



OLD WILLOW CLUB

2750 Old Willow Road
Glenview, Illinois 60025

Club Rules and Procedures

In order to enhance the enjoyment of the programs and facilities of Old Willow Club and to promote the health and general welfare of its members, rules and procedures for the regulation of the use of Club property have been adopted. The Board of Directors respectfully requests that the members acquaint themselves with the following:

1. General Rules
2. Swimming Pool Rules
3. Tennis Rules
4. Guest Rules
5. Party Procedures
6. Membership Rules and Procedures

GENERAL RULES

1. Club hours are daily 9:00 a.m. till 8:30 p.m., weather permitting, during the regular season which shall be established by the Board of Directors annually.
2. Children, 10 years of age and under, may not be left unattended by a member except during designated swim team practice times, swim lessons or tennis lessons. Children must be supervised by a responsible adult, other than staff members, between scheduled activities, such as tennis lessons and swim team. Any minor guest under the age of 12 must be accompanied by the adult host member who must sign a waiver of liability for that minor guest.
3. The Club is not responsible for any personal property of members or their guests.
4. Adult locker rooms are reserved for use by members and guests 16 years of age and over. **Cell Phone usage in bathrooms/locker rooms is prohibited.**
5. No pets are permitted.
6. After signing up for a Club event, a member must cancel to the host 48 hours in advance or be liable for the charges.
7. Members and their guests are expected to conduct themselves in a manner that will be considerate of others and of the Club facility at all Club events.

8. All members must sign in upon entering the Club. Upon entering the club, members must also sign in all guests. Guests must sign a waiver, unless they are minors. In that event, members must sign waivers for minor guests.
9. Members shall be responsible for any Club property that is broken, damaged, or removed by them or their guests, and their accounts shall be billed accordingly.

SWIMMING POOL RULES

1. GENERAL

- a. No swimming without a lifeguard present. Please find a lifeguard before entering pool deck if one is not present.
- b. During morning adult lap swim, adults (over the age of 16) may swim AT THEIR OWN RISK without a lifeguard present
- c. All swimmers must obey directions from lifeguards and club managers. At their discretion, lifeguards and club managers have the right to require swimmers to leave the pool.
- d. Adult swim will occur at the discretion of the guards for a 15 minute interval every hour.
- e. Swimmers must only dive off the front of the diving board. No flotation devices (rafts, toys, life jackets) should be used in the diving area.
- e. The pool and pool deck will close for a minimum of fifteen minutes in the event of thunder and thirty minutes for lightning.
- f. The pool is also closed when it is 60° or below.
- g. Toy Time is from 4–5pm on Saturdays and Sundays only.
- h. Children swimming with flotation devices MUST have supervision in the pool.

2. HEALTH AND SAFETY

- a. State Department of Health Regulations require that all bathers take a nude soap shower before entering or re-entering the pool area.
- b. Children who have visited the snack bar or play sand area must be thoroughly rinsed at the outdoor shower before swimming.
- c. Children who normally wear diapers are not permitted to enter the pool unless wearing special swim diapers (available in the manager's office).
- d. Admission to the pool may be refused to anyone with infections or conditions which, in the opinion of the staff, could be considered objectionable or dangerous.
- e. No running, pushing, wrestling or undue disturbance will be permitted in the pool, on the deck or in the locker rooms.

- f. No rafts, toys, etc are allowed in the pool except during designated toy times (small balls OK at lifeguard's discretion).
- g. No food may be brought on to the pool deck.
- h. Drinks are allowed for adults only! NO GLASS CONTAINERS. Please clean area when leaving pool deck. If a spill occurs please let a lifeguard know so they can rinse the area to avoid attracting bees and other insects.
- i. All persons using the swimming pool and the equipment of the pool do so at their own risk. The Club will not be responsible for injuries suffered in or about the swimming pool.
- j. The Board of Directors may delegate to the Club manager, or to a responsible employee of the Club, the power to suspend pool privileges for the violation of Club rules, provided such suspension does not exceed seven (7) days. A written report of such suspension, containing reasons therefore, shall be submitted to the President within twenty-four (24) hours from the time of such suspension. Suspensions longer than seven (7) days and/or such other penalties as may be deemed appropriate shall be made by the Board.

3. CHILDREN

- a. Children 8 years of age and under must be supervised by an adult member, other than club staff, on the pool deck.
- b. Children over 8 years of age must demonstrate a reasonable swimming proficiency to be permitted to swim in the absence of an adult member on the pool deck.
- c. Children swimmers 6 years and younger on swim team require an adult on deck supervising.
- d. Managers reserve the right to require adult supervision on the pool deck at all times.

TENNIS RULES

- 1. Attire will be appropriate tennis wear--shorts or trousers and shirts for the men and tennis dresses or shorts and blouses for women. Swim suits are prohibited. Appropriate tennis shoes are required at all times. Only flat soled tennis shoes are allowed, no cross trainers or running shoes. Shoes for other sports have ridges that will tear up the courts. Please be considerate of our fellow members, maintenance personnel and the tennis professionals—only wear flat soled shoes.
- 2. All guests must be registered at the Reception Desk and be accompanied by a member. Members are requested to refrain from inviting guests at times when the courts are crowded.
- 3. Court Reservations
 - a. Courts 1–5 can be reserved up to one week in advance on the Club website.
 - b. All teams have first priority in court reservation. Please check the website for availability.
 - c. You may reserve two 1-hour court times per week.

- d. During the season Reservation Rules apply to five of the nine courts, (excluding courts 6–9), except when the courts are being used for team play.
 - e. Court reservations will be held for 15 minutes, at which time the court will be available for reassignment.
 - f. Please cancel courts if you cannot use them at reserved times.
4. Open Tennis
- a. No reservations will be taken.
 - b. There will be a one hour time limit.
 - c. Singles must give way to doubles.
 - d. If adults are waiting, children not playing with two adults must vacate the courts immediately.
 - e. During the season, Open Tennis Rules apply to courts 6 through 9, except when in use by the Club professional or reserved for tennis parties on Saturday evenings.
5. Courts may not be reserved for children’s play after 4:30 p.m. weekdays, holidays or weekends. Children may play with adults on a 2:2 ratio. Adults are persons 18 years of age or older.
6. Tournaments will be regulated and run by the Tennis Committee, tournament hosts and tennis professional in charge of the event, and shall take priority over all other play.
7. Team practices, matches and special activities must be scheduled through the Club Professional.
8. Guest fees for other Club teams are waived for regularly scheduled team matches during the season.

GUEST RULES

1. Guests are welcome at all times, but must be accompanied by a member. Any minor guest under the age of 12 must be accompanied by the adult-host member who must sign a waiver of liability for that minor guest.
2. All guests must be registered by the member upon entering the club. If attendant is not on duty, please register your guest at the manager’s office.
3. No one may be a guest at the Club more than six times per season. This rule may be waived by the Club Manager for member’s house guests whose residence is more than 50 miles from the club.
4. The Club will not be responsible for any personal property of members or guests.
5. Members shall be responsible for any Club property that is broken damaged or removed by them or their guests and their accounts shall be billed accordingly.
6. Guest Fees: \$5 per person- weekdays; \$7 per person- weekends/holidays.
7. Guest fees apply to all guests who enter Club property. Guest fees will be charged for the use of the Club facilities. The fees will be charged on a daily basis and will apply to the following:

- a. Any children who are married.
- b. Grandchildren and parents.
- c. Any non-family member or relative other than your immediate family or those exempted from guest fees so noted in the rules of the Club.

PARTY PROCEDURES

Non-club (private) sponsored parties may be permitted as an accommodation to members with the understanding that all facilities remain open, available and enjoyable to the membership first and foremost. The rules outlined below must be adhered to:

1. A private party confirmation form, available from the Club Manager or on the club website, is required for any event on club premises with a group of 15 or more non-member guests.
2. The private party confirmation form must be filed at least 14 days prior to the date of the event. Please do not send out invitations until the date is approved by the club manager. Upon approval, a notice announcing the event will be displayed by the Club Manager 10 days prior to the event for the convenience of members. No rain dates. For parties of 10–15 guests, let manager know at least two days beforehand.
3. Approval will be given for only one party per day. This will be done on a first-come, first-served basis. The maximum number of people permitted at any private party is 50 (including both members and non-members.) In addition, the following adult/child ratios must be maintained: a) for children 10 years and younger 1:8; b) for children 11 years and over 1:4.
4. No private parties will be scheduled on holidays (including holiday weekends) or days of club sponsored parties.
5. Parties can only be held during the regular season of the club, unless otherwise approved by the Board. Private parties will be discouraged at the beginning and end of year due to limited staff that are generally tied to a school calendar.
6. Fees:
 - a. There is a \$150 party and insurance waiver fee with over 15 non-members attending.
 - b. Regular guest fees (\$5 per-person weekdays, \$7 per-person weekends) still apply to all guests.
 - c. There is a fee of \$70 per hour prorated on the quarter hour when the Club Manager or Assistant Manager is required to be in attendance. This fee applies to any party ending past 9pm and must be paid in cash to the manager at the event.
 - d. There is a fee of \$10 per hour for each lifeguard (prorated on the 1/4 hour). One lifeguard is required for every 20 people.
 - e. There is a \$50 fee for tent set-up and removal if a tent is requested.
 - f. The responsibility for clean-up and/or damage is upon the hosting member. Such expenses will be charged to the hosting member if required (i.e. carpet cleaning). The minimum charge is \$25.

7. Other:
 - a. Tennis courts must be reserved separately by the hosting member.
 - b. Two grills must be available to members exclusively at all times. For parties greater than 20
 - c. One seating area must be left available for members. Hosts cannot request use of all seating areas of the club.
 - d. Furniture must be returned to its original placement by the host. Planters and flowers may not be moved for parties. Balloons and hanging decorations must be completely removed at the end of the party.
 - e. Ask the staff for assistance if you need any special supplies such as tablecloths. Do not remove items from the snack bar.
 - f. Members are responsible for cleaning up trash around premises.

MEMBERSHIP

Procedure for Application for Membership

OWC members who are interested in sponsoring a new family for membership should contact the Membership Chair. Initiating sponsors bear primary responsibility for ensuring that persons proposed for membership are of good moral and social character, will be compatible with the current membership, understand that the club is “member run”, and will contribute to the life and welfare of the Club. Eligible members will sponsor only those individuals with whom he/she is personally acquainted as a friend and for whom a positive recommendation is possible. Merely being acquainted with a prospective member is not adequate for sponsorship.

Initiating Sponsor Responsibilities:

1. Complete the ‘Initiating Sponsor Form’ on the Club website, and arrange for two other families, who know the applicant well, to complete the secondary sponsor form.
2. Ensure the prospective member completes the ‘Application’ form and the ‘Information Sheet’ in full.
3. Verify that the name for “Applicant” and “Spouse” are consistent on all forms. These are legal documents and will have to be returned to the Initiating Sponsor for modification if there are any inconsistencies, which will delay their process.
5. Ensure the Membership Application, all Sponsor forms are complete, and a \$250 non-refundable application fee is mailed to: First American Bank, PO Box 92170, Elk Grove Village, IL 60009-2170. Upon receipt of a complete and accurate membership packet, the Membership Chair will begin processing the applicant’s request for membership. The applicants are presented to the membership via email communication to provide additional input or comments on applicants. After 30 days, the Membership Chair will review the application packet with any additional input submitted by members and present the applicant for Board approval. Please note, application for membership does not guarantee membership. The applicant is not added to the wait list until the Board of Directors approves their application.

6. Contact the Membership Chair if you wish to know the status of your applicant's application.
7. The Fees currently in effect: (subject to change and are not guaranteed):
 - a. \$250 non-refundable application fee
 - b. \$2,000 Membership Equity, refundable subject to a new member being available to fill the exiting members spot, as noted in the by-laws.
 - c. \$3,000 Initiation Fee, non-refundable
 - d. \$2,300 Annual Dues (Dues billed \$575 in January, February, March, and April of each year)
 - e. \$1,150 Senior Dues
 - f. \$150 snack bar minimum per season, reconciled at the end of the season. Senior membership snack bar minimum is \$75 (one-half the regular membership snack bar minimum, in proportion to senior membership ½ dues.)
 - g. Payments are due at the end of each billing month. Late payments are subject to a \$25 monthly penalty.
 - h. Questions regarding member statements should be sent to the club treasurer, owctreas@gmail.com.
 - i. All members are encouraged to sign up for auto pay. Interested members should email the club treasurer, owctreas@gmail.com.

Membership Application Procedures for a Relocated Member of OWC

Any former member who resigned from The Old Willow Club because of a geographical move away from the Chicago area, upon reapplication of membership, will have their name placed at the top of the wait list. They will be accepted for membership at the time of the first opening. Former members who have moved away will be required to pay the current application fee and purchase the equity bond at the current value, but will not be required to pay the initiation fee. If the former member remained within the Chicago area, they will be required to pay all fees and will be treated as a new member. In both cases, the application must be approved by the Board of Directors of the Club.

Approval of Application for Membership

When all forms and application fee are received and complete, the Membership Chairman will present the application to the Board of Directors for review. If, for some reason, the application is found to be unacceptable by the Board on the first ballot, the Membership Chair will first contact the Initiating Sponsor confidentially. It is the Initiating Sponsor's responsibility to appeal the first vote by meeting with the Executive Committee prior to a second discussion and vote to be held at the next regularly scheduled monthly board meeting. When the applicant has been approved by greater than 75% of those Board Members in attendance at the meeting, the Membership Chair will add the applicant to the wait list.

Invitation to Join

If the applicant file is in order, the Membership Chair will telephone the applicant to ascertain whether he/she is still interested in joining the club. At this time, the equity investment, initiation fee and dues are explained verbally. The applicant has two weeks to accept or decline the offer from the date of the first call. After two weeks the offer will be considered declined. If the applicant accepts the invitation to join the club, the Membership Chair will send a letter to the applicant confirming the invitation and requesting payment of the equity investment and initiation fee. If the applicant declines membership, his/her name will be removed from the wait list. If a reapplication is made at a later date, it shall be done through an Initiating Sponsor and accompanied by another application fee. The name shall be added to the end of the wait list.

Procedures for Application for Senior Membership

Senior Status Eligibility Requirement:

1. Regular Member must complete twenty years of uninterrupted membership and turn sixty years old prior to the opening of the club.
2. Upon reaching his/her sixtieth birthday, prior to the opening of the Club, a member must provide a written request to the Board of Directors for Senior status.
3. Once a member has been approved for Senior status, he/she may not reapply for full membership.
4. A Senior Member shall:
 - a. Be charged one half (1/2) of the regular annual dues, and one half (1/2) of the snack bar minimum.
 - b. Not be liable for all assessments for capital improvements
 - c. Not be entitled to vote at annual meetings or any other meetings of the Association

Senior Membership Wait List: Senior Membership is limited to 41 seniors at any given time. Once Senior Membership reaches 41 members, Regular Members will be placed on a Senior Wait-List in order of their eligibility.

Waiting List: The Membership Chair maintains the wait list of approved applicants which will be continuously updated. The names of the applicants on the wait list will be in chronological order by approval date. If applicant defers their membership they will go to the bottom of the list. If applicant defers two years in a row they will be off the wait list and their application fee is non-refundable. Any questions concerning the waiting list or the applicants should be directed to the Membership Chair.

Limits on Sponsorship

A member may only sponsor three applicants at any one time. When one applicant is accepted for membership or is removed from the waiting list, the member may then sponsor another applicant.

New members must have completed one season at Old Willow Club to sponsor an applicant. Any questions regarding a member's eligibility to sponsor should be directed to the Membership Chair.

Resignation

A member may request termination of his or her membership by notice in writing, and by returning the bond certificate, to the current Membership Chair of the Association. In order to expedite return of the member's subscription price upon termination of his or her membership and to provide the prospective New Member adequate notice well before the start of the season, membership terminations must be submitted in writing before January 31 of each year to avoid liability for annual dues (see Article VII, Section 4). For timely resignation requests, the Board of Directors shall authorize the repurchase of the membership only if an acceptable membership application is available. If no acceptable membership application is available after a request for termination of membership, then such resigning member upon being notified of the lack of availability of an acceptable membership application, shall notify the President or Secretary in writing if he chooses to continue to be considered an active member without losing his resignation status or to resume his membership without remaining on the resignation waiting list or to surrender the membership for no consideration, whereupon liability for future dues and assessments shall cease. A resigning member is liable for all dues until such member's resignation is effective (see Article VII, Section 4(c)). Therefore, even if a member requests termination of a membership before January 31, in the event no new member is available to take your spot at that time, the member seeking to resign must continue to pay dues and all other fees until such time as the resignation is made effective.