

WESTCHASE COMMUNITY ASSOCIATION, INC.

FACILITIES RULES & REGULATIONS

(Approved by the Board of Directors Dec 8, 2022)

I. DEFINITIONS

- 1.1 As used herein the term “WCA” means Westchase Community Association, Inc.
- 1.2 As used herein, the term “Facilities” means the Countryway facilities (including the pool, tennis courts, cabana, activity room, office, restrooms, and parking lot) located at 10405 Countryway Blvd. and the West Park Village facilities (including the pool, slide, tennis courts, cabana, restrooms, and parking lot) located at 10053 Parley Drive.
- 1.3 As used herein, the term “Resident” refers to any WCA Member who resides in a Unit within Westchase and any tenant of a Member who resides in a Unit within Westchase.
- 1.4 Words that are not defined herein shall have the meaning set forth in Declaration of Covenants, Conditions and Restrictions for Westchase, as amended from time to time (the “Declaration”) or in the Bylaws of Westchase Community Association, Inc. (the “Bylaws”).

II. GENERAL FACILITIES RULES

- 2.1 Residents, including resident children who are permitted to use the Facilities without adult supervision, must be registered with the WCA management office located at 10049 Parley Drive in order to use the Facilities. Resident children who are registered with the WCA office and permitted to use the Facilities without adult supervision must be at least 12 years of age and must be able to produce a valid photo ID when entering the Facilities.
- 2.2 Guests may only use the Facilities if accompanied by a Resident who is 15 years of age or older and who is authorized to use the Facilities or if the guest is registered in the WCA guest book. Guests accompanying a minor aged Resident (age 15-17 years) must be at least 15 years of age and produce a valid photo ID. The parent(s) of the minor guest accompanying a Resident aged 15-17 years old will be responsible for any and all actions of that minor guest.
- 2.3 An adult Member or adult tenant who is authorized to use the facilities may register a guest in the WCA guest book for up to a thirty-day (30) maximum if the guest’s primary residence is located outside of the following Florida counties: Hillsborough, Pinellas, Pasco, Polk, Hardee, or Manatee.
- 2.4 An adult Member or adult tenant, who is authorized to use the facilities, may also register in the WCA guest book a caregiver for any resident in the Member or tenant’s home. Caregiver registrations are active through the calendar year and then purged. A caregiver must always be accompanied by one or more residents of the Member or tenant’s home. A caregiver may not enter the Facilities with any person not listed as being a resident under their care.
- 2.5 Eligible guests and caregivers may be registered in the WCA guest book at the office in the Countryway Facility or at the WCA management office located at 10049 Parley Drive.

- 2.6 Guests who are registered in the WCA guest book and who are not accompanied by a Resident must present identification when entering the Facilities.
- 2.7 Residents must ensure that their guests and invitees comply with all Rules and Regulations. Residents are responsible for their children and guests who use the Facilities. Owners are responsible for their tenants.
- 2.8 WCA management or staff shall request identification from Residents, guests, and invitees before granting access to the Facilities.
- 2.9 Bicycles, skateboards, or roller-skates may not be used at the Facilities. Bicycles are to be placed in the bike racks located at the Facilities.
- 2.10 Alcoholic beverages, glass containers and gum are prohibited at the Facilities. Any persons consuming alcohol at the Facilities may be asked to leave the Facilities for the remainder of the day and may be subject to an additional suspension.
- 2.11 Music must be kept to a minimum volume so as not to be a disturbance or annoyance to others using the Facilities. Music with profanity or expletives is not permitted. Any request to reduce music volume by WCA staff must be adhered to immediately without objection.
- 2.12 Any event to be hosted at the Facilities must be preapproved by the WCA Board of Directors or the WCA Programs and Facilities Manager per the reservation process outlined in Article III of these Rules and Regulations. The WCA Programs and Facilities Manager and WCA staff may refuse to allow events that are not preapproved or that exceed the permitted number of guests. The maximum capacity in the activity room is seventy-five (75) and the maximum capacity on the pool deck is thirty (30). WCA management and staff may limit capacity further, if they determine such limited capacity is necessary for the health and safety of the residents, guests, or staff or to comply with any order, ordinance, law, or recommendation of any governmental entity or agency.
- 2.13 No animals or pets of any kind are permitted at the Facilities, except as required by Federal or Florida law.
- 2.14 Smoking and the use of tobacco or vape products is not permitted at the Facilities.
- 2.15 Loud and/or abusive language is not permitted.
- 2.16 People using the Facilities shall observe proper decorum in all contexts and situations and shall not in any way harass, threaten, denigrate, insult, or otherwise attempt to intimidate any other person (including, without exclusion, any staff, employee, contractor, agent or invitee of the WCA or of the Westchase Community Development District) nor shall any person engage in behavior which tends to cause embarrassment, discomfort, annoyance, or nuisance to any person using the Facilities.
- 2.17 People using the Facilities shall not interfere with staff, employees, contractors, agents, or invitees of the WCA or of the Westchase Community Development District in connection with performance of their duties.
- 2.18 Any complaints regarding WCA staff, WCA employees, WCA contractors and WCA agents or invitees should be reported to the WCA Property Manager or the WCA Programs and Facilities Manager.

2.19 WCA staff and the WCA Board of Directors reserve the right to temporarily close down the Facilities (or any portion thereof) as they determine to be necessary for the health and safety of the residents, guests, or staff at their sole discretion, or to comply with any order, ordinance, law, or recommendation of any governmental entity or agency.

III. ACTIVITY ROOM RULES

3.1 Only WCA Residents who are 21 years old or older may reserve the activity room. To reserve the activity room, a resident must complete a reservation application form and sign a Waiver, Release of Liability, Covenant Not-To-Sue, and Indemnity Agreement and submit the same to the WCA Programs and Facilities Manager at the Countryway Facilities office. By completing the foregoing application and agreement the Resident agrees that he/she will be responsible for any and all damages which may occur during his/her use of the facilities. The activity room is not reserved until confirmation is provided in writing by the WCA Programs and Facilities Manager. Events in the activity room shall not be advertised until the reservation is confirmed.

3.2 Approval of all events is subject to the discretion of the WCA Board of Directors.

3.3 Residents may only reserve the activity room once in a thirty (30) day period unless express approval for additional use is given by the WCA Board of Directors.

3.4 Residents may reserve the activity room, in accordance with these Rules and Regulations, between the hours of 10:00 AM and 8:00 PM. No reservation will be permitted outside of these hours unless permission for extended use is granted by the WCA Board of Directors. No reservation will be permitted during the period the activity room is utilized for meetings of the WCA Board of Directors, Voting Members, or Committee Members or during the period the activity room is utilized for any other WCA business. Residents and their guests must vacate the premises no later than 8PM.

3.5 No event shall last for more than six (6) continuous hours, including set-up and clean-up, without prior approval of the WCA Board of directors.

3.6 Any resident who reserves the activity room must be present at all times and must check in and check out with staff member(s).

3.7 Reservations for use of the activity room can be made not more than 60 days and not less than 5 days in advance of the requested date unless express approval is given by the WCA Board of Directors.

3.8 When reserving the activity room, Residents must pay a refundable damage deposit of \$250. The damage deposit must be paid by check, money order or credit card (WCA does not accept American Express). Checks and money orders shall be payable to Westchase Community Association, Inc. Cash will not be accepted under any circumstances. The deposit must be paid at the time the reservation application form is submitted. Reservations will not be confirmed before payment is received.

3.9 Permission for use of the activity room will not be granted to any person, company, non-profit organization or Westchase group unless 50% of its members or 50% of the anticipated attendees at the event are owners or residents within the Westchase Community. Non-profit organizations must provide proof of non-profit status. Those that cannot meet the 50% ratio will be charged a \$40 per hour use fee plus the \$250 damage deposit.

3.10 The WCA Board of Directors may waive the damage deposit for any company, non-profit organization, Westchase group or person to the extent the Board determines, in its sole discretion, that a damage deposit is not necessary due to a history of good stewardship of the Facilities or due to other adequate assurances that funds are available should cleaning or repairs be required after the event.

3.11 Community Association sponsored events are exempt from deposits and fees. WCA sponsored events will be given priority over events that are not sponsored by the WCA. WCA sponsored events may be exempt from other restrictions as determined by the Board of Directors. If there are no conflicting reservation requests for a WCA Sponsored event, applications for reservation of the activity room will be approved on a first come, first served basis.

3.12 Any application for a standing periodic reservation must be submitted to the WCA Programs & Facilities Manager and approved by the WCA Board of Directors. Priority for standing periodic reservations shall be given for meetings of the WCA Board of Directors, the WCA Voting Members, WCA Committees and finally to regular periodic meetings of the Westchase Community Development District. If an application for a standing periodic reservation is approved, the initial deposit will remain on account and will not be returned until the activity room is no longer being used.

3.13 The activity room shall not be used for commercial purposes or for any purpose involving profit making or solicitation unless done for on behalf of a charitable organization.

3.14 All activities and events must be contained within the activity room and adjacent covered deck areas. Use of the pool is not included in any rental of the activity room.

3.15 A maximum of 75 people may occupy the activity room at any one time.

3.16 Any company, non-profit organization, Westchase group or person granted permission to use the activity room must set-up and tear down/clean up after each use. At no time shall facility staff be used for setting up tables or chairs or be required to put away or clean up after the event or activity. An inspection of the premises will be performed following each event or activity. Fees for any additional cleaning or repairs deemed necessary by the WCA Programs and Facilities Manager or WCA staff will be deducted from the damage deposit on file. A letter of explanation concerning the withholding of any monies shall be forwarded to the person who submitted the reservation application form within 7 days of the event.

3.17 If any person attending an event at the activity room fails to comply with these Rules and Regulations, WCA reserves the right to deny approval of any future application for use of the activity room submitted by the individual who engaged in such behavior, the Resident who submitted the reservation application form and the company, non-profit organization, Westchase group or individual that hosted the event. If any person attending an event at the activity room creates a disturbance, displays behavior that is considered to be a nuisance, causes damage to WCA property, or otherwise fails to comply with these Rules and Regulations, the entire damage deposit may be forfeited to cover damages related to the event. Additionally, the Board may levy a fine against the resident who submitted the reservation application for non-compliance with the Rules and Regulations.

3.18 No person may use the activity room in such a manner as to interfere with the rights, comforts, conveniences, or peaceful enjoyment of the adjoining areas within Westchase by other residents.

- 3.19 Sound amplification equipment must remain within the confines of the building and may only be used during normal operating hours, (i.e., from 10:00 AM to 8:00 PM), unless permission for extended use is granted by the WCA Board of Directors.
- 3.20 Exterior doors must be closed at all times.
- 3.21 Wet swimsuits are not allowed inside the activity room.
- 3.22 Parking vehicles on the grass should be avoided.
- 3.23 If a Resident is using a third-party vendor to provide food service, entertainment, or security such vendors must provide a copy of their liability insurance policy with an endorsement naming the WCA as an additional insured. These policies must include coverage limits of not less than \$ 1 Million.
- 3.24 Any Resident who reserves the activity room is jointly responsible with the company, non-profit organization, Westchase group or person who is hosting the event for the cost of repairing any damage to the activity room or to the Facilities resulting from the event or activity.

IV. TENNIS COURT RULES

- 4.1 Westpark Village tennis court hours are from 8:00 AM to 9:00 PM daily. Countryway tennis court hours are weekdays 7:00 AM to 9:00 PM and 8:00 AM to 9:00 PM on weekends or as otherwise posted at the Facilities or on the WCA website.
- 4.2 The tennis courts are not to be used in foul weather, or if moisture or other conditions render the courts use unsafe. The WCA Programs and Facilities Manager and staff shall require the clearing of all tennis courts whenever lightning is detected within six miles of the facility or whenever the time between lightning flash and thunder is 30 seconds or less. The courts will remain closed for 30 minutes after the last lightning is seen or thunder heard or until local weather and radar sources verify there is no lightning within six miles of the facility.
- 4.3 The WCA Programs and Facilities Manager shall have authority to oversee and control the use and scheduling of courts in accordance with these Rules and Regulations with priority given to WCA sponsored programs and events.
- 4.4 Reservation of Court Time by Residents:
- 4.4.1 All Residents must make reservations for court time using the on-line reservation system (currently Yourcourts.com). "Walk-on" usage of the tennis courts is welcome when the tennis courts are open and unreserved court space is available. However, a reservation must still be logged into the system by the resident prior to court use. Staff may facilitate walk-on reservations if requested by the resident upon arrival.
- 4.4.2 Reservations are on a first come, first serve basis for a maximum of two-hour intervals for non-league play. Reserving a specific court with intent to not use that court is prohibited.
- 4.4.3 Residents may make up to two (2) reservations in a single day, limited to no more than one in the a.m. and one in the p.m. hours. A player or group of players may not reserve two (2) consecutive court times.

4.4.4 Reservations can be made by Residents no more than five (5) days in advance unless expressly approved by the WCA Programs and Facilities Manager.

4.4.5 Reservations may only be made by Residents who are 18 years of age or older and who are authorized to use the Facilities.

4.4.6 If there are non-resident guests using the courts, the resident making the reservation must be checked-in and present on the reserved court.

4.4.7 After a reservation time has expired, players may continue using the court until the next person arrives for their reserved court time. Players may also move to an unoccupied court after their reserved court time has elapsed.

4.4.8 A Resident has until 15 minutes past the start of the court reservation time to begin play, or the court may be reassigned to another Resident for the balance of the reservation time. This rule does not apply to a WCA authorized Tennis Instructor or the WCA Programs and Facilities Manager.

4.4.9 Players must surrender the court within five (5) minutes of when their time is called by waiting players, whether or not the pending game is completed.

4.5 Cancellation of Court Times by Residents:

4.5.1 Residents must cancel reservations for court times no later than 9pm of the night just prior to the day of reserved court time.

4.5.2 If a Resident reserves a court time and fails to appear or does not make use of the specific court reserved or fails to cancel the reservation timely, the Resident will be placed on the no-show list. If the Resident's name appears on the no-show list three (3) times during any three-month period, the Resident may be prohibited from making future reservations of court time and the Resident's tennis privileges may be suspended for a period of time not to exceed 30 days for each three-time no-show iteration after notice and opportunity for a hearing before the Covenants Committee in accordance with the Declaration and Bylaws.

4.5.3 Any reservation that must be cancelled as a result of conditions that prohibit play on the courts during the reservation window (as determined by the Programs and Facility Manager) will not be counted as a no-show for any resident.

4.6 Other than USTA standard tennis or pickleball, no other ball sports are permitted on the tennis courts. The resident reserving a court for pickleball is responsible for setting up the portable nets and returning them when play is completed.

4.7 The tennis courts are restricted to WCA Residents and their guests; however, an individual who is not a Resident or the guest of a Resident may use the tennis courts while participating in a tennis lesson or class under the instruction of a WCA authorized Tennis Instructor, or while participating in WCA or USTA tournament or league play.

4.8 Each household is entitled to bring up to (3) non-resident guests to play at the tennis court facilities. A household may not reserve more than one court per reservation window.

- 4.9 Proper tennis attire and footwear is required. Swimsuits, cut-offs, bare chests, etc. are prohibited on the courts.
- 4.10 All players and guests are expected to show courtesy and good sportsmanship at all times. When play is completed, all trash shall be removed from the court and properly disposed of in trash receptacles provided. Squeegees and brooms are to be returned to their original location. All music must be kept to a minimum volume so as not to be a disturbance or annoyance to others using the courts or to nearby residents. Music with profanity or expletives is not permitted. Any request to reduce music volume by WCA staff must be adhered to immediately without objection.
- 4.11 Children under the age of 12 must be supervised by a responsible adult Resident while using the tennis courts, unless they are participating in a tennis lesson, class, tournament, or league play under the instruction of a WCA authorized tennis instructor.
- 4.12 Alcohol is not allowed on the tennis courts. For WCA management approved organized events, food is restricted to the tennis cabana building or to the picnic table area between courts 3 and 4 and courts 5 and 6.
- 4.13 No walking across the courts while play is in motion. Players are encouraged to wait until play is over or the lesson is complete before requesting permission to walk through the court. Staff will accommodate the use of an alternate entrance to avoid disruption of play whenever possible.
- 4.14 Eye Wear protection is recommended.
- 4.15 All tennis lessons and classes as well as all league matches will be held at the Countryway facility unless an exception is granted by the WCA Programs and Facilities Manager. The AB tennis contract allows exclusive use of courts 1, 2, 3 and 4 (due to renumbering of courts) at the Countryway facilities Mon-Fri 3:30 -8. It allows additional courts or times for tennis lessons or clinics at either facility using the reservation system to reserve up to 4 courts. It allows up to 6 courts for special events or tournaments if coordinated with the BOD or Facilities Manager. Notwithstanding the foregoing, the Programs and Facilities Manager, may, in his or her discretion, allow any WCA authorized tennis instructor to reserve and use more than six (6) courts for large tournaments.
- 4.16 Tournaments, programs and league play scheduled by a WCA authorized tennis instructor or WCA Programs and Facilities Manager take precedence over regular play.
- 4.17 No person other than a WCA authorized tennis instructor shall use any WCA facility to provide tennis or pickleball instruction for compensation nor solicit or give the appearance of providing formal instruction or lessons for any form of compensation.
- 4.18 LEAGUE PLAY: A strong, broadly supported tennis program makes the community a better place to live. The purpose of these rules is to encourage maximum participation by residents of Westchase in the tennis leagues, while ensuring that all Residents still have ample access and convenient court times.
- 4.18.1 Residents shall have first priority to join a Westchase USTA (or comparable) tennis league team or USAPA (or comparable) pickleball league team. Any Resident who wants to form a Westchase league team must provide notice to Westchase Residents and an opportunity to participate before the league team is opened to non-Residents. Notice of any new Westchase league team may be provided to Residents in the WOW, on the facility bulletin boards, through

social media or through flyers available to Residents. New Westchase league teams must obtain approval from the WCA Programs and Facilities Manager or the WCA Board of Directors.

4.18.2 For all Westchase league teams, at least 50% of the required number of players must be Residents. If notice of the Westchase league team is provided to Westchase Residents and fewer than the required number of Residents sign up for the team, a Resident may petition the WCA Board of Directors and the Board of Directors may, in its discretion, approve the Westchase league team for the applicable season, notwithstanding the number of Residents on the team. Westchase league team captains and co- captains must be Westchase Residents. A copy of the roster with names and addresses must be given to the WCA Programs and Facilities Manager. Unapproved league teams will not be permitted to host tournament play. Approved league teams must maintain an active roster of at least 50% Westchase residents throughout the season of play. The WCA Board of Directors reserves the option to withdraw approval and court usage for any team that does not maintain this standard.

4.18.3 There is a \$25 administrative fee per season for members of Westchase league teams who are not Residents of Westchase. Once paid, the administrative fee is nonrefundable.

4.18.4 A tennis team captain may reserve up to four (4) tennis courts for management approved league play for up to three (3) hours at a time by contacting the WCA Programs and Facilities Manager. USTA Tournament league play may not occur on Saturdays or Sundays prior to 11:00 AM. Any other accommodations for matches are to be worked out with the WCA Programs and Facilities Manager.

V. POOL RULES

5.1 POOL HOURS:

5.1.1 The Countryway Facilities pool is open from 7:00 AM to 8:00 PM on weekdays and 10:00 AM to 8:00 PM on weekends (excluding certain holidays) or as otherwise posted at the Facilities and/or the WCA website.

5.1.2 The West Park Village Facilities pool is open daily from 10:00 AM to 8:00 PM (excluding certain holidays) or as otherwise posted at the Facilities and/or on the WCA website.

5.1.3 All hours are subject to change by the WCA Board of Directors or its agents.

5.1.4 Residents are encouraged to check the WCA website for pool hours prior to arrival.

5.2 Any person swimming after the pool is closed may be suspended from using the Facilities as set forth in the Declaration and Bylaws and may be subject to trespassing charges.

5.3 Anyone using the slide must be at least 42" tall when standing barefoot and be able to swim without the assistance of swim aids or safety devices. Only one person is allowed on the slide at a time. Parents may not slide with children. Any person waiting to use the slide must wait at the bottom of the slide. The slide may only be used in a "feet first" position.

5.4 Each household is entitled to bring up to (4) guests to use the pool. Guests of Residents must register with WCA staff when entering the gate so that staff may verify compliance with these Rules and Regulations.

- 5.5 Lap lanes are for lap swimming, as needed. If all lap lanes are being used by a WCA authorized swim instructor, Residents and guests may request that one or more lanes be opened for lap swimming. A WCA authorized swim instructor may be required by WCA staff to vacate one or more lanes for use by Residents and guests. Residents and guests may be required to share lanes with other lap swimmers. If Residents and guests have not requested use of one or more lanes, swim team participants may use all lanes, as needed.
- 5.6 Swimmers may not be in the main pool or cove area unless a lifeguard is present.
- 5.7 The Children's pool is restricted to children under the age of six (6) and their supervising parents, guardians, or caregivers.
- 5.8 A supervising parent, guardian or caregiver who is able to swim must remain within arm's length of any child who cannot swim while the non-swimming child is in any pool. Children under the age of 12 must be supervised by a responsible adult Resident while using the pool.
- 5.9 Running, rough housing, and throwing balls is not permitted on the pool deck or in the pool.
- 5.10 Floats or inflatable rafts are not permitted.
- 5.11 Diving is not permitted. This rule does not apply to swim team members diving during swim team practices or events.
- 5.12 Alcoholic beverages are not permitted in the pool facility. Food and non-alcoholic drinks in cans or plastic containers are permitted inside the fenced-in pool area only if kept under the overhang area and not brought to the water area. WCA staff may inspect any containers to ensure compliance with these Rules and Regulations.
- 5.13 No one may sit or hang on the lane ropes.
- 5.14 No one (including Residents) may use the blocks unless they are supervised by the WCA Programs and Facilities Manager or by a WCA authorized swim coach or instructor. Block covers or cones must remain on the blocks while not in use.
- 5.15 Equipment bins are reserved for use by any WCA authorized swim coach or instructor. Participants in WCA authorized swim team programs may keep- equipment in the designated bins. WCA will not be liable for loss of, or damage to, any equipment stored in the equipment bins.
- 5.16 At the Countryway Village Facilities, maximum capacity for the main pool is 91 people and maximum capacity for the children's pool is 15 people. At the West Park Village Facilities, maximum capacity for the main pool is 97 people and maximum capacity for the children's pool is 10 people. WCA management and staff may deny entry to the pool Facilities if the maximum capacity for the pools is reached. Once capacity limits are reached, additional Residents, guests and invitees will not be permitted to enter the Facilities until the corresponding number of patrons exit the Facilities. WCA management and staff may limit capacity further, if necessary, to comply with any order, ordinance, law or recommendation of any governmental entity or agency.
- 5.17 Cut-offs (clothing cut to be shorts) are not permitted in the pool. Swimming suits only. All swimming suits must cover breasts, genitalia, and buttocks sufficiently to conceal the same from public view. Thong swimming suits or "g-strings" are not permitted. Swimming suits that are not thong or g-

string may not be worn in such a manner that makes them appear to be a thong or g-string swimming suit. WCA staff or employees may ask any person who is not in compliance with this rule to change.

5.18 Children who are not potty trained must wear a reusable swim diaper made of polyester or nylon. Throw away or one time use swim diapers are not allowed unless covered by a reusable swim diaper. Regular diapers are not allowed in the pool. Violation of the swim diaper policy may result in suspension of pool privileges as set forth in Article III of the Declaration.

5.19 Reusable Swim diapers are not a substitute for frequent diaper changing. Parents, guardians, or caregivers must change children and take potty training children to the toilet frequently (approximately every 30 to 60 minutes) while using the pool. Pool deck tables and chairs may not be used for diaper changing purposes. The bathrooms are supplied with changing stations. Diaper changing may only take place in the bathrooms.

5.20 No person may enter the water when they have diarrhea, even if they are wearing a swim diaper.

5.21 In the event that poop, loose stool, or excessive vomit is discovered in the pool, the pool may be closed to be properly treated. The WCA Programs and Facilities Manager or any WCA lifeguard or staff may close the pool and pool deck area for any reason that such person determines, in their sole discretion, that the water or pool deck is unsafe. If the pool is closed, residents and their guests must leave the pool facility.

5.22 ONE LONG WHISTLE BLAST MEANS THAT ALL PEOPLE MUST EXIT THE POOL.

5.23 The pool(s) are not to be used in foul weather, or if other conditions render their use unsafe. The WCA Programs and Facilities Manager and staff shall require clearing of the pool(s) and deck whenever lightning is detected within six miles of the facility or whenever the time between a lightning flash and thunder is 30 seconds or less. The pool(s) and deck will remain closed for 30 minutes after the last lightning is seen or thunder heard or until local weather and radar sources verify there is no lightning within six miles of the facility.

5.24 SWIM TEAM & SWIM LESSONS:

5.24.1 All swim team services and offerings are managed, provided by and the responsibility of WCA authorized swim contractor(s). All applicants for the swim team will be assessed by a WCA authorized swim coach or instructor. Consideration will be given to the space available in each swim team group and the applicant's status as a Resident or non-Resident of Westchase. Residents of Westchase will be given priority over non-Residents when space is limited.

5.24.2 WCA authorized swim contractor(s) will be responsible for all communications regarding scheduling, special events, swim meet details and other issues relating or pertaining to the swim team.

5.24.3 All participants in any WCA authorized programs must act with integrity and demonstrate good sportsmanship at all times.

5.24.4 Participants in the swim team program must follow instructions of WCA staff and WCA authorized swim team coaches and adhere to the Rules and Regulations of Westchase as well as all rules and regulations of any host venue or other training venue used by the swim team.

Failure to follow instructions or adhere to applicable rules and regulations may result in a verbal warning, suspension from team activities, or removal from the swim team program, depending upon the severity of the infraction. The WCA Programs and Facilities Manager and WCA authorized swim team coaches shall determine, in their sole discretion, which, if any, of the foregoing penalties will be imposed. This provision does not limit or waive the right of WCA to impose any other penalty or seek any other remedy permitted by law or by the Declaration or Bylaws.

5.24.5 All fees and charges associated with participation in a WCA authorized contractor program shall be managed solely by the authorized contractor.

5.24.6 Participants may be dropped off no sooner than 15 minutes before practice begins and must be picked up no later than 15 minutes after practice ends. Notwithstanding, WCA staff are not responsible for participants before practice begins or after practice ends.

5.24.7 WCA staff and WCA authorized swim team coaches may cancel practice if, in their sole discretion, severe weather poses any threat to the health or safety of swim team participants.

5.24.8 No person other than a WCA authorized swim instructor shall use any WCA facility to provide swimming instruction for compensation nor solicit or give the appearance of providing formal instruction or lessons for any form of compensation.

VI. SUMMER CAMP RULES

6.1 All participants in the summer camp program must meet the minimum age requirements for the particular session(s) attended at the time of registration. There will be no exceptions to this Rule. Each year, WCA will set the minimum age requirements.

6.2 All fees and charges associated with participation in a WCA summer camp program must be paid when due. If not paid when due, a late fee may be assessed. Participation in a WCA summer camp program may be suspended for failure to pay fees and charges.

6.3 When a parent/guardian initially registers a child for the program, the parent/guardian must designate, in writing, any caregiver who is authorized to pick up the child. No child will be allowed to leave with anyone other than those listed on the registration form unless the parent/guardian provides written permission in advance. WCA may rely on written permission from a parent/guardian without taking independent action to verify signatures.

6.4 All children must be signed in and signed out by the parent/guardian or authorized caregiver. All parents/guardians will be required to sign in their child and also sign out their child. No child will be permitted to leave camp until the child is signed out by a parent/guardian or authorized caregiver.

6.5 Camp hours are 8:00 AM to 1:00 PM (morning half day), 1:00 PM to 6:00 PM (afternoon half day) or 8:00 AM to 6:00 PM (full day). Participants must be picked up at the end of their session. If a child is not picked up within 15 minutes of the end of their session, WCA counselors or staff may attempt to contact the parent/guardian and any authorized caregiver identified on the participant's registration form. If a participant is not picked up by the time the Facilities close, WCA counselors or staff may contact local authorities and deliver the participant into the custody of local authorities. Participants picked up late will be charged \$20 for each 15-minute increment past the end time for the registered session. Late fees must be paid in full before the next day's session. After three (3) late pickups, the

child's participation in the WCA summer camp program will be suspended. Refunds will not be provided if a child is suspended due to late pick-ups.

6.6 Parents/guardians and authorized caregivers may be required to present identification when picking up a child.

6.7 Each participant in the WCA summer camp program will be assigned to a team group and must stay with the team group throughout the summer camp session. Each participant must wear a WCA issued bracelet to indicate their participation in the summer camp program.

6.8 All participants must bring lunch, a snack(s), bathing suit, sunscreen, and a towel every day. WCA provides water and Gatorade.

6.9 Participants must behave appropriately while participating in the summer camp program and while attending field trips.

6.10 At the beginning of each session (weekly), all camp rules and consequences of not following the rules will be clearly outlined for the participants.

6.11 If a participant exhibits inappropriate behavior, the participant will be given a verbal warning. If the participant exhibits inappropriate behavior a second time, the participant will be placed in a time out for 15 minutes. A note will then be sent home with the parent, guardian, or authorized caregiver. If the participant engages in continuous or repeated inappropriate behavior, the participant may be prohibited from attending field trips or suspended from the summer camp program. "Inappropriate behavior" shall be determined at the sole discretion of the WCA summer camp counselor or staff. Inappropriate behavior includes, without exclusion, any violent or aggressive behavior, failing to follow instruction from a WCA summer camp counselor or staff, or any behavior which poses a risk to the health or safety of any participant or any WCA staff.

6.12 WCA staff and employees will not hold or dispense medication of any kind. To the extent a medication must be administered during camp hours, parents/guardians or authorized caregivers must be present to administer the medication.

6.13 WCA staff and employees may not be equipped to provide care for children with special needs. Parents/guardians must fully disclose any special needs a child may have prior to registering the child for summer camp so that WCA may determine whether accommodations are possible.

VII. REFUNDS

7.1 All requests for refunds of any user fees, charges or deposits must be submitted in writing to the WCA Programs and Facilities Manager or to the WCA Property Manager within the time frames set forth in these Rules and Regulations. The date the request is received by the WCA Programs and Facilities Manager or by the WCA Property Manager will be the date of the request.

7.2 To the extent possible, all refunds will be made in the same form as originally paid, unless a "credit" is requested. Refunds on credit cards will require the original credit card used for the transaction. If original credit card is no longer available, proof of cancellation of the card or other sufficient information may be required by the Association in order for a refund check to be processed.

7.3 Residents who elect to receive a “credit” towards a future activity, will avoid being charged any additional administrative fees.

7.4 If a program or activity room reservation is cancelled by the WCA prior to the date of the program or reservation, WCA will issue a full refund.

7.5 **ACTIVITY ROOM RENTAL REFUND POLICY:** The following outlines the refund policy for a resident who has reserved the activity room for an event and needs to cancel their scheduled reservation.

7.5.1 If a Resident cancels their reservation, 30 days or more in advance of the scheduled event, WCA will issue a full refund of the rental user fee and damage deposit.

7.5.2 If a Resident cancels their reservation less than 30 days in advance of the event, WCA will issue a full refund of the rental user fee and damage deposit; however, a \$25 administrative fee will be charged and deducted from the refund.

7.5.3 If a Resident cancels their reservation less than 7 days from the scheduled event, WCA will issue a full refund of the damage deposit and 50% of the rental user fee; however, a \$25 administrative fee will be charged and deducted from the refund.

7.6 **PROGRAM REGISTRATION REFUND POLICY:** The following outlines the refund policy for any person who has registered to participate in a Westchase program, and chooses to withdraw from participating in that program:

7.6.1 If notice to withdraw from a program is given at least two (2) weeks before the start of the program WCA will issue a full refund.

7.6.2 If notice to withdraw from a program is given less than two (2) weeks before the start of the program for medical/emergency reasons, WCA will issue a full refund.

7.6.3 If notice to withdraw from a program is given less than two (2) weeks before the start of the program, and the withdrawal is not due to medical/emergency reasons, WCA will issue a refund of 75% of the fee, charge, or deposit; however, a \$25 administrative fee will also be charged and deducted from the refund.

7.6.4 In the event that the WCA removes a participant from a program after the program begins, no refund will be made if the removal is for cause.

7.6.5 Refunds will not be provided for withdrawal from one-week programs after the first day of the program.

7.6.6 The Program and Facilities Manager may in his or her discretion order a refund of any fee, charge or deposit for equitable reasons that are not specifically addressed in The Facilities Rules and Regulations.

VIII. ENFORCEMENT

8.1 The WCA Programs and Facilities Manager and any WCA staff or employee has the authority to restrict use of the Facilities and may ask any person to leave the Facilities if that person violates these Rules and Regulations, uses the Facilities in a manner other than the manner they are intended to be used, or

otherwise engages in behavior which poses a threat to the health or safety of any person or to any WCA property. If the person fails or refuses to comply, WCA personnel may contact local authorities.

8.2 Unruly behavior and violations of these Rules and Regulations should be reported to the WCA Programs and Facilities Manager or to WCA staff.

8.3 Any person who is not a Member or a Member's tenant, guest, or invitee, who attempts to access the Facilities without authority to do so or who otherwise violates these Rules and Regulations or any WCA governing document may be banned from the Facilities by the WCA Board of Directors without advanced notice or hearing.

8.4 In accordance with the Declaration and Bylaws, WCA may suspend, for a reasonable period of time, the right of any Resident, guest, or invitee to use or enter the Facilities if the Resident, guest, or invitee violates these Rules and Regulations or otherwise engages in behavior which poses a threat to the health or safety of any person or to any WCA property. In addition to suspending use rights, WCA reserves the right to exercise all remedies for enforcing these Rules and Regulations which may be available under Florida Law or WCA's governing documents.

8.5 Any suspension of a Member's right to use or enter the Facilities will not prevent the Member from attending meetings of the WCA Board of Directors, meetings of the WCA Voting Members or meetings of any WCA committee that the Member is otherwise authorized to attend. Any suspension of a Resident, guest, or invitee's right to use or enter the Facilities will not prevent the Resident, guest, or invitee from attending any meeting of the Covenants Committee where a proposed fine or suspension against the Resident, guest or invitee will be considered.