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# Recreation Rules and Regulations

12/1/2015 *(revised 10.18.17)*

## I. GENERAL INFORMATION

### General Facility Rules and Regulations

- The following rules and regulations have been established by Highlands Ranch Community Association (HRCA) to ensure the fair and consistent treatment of all members and guests. Questions about policies should be directed to HRCA staff. It is each member's responsibility to read and understand all general and area-specific HRCA rules and regulations. Rules and Regulations are subject to change and are available on the website [www.hrcaonline.org](http://www.hrcaonline.org)

### Membership Eligibility

- All property owners living in Highlands Ranch, with the exception of Glen Eagles Village, Stork Homes (The Village at Highlands Ranch), The Retreat, Retreat II Silver Mesa and Gold Peak, are permitted to use the Recreation Centers of the HRCA. A limited number of recreation membership opportunities are available for these areas. Contact the Administration Office for details.
- Rental properties such as The Bluffs, Autumn Chase Apartments, Camden Highlands Ridge Apartments, Traditions, Copper Canyon, Palomino Park, Legacy, etc., are not eligible to use the Recreation Centers. However, a limited number of recreation membership opportunities are available to lessees of these properties as well. Please contact the Membership Office for details.
- If a Supplemental Declaration for a specific community does not provide for the use of a Recreation Center and the payment of Recreation Funds Common Assessment by its residents, then the residents of such community may not use the recreation facilities. (I.e. Wildcat Ridge and McArthur Ranch subdivisions.)
- Property owners provide proof of membership when the HRCA receives a copy of a deed granting owner fee simple title to a privately owned site.



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- In addition to property owners, those persons whose primary residence is in Highlands Ranch (renters of property owners) may have rights to use assigned to them once a copy of the "*Consent to Tenant*" form and "*Renter Information Sheet*" have been filled out by the property owner and received by the HRCA. By doing so, property owners relinquish rights to use the recreation facilities until the HRCA is provided with proof that tenancy is terminated.

### **Membership Information**

- Upon receipt of the membership information and verification of ownership or residency, cards will be available for purchase to all resident family members. Members seven years and older must present their cards each time they enter an HRCA recreation facility or property.
- The HRCA welcomes both adults and children to the recreation facilities. Supervision of children by HRCA staff in the recreation facilities is available in the nursery, as described herein, and in specific children's programs in which children may be enrolled. In all other uses of the recreation facilities, Members are reminded that parents are responsible for the safety and behavior of their children. Other than set forth herein, neither the HRCA nor its staff assumes or accepts responsibility for supervision.

### **Mandatory Assessments**

- Should a Member fail to pay assessments, the HRCA has the authority to suspend rights to use HRCA facilities and voting rights, file suit, impose a lien on his/her lot, and foreclose on his/her lot to collect unpaid assessments, pursuant to the Community Declaration, Bylaws, and the collection policy of the HRCA.

### **Proof of Residency**

- If a household has adults living within its confines, who are over the age of 21, and are not fee simple titleholders to the property, proper identification will be required to validate eligibility for membership privileges.
- Forms of acceptable identification are:
  - Colorado Driver's License with corresponding Highlands Ranch address printed on the license.
  - Colorado Identification Card with corresponding Highlands Ranch address printed on the card.



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- If a resident has neither a Colorado Driver's License nor a Colorado Identification Card two forms of identification are required to validate eligibility.
  - Additional forms of acceptable identification are:
    - Military ID
    - Student ID
    - Checking Account
    - Voter Registration Card
    - Marriage Certificate
    - Paycheck stub with address
    - Utility Bills (Gas, Electric, Phone, Cable, Internet)
    - Vehicle Registration

### **Membership Cards**

- Membership cards are required for all Members over the age of seven to access all recreation facilities and the Backcountry. New and replacement cards may be purchased at each facility. Membership cards will be voided when property is sold.

### **Temporary Day Pass Policy**

- When a member fails to present a membership card they will be required to fill out a temporary day pass. A member may fill out a temporary day pass three times within a six month time frame. Each time a member uses a day pass, his/her computer file will be viewed and it will be noted that the Member signed in. On the fourth time the Member will be required to present the original membership card, purchase a replacement card, or may be denied access to the facility.

### **Inactive Cards**

- Periodically, a member's account may become inactive due to non-payment of assessments, architectural issues, relocation issues, etc... In this event, staff will allow one courtesy visit and the member will be asked to pay any delinquent assessments to bring their account back into good standing prior to being allowed to use the Recreation Centers again.



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### **Children Less Than Seven Years Old**

- Due to safety and security reasons, children-less than seven years old must be directly supervised by someone 12 years or older. Nursery services are available during select times. Parents who permit their children to remain at HRCA recreation facilities unsupervised assume and bear full responsibility for all risks of harm to their children.

### **Guests**

- Guests at recreation facilities must be accompanied by a Member in good standing and have a valid guest pass to enter recreation facilities. Members will be responsible for their guest's actions, including but not limited to, any damage to HRCA facilities. Any single activity which will involve more than 4 guests must be pre-approved by the appropriate supervisor. A guest fee will be charged to each guest two years and older. Applicable guest fees are posted at each facility.

### **Visitors**

- Relatives and/or friends may visit the facility to observe an activity or program at no cost. Visitors may not use the facility and must sign in at the access desk before entry into the facility. Visitors wishing to use the facility, are subject to the guest policy.

### **Parking**

- Members and guests should park in designated areas only. HRCA does not permit overnight parking at any of its facilities. Violators may be issued citations by local law enforcement and are subject to towing.

### **Outside Use**

- All instruction on HRCA property must be conducted by HRCA employees and contractors only. All other instruction, reimbursed or otherwise, is strictly prohibited. This policy refers to all services offered by HRCA. Examples include, but are not limited to, personal training, private swim lessons, and individualized coaching.

## **FACILITY INFORMATION**

### **Entry and Exit**

- Except in case of an emergency, members/guests must always enter and exit the recreation centers through the main entrance doorway or designated area (Cabana/Outdoor Pool House, etc.). HRCA will make reasonable accommodations upon request.
- Anyone entering through others doors or caught allowing people in through other doors will be asked to leave immediately and membership may be revoked.

### **Hours**

- Please refer to [www.hrcaonline.org](http://www.hrcaonline.org) or the Activities Guide for current hours. Operating hours vary by location.

### **Animals**

- With the exception of trained service animals, animals are not allowed in the Recreation Centers nor on HRCA property. Exceptions may be made for Special Events which include animals and have received prior approval, e.g. Birds of Prey exhibit, Backcountry horses. HRCA will consider requests for reasonable accommodations as required by law.

### **Lost and Found**

- The HRCA is not responsible for lost or stolen articles. Information concerning lost articles cannot be provided over the phone. All lost articles must be picked up in person. Valuable articles may be picked up from the Supervisor on Duty at each Recreation Center. Unclaimed articles are donated periodically to a local charity.

### **Accidents**

- The HRCA is not responsible for any accident occurring on HRCA property.

### **Lockers**

- Lockers are for day use only. Locks remaining at the end of each day may be cut off with the contents placed in lost and found. Members are encouraged to use their own locks. Locks are for sale at the registration desk at each Recreation Center. Rental locks are also



available at each facility. Please report suspicious individuals or activity immediately. Personal use of cell phones, cameras, and devices that capture pictures or video is prohibited while in the locker rooms, restrooms, or in the family changing rooms.

### **Family Changing Rooms**

- Family Changing rooms are available at each of the recreation centers. Parents with children are encouraged to use the Family Changing rooms. Use of the Family Changing Rooms is intended for parents with children of the opposite sex over the age of four.

### **Sports Equipment**

- Sports equipment may be checked out at the equipment desk. Membership cards are kept on file to ensure equipment will be returned in the same condition as it was received. HRCA reserves the right to charge a member or guest the replacement cost of an item if it is damaged or not returned.

### **Photos and Videos**

- Members and guests are welcome to take pictures and video of their family and guests only. Photography is prohibited in locker rooms, family changing rooms, and restrooms.
- By enrolling or participating in any program, recreation activity, or event, members and their guests agree that the HRCA or any sponsor may subsequently use photos of them for publicity and/or promotional materials such as web sites, posters, or other merchandise. Photos of participants may be used without further obligation or liability.

### **Video Surveillance**

- HRCA facilities have surveillance cameras directed at the parking lots, grounds, and throughout each facility for the purpose of crime prevention, detection and prosecution of offenders. Individuals using the HRCA facilities should not rely upon these cameras for safety purposes. The cameras are used for recording purposes only and are not monitored in real time. Individuals using the HRCA facilities should take reasonable precautions to protect their person and property.



## **II. CODE OF CONDUCT**

### **Conduct**

- Members are expected to behave in a civil and orderly fashion while using the Recreation Centers. Please treat all members, guests and staff with respect.
- Disorderly conduct will result in immediate disciplinary action. Such discipline may include, but is not limited to: Facility ejection and/or suspension. If it is necessary to contact law enforcement authorities, a minimum suspension of 30 days from all HRCA facilities and property is mandatory. Disciplinary action may result in various forms of suspension and loss of privileges depending on the circumstances.

### **Disorderly Conduct may include, but is not limited to the following:**

- Threatening, profane, indecent, coercive or disrespectful actions, gestures, words or language to staff or fellow Members.
- Fighting (verbal or physical), scuffling or horseplay within HRCA facilities or property.
- Illegal drugs, marijuana or smoking (including electronic cigarettes or vapor devices) within the Recreation Centers or on HRCA property.
- Possession of a weapon in HRCA facilities is prohibited unless by an on-duty law enforcement officer or persons providing security to HRCA.
- Unacceptable loitering within the facilities or on HRCA property.
- Failure to obey any directive given by an HRCA employee in accordance with the rules and regulations.
- Theft or attempt to remove equipment or items belonging to the HRCA, members, or guests.
- Attire that is inappropriate for family and community standards. This may include, but is not limited to, profanity on clothing, inappropriate messages/ language and/ or illegal activities.
- Damage or vandalism to equipment or facilities.
- Failure to obey posted safety rules.
- Committing illegal or criminal acts in violation of state, local, or federal laws or regulations.
- Actions or activities that annoy, inconvenience, or endanger the well-being of persons and/or property.



### III. SPECIFIC AREAS

The following is information and rules/regulations for specific areas and facilities. Additional rules and regulations may also be posted at each recreation center.

#### Aquatics – Pools

Each HRCA aquatic facility has different amenities and **some rules are site specific.**

- Showers are recommended before entering a pool or hot tub.
- Community and family appropriate swim attire is required. No cut-offs/shorts allowed.
- For safety reasons individuals unable to swim on their own are not allowed in water over their heads without direct in water supervision (within arm's reach) by someone over the age of 12 who is a proficient swimmer.
- Swim Diapers are required. Any person who is unable to control his or her bodily functions must wear waterproof pants or swim trunks while in the pool. To prevent embarrassing accidents and pool closures do not use cloth covered with plastic or disposable diapers.
- Lap Swimmers must be considerate, courteous, alert, and willing to share lap lanes.
- All pools will be cleared for periodic safety checks, and lifeguard rotation.
- Lifeguard's decisions are final, including ejection from the pool area.
- Please immediately report any problems and/or injuries to a lifeguard.
- Life Jackets are available for day use at each facility. Please see a lifeguard for assistance.
- Noodles and crayon sprayers are acceptable.
- To prevent accidents and maximize safety the following activities are prohibited:
  - Running on the pool deck.
  - Standing or sitting on the shoulders of another participant.
  - Hanging on the safety ropes or lap pool lane lines.
  - Glass bottles.
  - No dunking on basketball rims.
  - Flips, twists, back jumps, back dives, can-openers or cannonballs into the water from pool side.
  - Squirt guns that resemble any type of gun or weapon (regardless of size).

#### Hot Tubs

- All facilities have hot tubs or family hot tubs. Safety guidelines and age limitations are posted at each facility.
- When using hot tubs, common sense and moderate use are recommended.





- Parents take full responsibility for hot tub use by their children. Please refer to each site for specific rules regarding children in hot tubs.

**Steam Room** (*Eastridge*)

- Based upon health and safety recommendations from the manufacturer, members under the age of 16 are restricted from using the steam room.
- Appropriate swim attire must be worn at all times.
- Warnings posted at the entrance must be fully understood and strictly followed.

**Dry Sauna** (*Northridge*)

- Based on manufacturers safety recommendations, minors (17 and under) require adequate supervision whenever near a hot or warming sauna.
- Appropriate swim attire must be worn at all times.
- Warnings posted at the entrance must be fully understood and strictly followed.

**Batting Cages** (*Westridge*)

- Based on manufacturer's recommendations, only batters 6 years of age and older may use the cages. An adult must accompany all batting cage players under the age of 10. The manufacturer also requires that no one under the age of 16 is allowed to use cages throwing the effective speed of 70-75 Mph.
- The batting cages are open seasonally.  
*Opening and closing dates are posted online and at the recreation centers.*
- A fee is charged to use the batting cages.
- Team and individual reservations are available and have priority.
- Bats and helmets are provided. Wood or damaged bats may not be used.
- Batters must wear helmets with face mask protection at all times.
- Only one person is permitted in the batting cages at a time. Coaches/parents must remain outside the cages.
- Close gates at all times when entering or exiting the cages.
- The machines may pitch balls at any time, inside and outside of the strike zone.
- Batters are not allowed to cross the red line. Please be alert at all times.
- Batters must wear closed toe shoes and should not pick up any balls from the ground during the round. (*No Baseball/Softball Cleats*)
- Switch-hitting is not allowed once a round has started.
- The batting cages may close periodically due to weather conditions (rain, lightning, etc.)



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- Users assume the inherent risks of batting baseballs and softballs. If users have any question about the use of this device or the inherent risks associated with the use of this device, please ask the attendant before using the batting cages. HRCA is not liable for any resulting injury.
  - Warnings posted at the entrance must be thoroughly understood and strictly followed.

### **Climbing Wall** *(Eastridge)*

- All climbers must attend an orientation session and fill out a “Waiver, Release and Covenant Not to Sue and Indemnity Agreement” form before being allowed to climb.
- Based upon manufacturer’s recommendations, all climbers must be 18 years of age (or have written consent of a parent or legal guardian and pass the General Orientation Test). A waiver must be signed in addition to the membership card appropriately punched.
- Because of the high risk of injury, climbers must be alert and carefully follow safe climbing procedures at all times.
- Thus, participants must be at least 7 years old to climb on the wall and children 12 and under must have a parent present at all times while climbing or bouldering in the climbing area. While bouldering, participants 12 years and younger must keep their feet at or below the white line. Bouldering participants 13 years and older must keep their feet at or below the grey line. Climbers wishing to belay must be at least 13 years old and have passed a belay test administered by an HRCA climbing instructor.
- Climbers may use their own harness, belay device, and shoes; provided they are responsible for the operating condition of their own equipment.
- Harnesses and belay devices are available free of charge, please bring your membership card for check out.

### **Fitness and Weight Areas**

- Based upon manufacturers recommendations, in order to reduce the chance of injury and for the safe use of exercise equipment, children (12 and under) are restricted from using it. Manufacturers also recommend teenagers be supervised. They need to have a signed permission slip, and have their membership card appropriately punched confirming that all required information is on file.
- Members and their guests must present cards to fitness desk attendants prior to using cardiovascular equipment at Southridge, Eastridge, and Westridge.
- Please do not rest on machines between sets. Be considerate and allow other members to



work in.

- Please limit conversations on cell phones while in the fitness areas.
- Circuit trainers have priority while using variable resistance equipment. When performing sets, please let circuit trainers work in to complete their circuit.
- Prior to using equipment, read the warning labels and instructions affixed to each machine.
- If you are unsure how to use a machine, an equipment orientation may be scheduled with a fitness staff member. Information can be found on-line, in the HRCA Activities Guide and at the registration desk at each facility.
- Return all weight equipment to the proper location when finished.
- Do not slam or drop weights.
- Please wipe off all equipment with disinfectant and paper towels when finished. Please do not spray disinfectant directly onto cardio equipment as it may damage the electronics.
- Immediately report to HRCA staff any piece of equipment that is not functioning properly, so it can be evaluated and serviced promptly. Do not attempt to use or fix any piece of equipment that is not functioning properly.
- Appropriate gym attire and closed toe shoes are required. Any member wearing attire deemed inappropriate by HRCA staff will be asked to change or leave the facility.
- If you feel pain, faint, discomfort and/or dizziness, discontinue exercising immediately and notify HRCA staff.

### **Nursery**

- HRCA offers nursery services for children whose parents/guardians are utilizing the facility or participating in a class/ activity offered at a recreation center.
- Parents must remain in the building at all times while their children are in the Nursery.
- The service is available for children ages:
  - Northridge - nine months through eight years
  - Southridge – nine months through eight years
  - Westridge - three months through eight years
- There is an additional fee for these services. See [hrcaonline.org](http://hrcaonline.org) or the HRCA Activities Guide. Payment is due at the time of service.
- Members may use the services for a maximum of two hours at any one time.
- HRCA Nurseries are allergy aware and parents are asked to be considerate of others who may have peanut allergies. However, the recreation centers are multi-use facilities and there is no guarantee of a peanut free environment.



- Staff is not trained to administer medications including Epi-pens.
- For the health of all children and nursery attendants, we ask that sick children not be brought to the nursery. Other arrangements must be made for a child that has a yellow or green nasal discharge, fever, rash, cough, diarrhea, or is vomiting.
- The nursery has a fifteen-minute limit to allow a child to become acquainted with the nursery environment. The parent will be called to the nursery in the event that a child cries for fifteen minutes or more or is being disruptive.
- Dry snacks and light colored juices are preferred in the Nursery. Snacks are not provided. Baby bottles and cups with lids are permitted.
- If a child is in diapers, please bring spares. Diapers and wipes are not provided.
- As a safety measure, please make sure to close the door when entering and exiting the nursery.
- To better accommodate the parents using the nursery, we use an ID/sign-in system. A child will not be released until we have seen proper identification.
- HRCA is not responsible for personal items left in the nursery.
- The Nursery staff is required to maintain a safe, calm, and fun environment for every child. Unruly or disruptive children negatively impact the Nursery. Behavior that is deemed disruptive includes, but is not limited to, biting, hitting, bullying, and inappropriate language. All incidents will be communicated to the parents and evaluated on a case by case basis. Repeat offenses may lead to loss of nursery privileges.
- Please pick up an information sheet from the registration desk, on-line, or at the nursery for current fees and hours of operation.

### **Track**

- The Track is available to all Members 13 years of age and older. Horseplay is strictly forbidden. To maintain safety and reduce the risk of injury, members 12 years of age and younger must be directly accompanied and supervised by an adult. All posted rules must be followed.
- Number of times around the track equals a mile:
  - Eastridge – 13 laps
  - Northridge – 18 laps
  - Southridge – 10 laps
  - Westridge – 10 laps.
- Individual walkers must walk single file on the inside lanes allowing adequate room for others to pass on the outside lanes. Walkers should position themselves on the inside



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lanes and joggers/runners on the outside two lanes. Joggers have the right-of-way.

- Please use caution when entering or exiting the track.
- The track is not a viewing or spectator area for the gymnasium.
- Running direction is patterned to help reduce leg stress associated with running tight turns.
- Please do not spit on floors, walls, or in the water fountains.
- Strollers are not permitted on the running track.
- Appropriate gym attire, shirts and shoes are required.

### **Racquetball** *(Northridge)*

- Racquetball court reservations may be made two days or 48 hours in advance online ([www.hrcaonline.org](http://www.hrcaonline.org)), by phone or in person.
- Only one, two-hour reservation may be made at a time.
- Only HRCA Members may make court reservations.
- When making reservations, residents will need to provide name and telephone number.
- Racquetball participants will have priority for court use over any other users except for HRCA sanctioned activities.
- Courts #6 and #7 are multi-purpose courts and may be used for other activities that will not damage the courts or walls. Teams and related coaches are prohibited.
- It is strongly advised that all players wear protective eye gear.
- Court reservations will be held for 15 minutes past the scheduled time and then relinquished to members on a first-come first-served basis.
- Racquetball challenge court rules are available at the Northridge Equipment Desk.
- Racquets, balls and protective eye wear are available for checkout at the Northridge equipment desk.
- Walleyball/ Table Tennis equipment is available for check-out at the Northridge equipment desk.

### **Tennis** *(Northridge, Southridge, Westridge)*

- Tennis court reservations may be made one day in advance online ([www.hrcaonline.org](http://www.hrcaonline.org)), and one day prior after 11:00 am by phone or in person.
- Only one, two-hour reservation may be made at a time.
- Only HRCA Members may make court reservations.
- When making reservations you need to provide your name and telephone number.
- Court reservations will be held for 15 minutes past the scheduled time and then



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relinquished to members on a first-come first-served basis.

- Appropriate court shoes with non-marking soles must be worn on the court.
- No children in play pens, car seats or strollers are allowed on the court.
- Guests: HRCA members may bring guests to play tennis. The HRCA guest policy shall be followed. (I.e. a guest must be accompanied by a member in good standing and have a valid guest pass to enter the recreation facilities.)
- Northridge Indoor Courts (Mid-September-End of April)
- All Outdoor Courts and Indoor Courts (End of April – Mid-September)
  - Available for members at no cost. Reservations can be made online at [www.hrcaonline.org](http://www.hrcaonline.org), by phone or in person.

#### **Drop-In**

- The gym is reserved for sport specific recreational play designed for individual participation and enjoyment. Individuals organize themselves into teams and compete against each other in a courteous, fun, sportsmanship like manner. An example of this is a game of pick-up basketball, soccer, etc. All interested participants must be included. **Team practices are not allowed.** For health and safety reasons drop-In requires all participants to be physically able to participate on an even basis with the group in play.
- Adult drop-in requires all participants to be at least 18 years old.

#### **Open Gym**

- Each respective gym is reserved for unorganized play on one basket only. Individuals may shoot baskets, shoot at a soccer net, play, by themselves, with family members, or with a limited number of friends.
- Check the monthly gym schedules for specific times and locations.
- Rules are posted at the equipment desks at all facilities.
- Teams and related coaches are prohibited.
- Fighting and/or intent to injure other participants may result in immediate ejection and /or suspension.
- Dunking or hanging on rims/nets is prohibited.

#### **IV. ENFORCEMENT OF RULES**

- For the benefit and safety of all members, the HRCA Staff is required to enforce the rules and regulations outlined in this document.
- In the event of disruptive behavior, staff will request any party to cease said conduct. If the offending party fails to cease said conduct after such request, the supervisor/manager is



authorized to eject the party from the facility and use all reasonable means that he or she deems necessary to end such conduct, including but not limited to, having the offending party removed from the facility and barred from further activity.

- All suspensions will be reviewed by the CEO/General Manager and be issued in accordance with HRCA Bylaws.
- In the event recreation privileges are suspended, homeowners are still required to pay assessments as outlined in HRCA governing documents.

#### **V. LIABILITY**

- Neither the HRCA nor its representatives accept any responsibility for ill health or injury sustained while participating in any of the programs or activities, or by using HRCA Facilities. Participation is on a voluntary basis.
- There is a risk of injury or harm to those that participate. Each participant assumes all risk of harm or injury resulting in such activity by participant.
- If an injury does occur, it should be reported to the Supervisor on Duty immediately.

#### **VI. SUMMARY**

- All Facilities are designed for safe and enjoyable recreation. Violations of the above stated rules are taken seriously and may result in the loss of recreation privileges.