bowlers must accompany their guests at all times. Maximum number of guests per residents is fourtwo. Residents must accompany their guests at all times.
 - B. The Laguna Woods Lawn Bowling Board, with the Recreation Department's approval, reserves the right to deny any guest the right to bowl and/or participate in the club's activities.
- C.—ChildrenGuests under 18 years of age are not allowed on the greens.
- D.B. Only shoes with smooth, flat, rubber soles (no heels) may be worn on the greens.
- E.C. No one is allowed on playing surface except for when unless bowling.
- F.D. Damage to greens through improper delivery of bowls is prohibited.
- G.E. Bowl rakes must be used carefully to avoid damage to the greens.
- H.<u>F.</u> For information concerning closure of the greens due to inclement weather or to obtain the club schedule, call 949-951-3027 (Lawn Bowling Greens at Clubhouse 2).
- H.G. Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Play may be restricted due to scheduled club events and tournaments and scheduled maintenance, or as directed by staff.
- J.H. New bowlers must pass a test given by a member volunteer of the Lawn Bowling Club Instruction Committee before being permitted to bowl. Those who are not proficient will be asked to attend a session of lawn bowling classes.
- K.I. Each bowler will clean up the area after use and return all equipment to its proper place.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use of the amenities.</u>

OPERATING RULES LIBRARY Library

Effective: October, 2023



- A. All library materials available for check out may be checked out by residents for a period of two weeks, with the due date stamped on the loan card. Materials not returned by the due date are overdue.
- 4.<u>B.</u> Residents are assessed fines on all overdue materials that are checked out to them. This includes books, books on tapes, music cassettes, CDs, DVDs, videos, and magazines.
 - 2.1. Current fines are assessed by the Library Club.
 - 4.2. Disciplinary action may be recommended when fines reach \$5. For videos the maximum is \$10.
 - 3. Lost books or books not returned are treated as unpaid fines. Fines are assessed until the book, or applicable item, is returned or paid for.
 - 4. The library director may consider extenuating circumstances.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. All GRF policies and procedures apply to the use of the amenities.

OPERATING RULES Pools, Hot Pools and Locker Rooms



A. General Information

- 1. Swimming pools are open only when a staff lifeguard is on duty.
- 2. All residents and guests must sign in upon entering the pool deckand residents must be prepared to show their Laguna Woods Village ID Card to the Lifeguard. Residents must accompany their guests to the pool and sign them in with the Lifeguard. Maximum number of guests per resident is five. Residents must accompany their guests for at all times. The number of guests entering the pool is regulated by the lifeguard on duty.
- 3. Any non-resident entering the pool deck, the pool, and/or hot pool must pay the current guest fee per the approved GRF Pricing Policy and Fees List.
- 4<u>3</u>. Appropriate swimming attire <u>and accessories are is</u> required. <u>Lifeguards will use discretion for safety purposes.</u>
- 54. Alcoholic beverages are prohibited at the pool facilities. Eating and drinking while in the pool is prohibited.
- 6<u>5</u>. Eating and drinking on the pool deck is prohibited except in designated areas. Smoking and alcoholic beverages are prohibited.
 - 76. Only sSmoking is prohibited on the pool decks, sun decks, and in the locker rooms. Service dogs trained to perform a task directly related to a person's disability are permitted; no other pet/animal is permitted.
 - 87. Only service animals are permitted on the pool deck. No running.
 - 98. Running is not permitted on or around the pool deck. No glass containers permitted on any pool deck, sun deck, or in any locker room.
 - 109. Glass containers such as drinking glasses, lotion or shampoo bottles, etc. are prohibited on any pool deck, sun deck, or in any locker room.
 - 119. Floatation devices are prohibited except for use by adults only and are limited to devices unless specifically designed for exercise or therapeutic use. Fins and snorkels may be used only by adults. 10.
 - 10. Organized pool games may be played only if they do not interfere with other pool uses such as lane swimming and will be halted at the request of the lifeguard ap swimming.
 - 11. Lockers may be used on a daily basis only. Residents <u>fand</u> guests must supply their own locks in order to secure their belongings. Locks <u>and personal items</u> must be removed when the resident <u>and</u> guest leaves the facility. Shower stalls are also limited to daily use and personal items must be removed after each use.

- <u>1</u>2. The length of time a resident or guest may shower using the locker room shower facilities is limited to 10 minutes per person per day. Showers are limited to 10 minutes per person per day.
- <u>13.</u> -No chairs or other <u>GRF-Golden Rain Foundation (GRF)</u> property may be moved into the locker room or shower stalls.
- 14. Showers are recommended prior to entering any of the pools or hot pools. Please sShower before entering the pool or hot pool.
- 15. According to the State of California Health and Safety Code Manual, any resident with an open sore or cut may be excluded from all pools. It is recommended that all rResidents and guests with a bandage or visible open cut or sore do may not enter the water.
- 16. Lap swimmers swimming the length of the pool have the right of way <u>.???with</u> the exception of Pool 4.
- 17. Locker rooms open by 6:45 AM and close 15 minutes prior to pool opening and close 15 minutes after pool closing.after the pool closes.
- 18. When there is thunder and/or lightning the pools/hotall pools will be cleared of all swimmers. -Swimmers will not be allowed back into the pools/hot poolswater until at least 30 minutes following the last sighting of lightning or sound of thunder.
- 19. The swimming pool hours of operation vary according to the time of year, during holidays and scheduled or emergency and when maintenance. is required. Generally the pools change to summer hours in mid April and extended summer hours conclude on or about October 1. Current hours are posted at the pools and website and recreation publications. There may also be limited holiday hours. Please check the hours of operation located at the clubhouses, Recreation office and pools.
- 20. Pool and hot pool temperatures are maintained as closely as possible to the following temperatures:
 - a. Pools One 1, Five 5 and Six 6, large pools, between 82 and 84 degrees.
 - b. Pool Two2, large pool, between 80 and 82 degrees.
 - c. Pool Four4, large pool, between 84 and 86 degrees.
 - d. All hot pools, between 102 and 104 degrees.
- 21. Each pool is renovated and preventative maintenance is performed annually. The process takes approximately six-to eight weeks per pool beginning approximately in November 1- and continuing until mid Aprilconcluding by Memorial Day weekend. Pool Six 6 is closed from approximately October 1 until the Friday beginningSaturday of Memorial Day weekend-each year. If a pool is undergoing major renovations, the six-to eight-week schedule may require adjustment be prolonged, as deemed necessary.
- 22. Loud Amplified music on the pool deck is prohibited. It is suggested that people use headphones. Amplified music is permitted only during classes and must be approved by the Recreation Department.

- <u>2</u>3. _____The guard shack phone is for business use only; use by anyone other than an _____employee is prohibited.
- 24. _____Lifeguards do not take responsibility for anyone's personal belongings nor can they store them in the guard shack; Lifeguards are not responsible for lost or stolen items; if anyone finds a lost item or wishes to report a stolen item, contact Security.Lifeguards are not responsible for lost or stolen items; if anyone finds a lost item or wished to report a stolen item, contact Security at 949-597-4435.
- 25. Saddleback College Emeritus students participating in a college aquatic classes may not arrive at the pool more than 15 minutes prior to the start of the class and must leave the facility within 15 minutes of the end of the class. If the non-resident student wishes to remain at the pool, a resident would have to sign them in as a guest and pay the current guest fee. may utilize the pool deck and locker rooms 15 minutes prior to the start of class and may enter the pool no more than 5 minutes prior. Students must leave the facility within 15 minutes of the end of the class.
- 26. The swimming pool is only open to registered students during scheduled Aquatic Fitness classes. The deck and hot pool remain open. A designated area may remains open for swimmers during Recreation coordinated programs.

B. Hot Pool

- 1. The recommended time limit in a hot pool is five 5 minutes. After an extended period of time the Lifeguard lifeguard may recommend that the person sit outrequest that the person exit.
- 2. Strenuous exercise in the hot pools is prohibited.
- 3. Children under 16 years of age are not permitted in the hot pools.

C. Guests and Children's Swim

- **≥1**. Lifeguards have the authority to prohibit a child from entering the pool.
- Guests 15 years of age or younger are considered to be children. Children are permitted to swim daily at a designated pool (Pool 2). During FridayStarting Saturday of Memorial Day weekend and continuing through Labor DayOctober 1, the cChildren's Swim time is five hours, from 11:00 AMnoon until 4:00 PMp.m. at Pool 6. The remainder of the year it is two hours (from 12:00 PMnoon until 2:00 PM)p.m. at Pool 2.
- 3. Children must vacate the pool area within 15 minutes of the end of the Children's Swim Program.
- 4. Children unable to swim must wear a Coast Guard Certified flotation device, including those built into swimsuits.
- 5. Residents or <u>their</u> adult guests must accompany and remain <u>at in</u> the pool with <u>all children</u>, <u>no exceptions.their children who are novice swimmers.</u>
- 4. The number of guests entering the pool is regulated by the Lifeguard on duty with a limit of five guests per resident at any one time.

- Children are only permitted to wear or use coast guard approved floatation devices (including those built into swimsuits).
- Toys are provided by the Recreation Department during the summer Children's Swim program. During the winter Children's Swim program, only Recreation Department provided dive toys are permitted.
- 7. <u>Children may not use kickboards;</u> run on the pool deck; dive for objects; make excessive noise, play rough including pushing and splashing; ride on another person's back or shoulders; jump or dive into the shallow end of the pool; slide down or hang on railings and ladders; play on stairs; climb out of pool without using ladder or stairs; perform back dives, go onto diving board if someone else is already there, etc.
- 7. An adult must accompany a child who does not know how to swim into the water and stay with that child as long as the child remains in the water.

D. Lap Lane Swim Usage

- 1. No swimming across lap lanes unless entering or exiting the pool from the side.
- Lap lanes are for lap swimming or aquatic exercise only (unless otherwise designated).
- 2.3. If all lanes are taken, swimmers must share the lane, up to two swimmers per lane.
- 3.4. Hanging on the lane dividers is prohibited.
- 4.5. No diving or jumping from or into the 4 feet deep "shallow section"; diving into the pool is allowed only in the area 5 feet or deeper.
- 5.6. No diving into crowded lanes.
- 7. Equipment such as pull buoys, masks, fins, snorkels, and paddles may be used by adults.
- 6. Youth swimmers ages 11–15 may use the lap lanes with provision of card from the Recreation Department for identification.

E. Lap Swim Schedule

1. Pool The number of lane lines in Pools 2 and 5 will be determined by the current pool schedule. Please refer to the current pool schedule for details about the lane line schedule. 2 has 4 lane lines from 7:00 AM until 11:00 AM and 2 lane lines from 11:00

AM until 7:00 PM. On Wednesdays, due to maintenance, lane lines are not set up until 9:00 AM

2. Pool 5 has 4 lane lines from 6:00 AM until 10:30 AM and 2 lane lines from 10:30

AM until 9:00 PM. On Thursday there are 4 lane lines from 9:00 AM until 10:30 AM. On Monday, Wednesday, and Friday there are no lane lines from 12:00 PM until 1:00 PM.

F. Lap Lane Etiquette

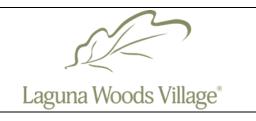
1. Swim to the right of the lane at all times

- 2. When passing another swimmer, pass to the person's left, down the middle of the lane at full speed. Once you have finished passing, swim to the right of the lane again.
- 3. When being passed, slow down until the overtaking swimmer has completely passed you.
- 4. If someone is at your heels when you reach the wall, pause to let that person pass.
- 5. When swimming into the wall, keep to the right (not the middle or left) so that if a person is passing you at the end of a lane they will have space to turn.
- 6. When standing at the wall of a lane, stand to the left (when facing the wall) whenever possible allow space for the incoming swimmers.
- 7. If you want to stretch out or do other exercises in the water, please move to the proper swim lane reserved for recreation/social swimming.
- 78. If a problem should arise, inform the lifeguard and/or front desk staff.
- 8. If you want to stretch out or do other exercises in the water, please move to the proper swim lane reserved for recreation/social swimming.G. CourtReserve Online Advance Reservations Pool 2
 - 1. Lane lines may be reserved in advance via CourtReserve online
 ——reservations system. The reserving party may determine the
 number of
 ——swimmers in the reserved lane.
 2. Advance bookings are limited to residents only.
 a. Swimmers are allowed two advance bookings per week.
 b. Swimmers who are unable to keep their reservation time must cancel their booking.
 - c. Swimmers who are found in violation will be subject to the following disciplinary actions:
 - i. Verbal warning;
 - ii. Written notice;
 - <u>iii. The infraction will be referred to Security and</u>
 Compliance to <u>initiate the disciplinary process.</u>
- G. H. Swim Lessons
 - 1. Residents are notified through the newspaper, flyers, and postings at the pools regarding the swim class schedule for the upcoming season. Generally, swim lessons are available for a four to eight week period between June 1 and August 30 each yearduring the summer. Each resident is charged for a series of ½ hour group lessons.
 - 2. Non-Lap swimmers Someone doing water aerobics, water running, socializing not lap swimming in lap swim lanes is a breach of etiquette during lap swim hours unless the non-lap swimmer has permission from pool management. Each resident is charged for a series of ½ hour group lessons according to the GRF Pricing Policies and Fees List.
 - 3.2. Lessons are available to residents only.

4.3. Residents must pre-register, pay for the swim lesson and sign a waiver prior to entering the pool. and must pay at the time of registration.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. All GRF policies and procedures apply to the use of the amenities.

OPERATING RULES Shuffleboard



- A. All residents and guests must sign in prior to using the facility.
- B.A. All guests must be accompanied by a resident and be a minimum of Guests under 10 years of age are not permitted to use the facility. Maximum number of guests per resident is two. Residents must accompany their guests at all times.
- C.B. Guests Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. and residents who are not members of the Shuffleboard Club may be restricted from playing if the courts are being utilized by scheduled team and/or tournament play by the Shuffleboard Club members.
- D.C. Non-marking rubber sole shoes are required for all players. Leather sole shoes, high-heel shoes, and sandals with open toes are prohibited for safety reasons.
- E.D. Walking on the courts with or without dressing is prohibited for safety reasons and to prevent damage to the surface of the courts.
- F.E. Prior to play the courts must be dry-dust mopped and the dressing applied. Playing on a dry, non-prepared court is not permitted as it damages the playing surface.
- G.F. Food and drinks are prohibited during the play on the courts.
- H.G. Clubhouse 1 Sstaff can provide information about the application of the dressing and/or answer any questions regarding shuffleboard activities.
- H.H. The courts are locked at all times. Clubhouse 1 staff can provide access if the resident leaves his/her Laguna Woods Village ID with staff.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use of the amenities.</u>

OPERATING RULES Table Tennis

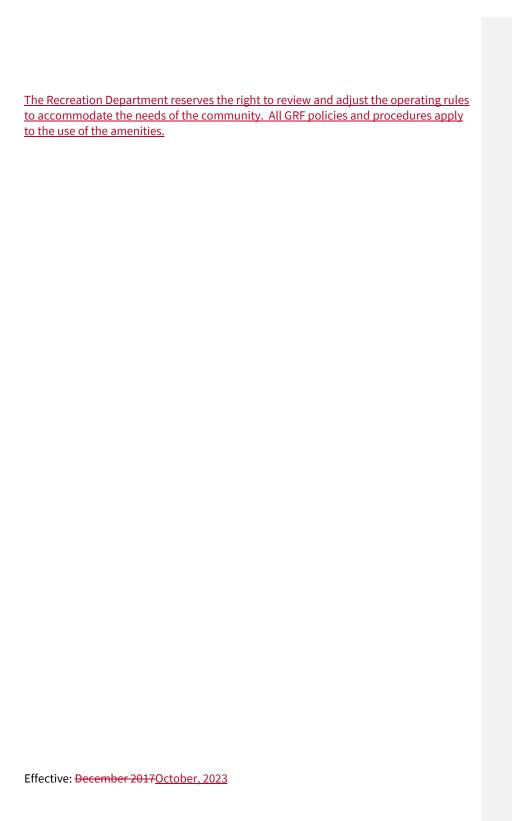


- A. All residents must sign in with name and manor number. All guests must sign in next to their resident sponsor.
- B.A. Guests must be a minimumunder of six 6six years of age are not permitted to use the facility. Maximum number of guests per resident is three. Residents must accompany their guests at all times.
- €.B. Appropriate athletic attire and non-marking shoes or equivalent are required.
- **D.C.** Good sportsmanship and courtesy are to be observed at all times. USTTA rules and regulations apply.
- E.—The assigned Tournament Director will determine the tournament format.
- F.D. During open times, matches may be played three out of five games to 11 points, or two out of three games to 21 points. All games should be completed on the table where started.
- G.E. Warm up time is limited to three minutes.
- H.F. _All players must give up tables to waiting players on a first come, first served basis after a match is completed.
- H.G. Persons rallying and not playing a match are limited to 20 minutes when others are waiting to play.
- J: Club Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility, organized leagues and trophy tournaments take precedence.

<u>H.</u>

- K. Use of the ball machine is limited to club members only. Play is limited to 10 minutes when others are waiting to use it. After using the ball machine, balls must be picked up and returned. Balls may not be used for regular play.
- **└─.** Balls and/or equipment may not be removed from the room.
- J. All residents and guests are expected to clean up their area when play has concluded by returning all balls on the floor to the ball basket, returning clubowned paddles to the rack, and removing personal items from the court.
- M.K. Before operating the robot, familiarize yourself with the operational procedure. If necessary, consult a Table Tennis Celub board member for assistance. This will avoid unnecessary repairs and downtime due to human errors. Thank you for your co-operation.

Commented [QP1]: Requested by the Table Tennis Club



OPERATING RULES Video Learning Center and Studio

Effective: December 2017 October, 2023



- A. The Video Learning Center is open to all residents and their guests during posted hours.
- B. All residents and their guests must sign in upon entering the Video Learning Center.
- C.B. Residents must accompany their guests at all times. Maximum number of guests per resident is two. Residents must accompany their guests at all times.
- <u>D.C.</u> The Video Learning Center is staffed by <u>∀v</u>olunteer <u>Ss</u>upervisors.
- E.D. Resident's use of equipment is at the discretion of the ₩volunteer Ssupervisor on duty. Safety of the equipment and the users is the most important consideration.
- F.E. Video Club projects may take priority in the Video and Sound Studio. Other users are at the discretion of the \forall volunteer \forall studio \forall supervisor.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use of the amenities.</u>