



**Guide to the**

# **Recreation Centers**

**of Sun City West, Inc.**



## From The Advisory Board

Welcome to Sun City West and the magnificent recreation and social activities complex known as the Recreation Centers of Sun City West, Inc. These facilities were constructed by Del E. Webb Communities, Inc. (WEBB) as part of the overall Sun City West development. Ultimately, as WEBB concludes its sales market here, the residents (through an elected Board of Directors) will manage and operate the Recreation Centers' programs and facilities.

In this handbook, we are providing you with a complete ready reference to the Recreation Centers — methodology, activity locations, facility identification (reference maps), and a general program outline. Since operating hours, fees, and other activity information may change periodically, a separate insert is included with the handbook to address those issues. The insert will be updated annually and will be made available to residents along with a summary of any changes made to the basic handbook.

The Advisory Board is composed of elected Sun City West property owners who serve as your communications link to Recreation Centers' programs and operating policies. We feel that there are certain basic concepts and procedures which you should understand so that you may take full advantage of the recreation amenities available to you, and to more fully understand your part in the Recreation Centers' organization. As Board members, we will strive to provide you with properly maintained and efficiently managed facilities, while always keeping your individual and collective interests in mind.

Our congratulations to you on having become part of one of the finest community operated recreation programs in the United States. We encourage you to enjoy your activities and to share in our pride. Above all, we encourage you to . . . PARTICIPATE!

THE ADVISORY BOARD

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# Chapter One

## *Purpose, Organization, and Finance*

### *Purpose*

The Recreation Centers of Sun City West, Inc. (hereinafter referred to as the Recreation Centers) was formed as a non-profit corporation under Arizona state law to operate, maintain and preserve facilities which enhance the recreational, social and leisure interests of its members. These facilities include all activities and programs known as/and operated within the R.H. Johnson Recreation Center, Beardsley Park Recreation Center, Fred P. Kuentz Recreation Center, Pebblebrook Golf Course, Stardust Golf Course, Grandview Golf Course, Echo Mesa Golf Course, and Trail Ridge Golf Course.

### *Basis for Establishment*

The Recreation Centers was established on July 1, 1979, when formed as an Arizona non-profit corporation. As recreational and/or social facilities in Sun City West were constructed by Del E. Webb Communities, Inc. (WEBB), they were turned over to the Recreation Centers for operation and maintenance. All facilities presently in use have been legally deeded (free and clear) to the Recreation Centers. The Articles of Incorporation and related Bylaws form the legal basis for the Recreation Centers, while a Master Agreement (consummated between WEBB and The Recreation Centers) establishes the management format. The ultimate management design for the Recreation Centers is to achieve financial self-sufficiency, separate its relationship from WEBB and, thereafter, maintain total responsibility for the management, operation and maintenance of its facilities and programs.

### *Description of the Recreation Centers*

- Includes theaters/playhouses, agricultural projects, recreational vehicle storage areas, libraries, golf courses, outdoor sports field/courts, dancing facilities, swim pools, and lecture/conference facilities.
- Additionally, they include facilities and equipment to support such crafts as ceramics, sewing, wood-working, leathercraft, lapidary, photography, silver-smithing, fine arts, and other similar activities.

- The Recreation Centers coordinate, implement and aid the various recreational, cultural and social clubs/associations to become established as non-profit organizations. This status is required to operate within the Recreation Centers confines.

### *Management Structure*

#### *Governing Board*

The Governing Board is an interim management board appointed by WEBB to conduct the affairs of the Recreation Centers. This body will function until developer buildout occurs, or the Recreation Centers membership votes to separate its alignment with WEBB (whichever occurs first). The Governing Board is comprised of three (3) appointed senior management officials of WEBB. The Management Agreement between WEBB and the Recreation Centers was consummated in 1987 in connection with the First and Restated Master Agreement, also dated 1987.

#### *Advisory Board*

The Advisory Board is elected by the Recreation Centers membership to consult with the Governing Board and to act as a communications link with the membership. The Advisory Board is comprised of nine (9) elected residents of Sun City West who serve for staggered three (3) year terms. When developer buildout occurs, or when the Recreation Centers membership votes to separate its alignment with WEBB (whichever comes first), the Advisory Board ceases to function as an advisory body and becomes a management Board of Directors.

- The Advisory Board meets monthly in open session (except July and August). Meetings are held at 9:00 a.m. on the second Tuesday of each month in the RHJ Lecture Hall. While all Recreation Centers members are invited to attend the open session, attendees do not participate unless invited by the Chairperson. Minutes of each meeting are published and maintained in the Library for public access.



## 2 Purpose, Organization & Finance

- The Board also meets monthly in closed session with the Governing Board (except July and August).
- The Board sponsors "open forums" in March and October for the membership. These meetings are designed specifically to allow the membership an opportunity to ask questions and receive clarification. The meetings are held in the RHJ Social Hall with times/dates to be announced.

### *Board of Directors*

The Governing Board will cease to function when developer buildout occurs, or when the membership votes to terminate WEBB's management role over the Recreation Centers (whichever comes first). At that point in time, the Advisory Board will become the Board of Directors. When consummated, the Board of Directors will fully manage the business and affairs of the Recreation Centers.

### *General Manager*

This individual serves as the manager over the Recreation Centers' day-to-day operation. This individual provides a full scope of management authority by effecting/implementing policies and procedures of the Governing Board/Board of Directors (as applicable).

### *Membership Meetings*

- Annual and/or special meetings of the membership may be called at the discretion of the Governing Board. Once called, 400 voting members of record are required to effect a quorum.
- The membership may call a special meeting when 5% of the total membership of record (as of the preceding July 1) files a request with the Governing Board stating justification/reasons for such a meeting. The Governing Board may approve or reject such a request, but will provide a written response in either situation. Unless otherwise stipulated in the Articles of Incorporation, its Bylaws, or by statute, Roberts Rules of Order will prevail.

### *Elections*

#### *Voting Eligibility*

Each residential unit receives two (2) votes, regardless of number of occupants per unit. Apartment

owners who have been extended membership privileges by the Recreation Centers are entitled to one (1) vote per apartment unit which is rented or leased in the owner's behalf (maximum number of votes per apartment owner is 100). Renters are not eligible to vote in Recreation Centers' business affairs, but are welcome to participate in meetings as interested parties. Eligibility is restricted to authorized membership categories who are paid-up members of the Recreation Centers. Delinquent members are not eligible to vote.

### *Voting Procedures*

As long as a quorum is achieved, members in good standing may vote on any and each matter brought up for vote. Unless specifically provided for in the Articles of Incorporation, its Bylaws, or by statute, a majority of votes cast shall be sufficient to effect a decision. Members may vote by proxy if the proxy is filed with the Secretary of the Advisory Board prior to the meeting, at the time of the meeting, or as part of the ballot. Proxy forms are available at the Recreation Centers Administration Office.

### *Election of Advisory Board*

- The term of office shall be three (3) years. No member who has served a minimum of two (2) years may be re-elected or appointed to the Advisory Board unless the member has had a two (2) year absence from the Board.
- Three (3) members will be elected annually to form a total number of nine (9) Board members. Elections will be held on the first Tuesday of December. Candidate qualifications will be validated prior to the election by the Advisory Board.
- Election procedures will be established and carried out by an Elections Committee appointed by the Advisory Board.

### *Finance*

#### *Recreation Centers Membership Fee*

Each member is obligated to pay an annual fee to the Recreation Centers to be used to support the operation and maintenance of the Recreation Center division (excludes golf & bowling divisions). The amount of the fee is determined annually



by the Governing Board/Board of Directors (as applicable) and is due in advance each year on or before the anniversary date of the membership.

### *Special Assessments*

A special assessment (applicable to one particular year only) may be levied for the purpose of defraying essential needs of Recreation Centers facilities or operation. Any special assessment requires the assent of a majority vote of the membership at a special meeting called for such purpose. Neither the Governing Board, nor the Advisory Board can unilaterally effect a special assessment—it can only be effected by majority assent of the voting membership.

### *Asset Replacement Fund*

Monies deposited by the Recreation Centers into interest-bearing accounts for the express purpose of accumulating a fund to support replacement of major equipment, or major repair needs. Both the Recreation Centers and WEBB contribute specified amounts to this fund. The Master Agreement stipulates that this fund will remain unused until the Recreation Centers achieves financial self-sufficiency and the management alignment with WEBB is terminated.

### *WEBB Subsidy*

While the Recreation Centers is charged with the responsibility to pursue a breakeven financial status during developer control, it is recognized that a deficit posture is likely during facility start-up

years. For this reason, WEBB annually subsidizes the total net operational deficit of the Recreation Centers following validation by an independent audit.

### *Golf Reserve Fund*

Established in 1987, this fund is derived from supplemental fees assessed golfers for each round of golf played. Monies are deposited into interest-bearing accounts for the express purpose of accumulating a fund to support the replacement and improvement of golf course facilities and maintenance equipment. This fund was created because the line item cost of golf maintenance equipment is exceptionally high; the number of replacement items could be exceptionally large; and subsequently, any required expenditures of this nature from the general fund might be disruptive to the Recreation Centers short and long-term financial condition.

## *References*

Specific information relating to the establishment of the Recreation Centers, membership, voting, fee information, operating policies, management relationship with WEBB, etc. can be found in the following documents (all available at the Library):

- Articles of Incorporation, July 1, 1979.
- Amended Restated Bylaws, January 12, 1987.
- First Amended and Restated Master Agreement, January 12, 1987.



# General Rules and Information

### Eligibility and Priority For Use of Facilities

Residents of Sun City West with a current Recreation Centers membership are authorized full use of all facilities. Members have priority for the use of these facilities over guests and authorized visitors. When necessary, activity monitors will establish prioritized waiting lists for persons desiring to use facilities.

### Recreation Centers Membership

As required by the Recreation Centers Articles of Incorporation, the Master Agreement, and the Facilities Agreement (consummated at homeowner closing), all Sun City West homeowners are required to be members of the Recreation Centers. The most pertinent rules and procedures which accompany this mandate are listed here.

- Membership rates are recommended by the Advisory Board and approved by the Governing Board. Upon home purchase, the membership fee is included in closing costs; thereafter, cards must be renewed annually at the Recreation Centers' Administration Office (located in the RHJ Arts & Crafts Village/East Portal). Membership renewals are accommodated in person, by mail, or by SurePay.
- Each residence (regardless of number of homeowners) is entitled to two votes in official membership sessions. Renters may use Recreation Centers facilities by paying a small administrative fee; however, they do not acquire voting privileges.
- Membership cards are issued to titleholders of Sun City West properties as identified on the respective Facilities Agreement. Supplemental cards may be issued (at the regular membership rate) to non-title holders who maintain permanent residency as long as the non-title holder is 19 years or older, and is domiciled in the residence for a minimum of six months per calendar year. These supplemental cards extend full privileges, use, and services of Recreation Centers facilities, but they do not extend Association voting rights. A certification of membership qualifications is required from the titleholder prior to issue of a supplemental card.
- While the Administration Office will mail renewal notices to members ahead of the due date, this mailing is purely a courtesy reminder and in no way relieves the member of the responsibility to renew their annual membership in a timely manner.
  1. Members are allowed a 30 day grace period beyond card expiration date to settle the renewal fee. After 30 days, a late notice will be issued and a late fee assessed.
  2. Members failing to respond to the 30 day letter will be issued 2nd and 3rd reminders (as necessary) at the 60 and 90 day points respectively. If no response is received following the 90 day letter, the Recreation Centers reserves the right to file a lien against the member's residence for the total amount due. The total amount may include whatever legal/collection agency fees which might accrue to the Recreation Centers.
- Refunds are only authorized in case of member death and are then pro-rated based on the unexpired portion of the membership. Death certificates are required to validate the pro-rata date.
- All facility users must present a current Recreation Centers Membership Card (or Guest Card if applicable) at each facility. Cards are not transferable and cannot be loaned.
- Guests:
  1. Membership cards provide for 24 "punch" numbers to be used each time a member sponsors a guest. One number will be punched for each facility used by a guest. When using the Membership Card guest proviso, the member must accompany the guest and ensure they are properly signed in.
  2. If all 24 guest authorizations are used (from the Membership Card), or if a member simply wants his/her guest to use the facilities



without having to accompany them, they may purchase either a Weekly Guest Card (unlimited use of facilities, but restricted to a one week timeframe), or a 20 "punch" Guest Card (limits use to 20 facilities, but no time restriction for use). Both cards may be purchased at the Administration Office.

3. Guest conduct while using facilities remains the responsibility of the sponsoring member.

### Dress Code

Proper dress is required in all facilities. While specific requirements are identified in Chapter 3, the following basic guidelines apply:

- Bathing suits are required in all aquatic facilities. Cut-offs, or other street clothes combinations are not acceptable.
- Upper body garments must be worn in all activities, except males using aquatic facilities.
- Appropriate athletic apparel is required in all athletic sport areas to include specific footwear and/or clothing.

### Age Restrictions

- Children under 4 years of age are not allowed in the Swim Pool. Children 4-16 years may swim in the RHJ Pool between 10 a.m.-1:00 p.m. daily, but adult supervision must be provided for the duration of use. Children, regardless of age, are not permitted to swim in either the Beardsley Park Pool, or the Kuentz Center Pool.
- Children under 12 years of age may not bowl at R.H. Johnson Bowling Center, or play golf at Recreation Centers golf courses. In both activities, children 12-16 years must be accompanied by an adult.
- Children under 16 years of age may not use the Billiard Room Shuffleboard Courts, Therapy Pool/Spa, or Fitness Centers/Exercise Rooms.

### Publicity

- The primary media used to advertise and promote Recreation Centers activities (including club activities) is the monthly Sun City West "Activities Calendar." This pamphlet is in the form of an insert placed in the *Phoenix Metro Magazine*. The magazine is delivered to Sun City West residents free of charge, compliments of WEBB.
- The monthly *Western Star* is a one-page newsletter that is written by the Recreation Centers General Manager. The format is used to inform residents about specific events, or explain/clarity subjects which are either controversial, or complex. The *Western Star* is available for pick-up at the Recreation Centers Administration Office, and all major facilities.
- The Recreation Centers "Bulletin Boards" are located on the walls just outside the Administration Office, RHJ Sports Pavilion, Village Store, Beardsley Park Recreation Center, and the Kuentz Recreation Center. The boards are used to promote various special events and activities.
- Single-sheet "flyers" are periodically developed to promote special events/activities. They are generally provided to each major Recreation Centers facility and posted to the respective bulletin boards.

### Document Review

Key operational documents pertaining to the operation of the Recreation Centers are available for review in the Library. These documents include the Annual Budget, a summary review of monthly Financial Statements, Annual Audit Report, Minutes of Advisory Board meetings, and Minutes of Joint Governing Board-Advisory Board meetings. Membership data is restricted from public access because of the Privacy Act.



## Chapter Three

# Description of Facilities and General Rules for Use

### General

Aside from the initial investment costs of Recreation Centers facilities, considerable monies are required each year to maintain and improve these structures. In this context, a series of rules and regulations have been established to ensure that the facilities are properly used and maintained. The rules that are presently set forth have withstood the test of time and have proven to be both necessary and acceptable to the majority. We will continue to refine and improve these rules for your benefit.

### Golf Courses

Pebblebrook and Grandview courses are designated as championship-length courses, while Stardust and Echo Mesa are designated as executive-length courses. A new championship-length course is currently under construction and will open for play in the fall of 1989. Pebblebrook, Grandview, Stardust, Echo Mesa and Trail Ridge Golf Course are designated as Recreation Centers Golf Courses. Briarwood Golf Club is a private membership club available to residents. Hillcrest Golf Course is a WEBB-owned facility which is open to the public. Members may pay an annual prepaid greens fee (unlimited play at all Recreation Centers courses), or a daily greens fee (9 or 18 holes of golf at a specified Recreation Centers course).

- Proper golf apparel is required—upper body garments must be worn at all times.
- Children under 12 years are not allowed on the course, and children 12-16 years must be accompanied by an adult.
- Fishing and/or swimming is not permitted in golf course lakes. Golf balls not easily retrievable from the shoreline must be abandoned and thereafter become the property of the Recreation Centers. Human intrusion into golf course lakes may cause damage to lake sealants, adversely affect the environmental conditions controlled by the seal, and result in costly repair actions.

- Follow normal rules of golf etiquette—
  1. Rake sand traps to a smooth surface, and replace rake in trap in a position which is parallel to the fairway.
  2. Fix ball marks on greens, and replace divots on tees. Fairway divots should be tamped down smoothly, but not replaced.
  3. Practicing on the golf course is not allowed—predesignated practice areas are available. Pitching is not allowed on the practice greens, but only in designated areas.
  4. If the hole in front of you is open, allow faster players to play through.
  5. To speed up play, groups should hit when ready. Abandon lost balls without undue delay, and practice continuous putting.
- Possession of range balls in other than designated areas is not permitted.
- Pets and non-golfers are not allowed on the golf course at any time.

### Golf Carts

- Motorized carts must remain on the cart paths at all times—park in a position parallel to your ball and take your choice of clubs to the ball.
- Pull carts are to remain a minimum of 15 feet from greens. They are not allowed between trap and green, in traps, or on either tees or greens. Golfers should avoid water soaked areas as much as possible. Designated parking is available behind each green.
- Medical Flags—Persons who have a physical disability, or a medical condition which may be aggravated by excessive walking, may purchase a Golf Cart Medical Flag which provisionally waives the cart path restriction. This procedure requires an individual to remain on the cart path until he/she is parallel with the ball, and then drive directly to it. Once the ball is hit, the cart should return directly to the path. In addition to the Medical Flag certificate (which is affixed to the golf cart), the golf bag belonging to the handicapped



individual is affixed with a brightly colored "streamer." One streamer in a cart with two golf bags means that only one player is entitled to go off the cart path—the other player may *NOT* be driven to his/her ball, but must walk from the nearest entry/departure point of the cart.

1. To qualify for a Medical Flag, individuals may pick up an application at the Recreation Centers Administration Office. The form must be validated by a physician, and returned to the Administration Office for appropriate review/action.
2. In addition to the administrative fee, a \$10.00 deposit is required for the flag.
3. Medical Flags are issued for one year at a time, or for the duration of the medical condition, whichever is shorter. Flags remain the property of the Recreation Centers and will be turned in at the expiration of the flag issue period. Daily Medical Flags can be obtained at the Golf Pro Shops when the disability can be reasonably validated by course management. Daily flags will only be issued for one (1) day at a time.
4. Abuse of Medical Flag provisos may result in suspension of golf privileges.

### *Pairings*

While foursomes are the preferred method of pairing golfers, fivesomes are created at championship-length golf courses to enable maximum participation by members. Fivesomes are not permitted on executive-length golf courses.

### *Greens Fees*

#### *Annual Prepaid Greens Fees Permit*

The rate is established by the Governing Board and an applicant must be a current, paid-up member of the Recreation Centers to qualify. It is valid only through the expiration date shown on the card.

- The permit is valid for one year from date of issue, but may be purchased for a period not to exceed two years. Permits will not be issued for less than one year, and extensions to expiration dates will not be granted. It is valid only for the person to whom it is issued, and cannot be loaned.
- Refunds will only be granted in case of member death, with prorated payment based on the unexpired portion of the permit.

#### *Daily Greens Fee Permit*

Available for either 9 holes or 18 holes and is payable per course.

#### *Operating Fee*

An additional \$1 per 9 or 18 hole round is collected from each category of greens fee player, and is applicable each time a round is played. This money is used as revenue to defray normal operating costs.

### *Cart Fees*

#### *Annual Cart Trail Permits—*

Basic payment clauses are identical to those shown in "Annual Greens Fees" above. Permits can be purchased through the Recreation Centers Administration Office.

- Only two bags and two persons are allowed per cart.
- Permits are issued for use by the purchaser, his/her spouse, and their guests. Cart permits are not transferable and cannot be used by other Sun City West residents.
- Replacement permits (for damaged or soiled permits) will be issued free of charge as long as the original permit is surrendered. A replacement fee is applicable for lost, or otherwise misplaced cards.

#### *Daily Cart Trail Fee*

Issued to members and bona-fide guests who provide their own private cart and wish daily use privileges. This fee is payable at the Golf Pro Shop.

#### *Daily Cart Rental Fee (Motorized and Pull)*

Carts are available for either 9 holes or 18 holes and can be rented at the Golf Pro Shop.

### *Lessons*

Lessons are available at each golf course and can be contracted directly with the pro. Both individual and group lessons are available.

### *Other*

Clubs are available for rent at each course. Driving ranges are also provided at each course with fees determined by the size of basket desired.



*Tee-time Reservations*

Advance reservations allow members the convenience of planning ahead. Reservations are taken one day in advance of the desired play date (executive-length courses), or four days in advance of desired play date (championship-length courses).

■ *Executive-length Courses*

*(Stardust GC & Echo Mesa GC).*

1. Members can reserve their tee-times in person, or by telephone. Those making reservations in person draw a random number which determines the order of tee-time assignment. The random draw assures that all members receive a fair and equitable chance for obtaining choice times. Once the random numbers are drawn, the tee-time assignments are allocated in numerical order.
2. To allow equity to telephone callers, tee-time assignments are alternated; i.e., one telephone reservation interspersed by one personal reservation and so on.
3. While random draw numbers can be acquired beginning at 6:50 a.m., actual tee-time assignments begin promptly at 7 a.m.
4. One person makes a reservation for a group either in person or by phone.

■ *Championship-length Courses*

*(Pebblebrook, Grandview and Trail Ridge GC)*

1. Requests must be made in person and entered on a "Tee-Time Request Slip." The slips are deposited at the applicable Golf Pro Shop in the box labeled with the desired play date.
2. The box containing the requests will be emptied at 2:00 p.m., 4 days in advance of the desired play date. The draw will be in random sequence and accomplished by Pro Shop employees. Upon selection, first, second, and third choice tee-times will be assigned as available.
3. Only one tee-time request may be submitted for a given day (group players included). If golfers submit more than one request for a given day, they will be penalized by being given last priority for a tee-time.
4. Players who do not opt to participate four days in advance, may still obtain reserved tee-times

as available. Telephone reservations will be accepted for desired play dates three days or less in advance (as available).

- Only members of the Recreation Centers may make an advance tee-time reservation. Guests are not authorized to obtain an advance reservation, but may obtain an open reservation on a first-come, first-serve basis.

*Golf Reserve Fund Fee*

A supplemental fee of \$1.00 per person per round (9 hole round or 18 hole round) is assessed for the specific purpose of generating a capital investment fund for replacement of golf maintenance equipment and/or improvement of golf course facilities. The fee is applicable to all members and guests using the courses and is assessed each time a member signs in to play a round.

*Bowling Center*

Twenty four (24) lanes are available in the RHJ Recreation Center (Sport Pavilion). Automatic computerized scoreboards are provided as part of the regular bowling fee, while rental shoes are available at an additional (nominal) cost.

*General Rules/Information*

- Children under 12 years of age are not permitted to bowl. Children 12-16 years of age may bowl if supervised by an adult sponsor.
- Appropriate bowling attire is required, and upper body garments must be worn at all times. Bathing suits are not considered appropriate attire. Bowling shoes are mandatory.
- For the convenience of handicapped patrons, we will attempt to provide end lanes whenever possible. For this purpose, handicapped persons desiring to bowl are encouraged to call the Sports Pavilion in advance and advise management of their desires.
- Food and drink is not allowed in the bowler's immediate area. Seating is available throughout the main concourse, or bowlers can use the adjacent concourse counters for this use.
- Normal rules of bowling etiquette will be followed at all times; e.g., a bowler should always



yield to the bowler on the right and if ready, allow that individual to bowl first.

### *League Play*

The primary league season runs from September 1 through April 30, with championship roll-offs conducted the first two weeks in May. While summer leagues are supported (mid-May through July 31), their limited size/number generally creates open lanes.

- Leagues are managed by applicable league secretaries. These secretaries arrange for designated league time with the Bowling Center Manager. The Bowling Center provides a list of all leagues and corresponding team compositions/team availability for all residents desiring to participate in a league.
- Once leagues and league schedules are approved by the Bowling Center Manager, they are given priority for reserved lane use during their designated times.
- League disputes are not a matter for Recreation Centers arbitration, but are more properly a function of local ABC or WIBC lanes representatives (as applicable).

### *Open Play*

Once league schedules are finalized, open bowling time is then determined. While we attempt to provide some form of open bowling at all times, the size of some leagues may sometimes preclude it. As a matter of policy, there will always be a one lane separation between leagues and open play.

- If a machine malfunction occurs during league play, management reserves the right to move or preempt open bowlers in favor of the displaced league team.
- When lanes are full, and a waiting list established, a three-game limit is imposed for open bowlers. The waiting list is developed on a first-come, first-serve basis.
- While resident members are encouraged to call the Sports Pavilion to determine the status of lane availability, lane reservations for open bowling will not be accepted.

### *Other*

- The Bowling Center periodically promotes and/or coordinates special events and tournaments to enhance interest and enjoyment in the bowling program. For the most part, these events are open to all resident members.
- A beginners bowling program is offered periodically throughout the year—these programs are conducted free of charge or at nominal cost (depending on category of instruction provided).
- There are 700 bowling lockers available for rent on a calendar year basis. A waiting list is normally maintained for this service.
- A small resale counter is available which promotes routine bowling aids. Large bowling items (balls, shoes, bags, clothes) are not available.

## *Fitness Centers/Exercise Rooms*

Located in each of the three Recreation Centers, the Fitness Centers are designed to provide low to medium range fitness activity for residents. While individual programs can be tailored by members for personalized fitness needs, the design emphasis of existing equipment is to provide a sound cardiovascular warm-up program. Low and heavy impact aerobics classes are periodically offered through established exercise/fitness clubs.

## *Therapy Pools/Spa*

Indoor therapy pools are located in each of the three Recreation Centers, in a room adjacent to the Fitness Centers. An outdoor heated spa is available in the RHJ Pool complex.

- Bathing suits must be worn in therapy pools/spa; street clothing of any type is not permitted. All patrons are required to take a shower before entering the therapy pools/spa.
- Members should be sensitive to the intended purpose of these facilities—the warm active waters are designed to loosen muscle group tightness and, in general, provide a feeling of invigoration as bodily pores are opened. Therapy pools/spa are *NOT* designed to cause weight loss.
- Patrons should normally restrict their use to 15 minute intervals. Since the warm waters are designed to relax the body, extended use may



cause drowsiness—a situation not considered safe in an aquatic facility.

- Vigorous exercise in the pools is not in the best interest of the members; i.e., you would be exercising muscle groups that are being fully relaxed. The contra effect of exercise may cause injury, or further aggravate an existing injury.
- Persons with a heart condition, hypertension, or using prescribed medication should consult their physician before using a therapy pool/spa. Persons who have taken alcoholic beverages should not use these facilities.
- Children under the age of 16 are not permitted in the therapy pools/spa.
- There will be no food or drink allowed in or around these facilities.

### *Swim Pools*

Outdoor heated pools are available at both the Johnson and Kuentz Recreation Centers, while an indoor pool is available at Beardsley Park. Recreation Centers pools are private membership pools. There is no lifeguard on duty and members/guests therefore participate at their own risk. Life buoys and shepherd crooks are readily available at pool-side if an emergency should arise. Specialized equipment is available at each pool to facilitate use by the handicapped, or physically impaired. Unless weather conditions dictate otherwise, pool temperatures are designed to attain an average mean temperature of 84°F (National standard for commercial pools).

- Showers are required prior to each entry into the pool. Appropriate clothing is required—street clothes or street clothes combinations are not permitted.
- Children under the age of 4 years are not permitted in the pools. Children 4-16 years of age may swim from 10 a.m.-1 p.m. daily in the RHJ Pool. All children must be signed in as guests and adult supervision must be provided for the duration of swim. Diving is authorized only in designated areas, and horseplay or unnecessarily boisterous behavior will not be tolerated. However, the pure definition of a “child” necessitates some flexibility in determining what is unacceptable behavior, and what is normal child-like behavior. We ask residents to be sensitive

to this aspect during hours when children are authorized to swim. The governing factors in making an “unacceptable” determination in this area will be safety mindedness, and in maintaining reasonable decorum for the membership.

- Food and beverage is not permitted in or around the swim pool and adjacent deck areas.
- Swim fins, face masks, inner tubes, or inflatable devices are not permitted in the pool unless a medical condition requires it. In such instances, a medical permit is required (available at Administration Office, physician’s prescription required). Small children under the direct supervision of an adult may wear inflatable arm devices as a precautionary safety measure. While such use is at the discretion of the adult supervisor, the monitors should be advised upon entry.
- Any member or guest not abiding by stated, or otherwise obvious safety related rules may be asked to leave. The monitor’s judgement, with respect to safety, proper decorum, and sanitation will prevail in all instances. Any complaint relating to a monitor’s decision may be later appealed to the General Manager. However, the monitor’s decision prevails until such appeal is heard.
- By preannounced schedule, pools may designate early morning reserved time for exercise or handicapped groups. The reserved timeframe allows for both proper care and instruction, as well as majority participation.
- The wheelchair ramp is self-serve and may be used at the discretion of the patron. The hoist will be operated by the Pool Maintenance Supervisor only. Any deviations to this rule require approval by the General Manager. Any desired use of the hoist should be requested in advance to allow for proper employee scheduling.
- A minimum of two lanes will be identified for lap swimming. One lane will be used for slow and intermediate pace swimmers and the other for fast pace swimmers. The remainder of the pool will be for open swim.

### *Racquetball/Handball Courts (2) (RHJ Activities Building)*

- All persons desiring to use these facilities must sign in at the Monitor’s Station.



- Children under the age of 16 years must be accompanied by an adult sponsor.
- Appropriate athletic apparel is required—street clothes are not permitted. Rubber sole athletic shoes are mandatory. Shoes with black soles, or material that otherwise marks the court floor are not authorized. Patrons are asked not to wear athletic shoes from an outside area to the courts.
- The use of eyewear or eyeguards is strongly encouraged.
- Only racquetball or handball items are authorized on the courts. Patrons are asked to use “no mark” composition balls whenever possible.
- All courts are available for a one hour (on the hour) timeframe. Reservations may be made one day in advance and can be made in person, or by telephone. Consecutive reservations will not be accepted, and only one advance reservation (per day) is authorized.
- There will be a 10 minute grace period for the patron reserving the court, after which the court becomes available for open play.
- Courts not reserved as of game time become open courts to be used on a first-come, first-serve basis.

## *Tennis Courts*

Located in the RHJ complex, the main tennis pavilion includes 18 regulation courts (6 lighted), and 6 platform tennis courts. The Fred P. Kuentz Recreation center offers an additional six regulation courts (two of which are lighted.)

### *General Rules Information*

- Appropriate tennis apparel is required, and upper body garments must be worn at all times. Bathing suits are not considered appropriate apparel. Rubber soled tennis shoes are mandatory—street shoes are not allowed.
- Regardless of the availability of club-provided monitors, all members and guests must sign in at the Monitor’s Station.
- “Prime time” is considered to be a time when all courts are full. During this time, there will be no lessons given. Single players will not be

allowed to use the courts for practice, and the ball machine cannot be used. The above restrictions may be selectively lifted when there are a minimum of three (3) courts available for open play.

- Practice backboards can be used by eligible patrons whenever available.
- Courts cannot be held more than five minutes (past the designated start time) while one individual waits for an opponent, or partner.
- Children under the age of 16 must be accompanied by an adult sponsor. However, they are not allowed use of the courts during prime time.
- Any notice posted to the Tennis Court Bulletin Board must be cleared with the monitor, or an officer from the SCW Racquet Association.

### *Court Scheduling*

Whenever possible, play will be scheduled and controlled by a monitor Monday through Saturday. Sunday is considered an open play date and can be used on a first-come, first-serve basis.

- Eligible participants must establish their membership status by presenting a current membership card during sign-in.
- Reservations may be made one day in advance of the desired play date either in person, or by telephone (limit one reservation per day). Reservations will be taken ½ hour before the first period of daily play and may be made Monday through Friday.
- Periods of play will be based on 1½ hour intervals. The starting time for the first period will be determined by the SCW Racquet Association and will be clearly posted on the Bulletin Board. Starting times will understandably change with the seasons.
- While courts are normally scheduled for instruction or individual play during the first two periods of the day only, this rule may be modified at the monitor’s discretion, depending on the extent of court availability.
- Monitors will announce the beginning/ending of play periods. As long as individuals are waiting to play, prior period play time will not be extended and the courts must be vacated at the end of a period.



*Use of Tennis Ball Machine*

The responsibility for control and use of this machine has been delegated to the SCW Racquet Association.

- Prior to use by an individual, the SCW Racquet Association must ensure that proper safety and operational procedures are clearly understood.
- There is an established (nominal) fee to assist in maintaining the machine.
- The machine will not be used by an individual to generate personal monetary gain.

*Billiard Room (RHJ Sports Pavilion)*

- Children under the age of 16 years are not permitted to use this facility.
- Appropriate dress is required, with upper body garments required at all times. Bathing suits are not considered appropriate dress.
- This activity is a designated "No Smoking" area, and food and beverages are not permitted. Those members requiring an alternative may use the main concourse.
- Sitting on tables is not permitted. If the use of a bridge is not exercised, all other shots require that one foot remain on the ground.
- Play will be scheduled for one hour periods. As long as vacant tables exist, the one hour limit may be extended to accommodate members. There will be no reservation of tables.
- Players are not permitted to change tables without first notifying the monitor.

*Mini-Golf (RHJ and Beardsley Park)*

- Children less than 6 years of age are not allowed to play mini-golf. Children 6-16 years must be accompanied by an adult sponsor.
- To speed up play, the number of strokes taken should be restricted to 5.
- Players must remain on the paved sidewalks between holes and avoid straying into the landscaped areas.
- Players may repeat the course as long as new players are not waiting to play. Priority for play will always be given to new players.

*Snack Bars*

Food and beverage facilities are located at each golf course and at the RHJ Sports Pavilion. They are open to all residents, guests, and visitors to Sun City West. Aside from proper conduct, the singular rule to abide by is proper dress; i.e., upper body garments and shoes must be worn at all times.

*Other Sports Facilities*

- Indoor Shuffleboard Courts (RHJ Sports Pavilion)  
Unless preannounced tournaments or club activities are scheduled, courts are maintained for open play. While play periods are generally for one hour duration, times may be extended by the monitor as long as new players are not waiting for court time. Equipment can be obtained from the monitor during sign-in.
- Artificial Turf/Outdoor Bocci Courts (RHJ Recreation Center/Adjacent to Mini-Golf)  
Unless preannounced club activities are scheduled, courts are maintained for open play. Courts are generally scheduled for one hour play periods, but times may be extended as long as new players are not waiting for court time. Equipment can be obtained from the monitor during sign-in.
- Walking/Jogging Track with Parcourse Fitness Circuit (RHJ Recreation Center/Adjacent to Lawn Bowling Courts and Fred P. Kuntz Recreation Center)  
The artificial turf ¼ mile track at our Johnson Center covers a resilient surface to lessen the impact on lower body joints. Electronically timed pacing lights are provided to allow individuals the ability to pace their workout in an individually tailored program. When not competing against time, members can take advantage of the Parcourse exercise stations placed strategically throughout the course. Following Parcourse circuit instructional signs, an individual can combine the cardiovascular advantages of walking/jogging with the related physical attributes of planned exercise. Both activities are open to residents and guests on a self-monitored basis. The track at the Fred P. Kuntz Recreation Center has a contemporary surface, and does not include an exercise fitness course. Upper body garments are required at all times while on jogging tracks.



- Softball Field (Adjacent to Fred P. Kuentz Recreation Center)

Slow pitch softball is relatively new to Sun City West, but its popularity is increasing with the development of inner-city leagues.

- Horsehoe Courts (Adjacent to Beardsley Park Mini-Golf)

Four landscaped courts are provided with equipment available at the adjacent Monitor's Station.

- Lawn Bowling (RHJ Recreation Center/adjacent to Walking Track)

The only four (4) contiguous, natural turf lawn bowling greens in the United States—play is year-round.

### *Picnic Ramadas/Outdoor Bandstand*

The Beardsley Park Recreation Center offers outdoor picnic ramadas with grills and benches. Special musical programs are often promoted in this area using the bandstand as the program focal point. Advanced reservations for the ramadas can be made by calling the Administration Office. A rental fee is applicable. When not reserved, ramadas are available on a first-come, first-serve basis. A minimum of five ramadas are always available for the first-come, first-serve patron.

### *Social Hall Facilities*

The RHJ Recreation Center provides a 900 seat multi-use Social Hall (small stage and kitchen capability) and 62-110 seat Lecture Hall (audio-visual capability). The Beardsley Park Recreation Center offers various meeting rooms and multi-purpose rooms; and the Fred P. Kuntz Recreation Center offers a 300 seat auditorium/theater as well as various multi-purpose rooms. In the majority, all large rooms can be configured to accommodate different size groups and needs. Rooms and specialized equipment can be rented on a ½ day or full day requirement. While resident groups have priority for use, commercial use can be authorized (higher rental rate) if it satisfies membership needs.

### *Library*

In addition to Recreation Centers financial backing, the Library receives a major share of its

operational funding from a chartered club (Friends of the Library). The majority of the Library staff is comprised of volunteers.

### *Affiliation*

The library is affiliated with the Maricopa County Library System which allows for reciprocal privileges at all County libraries in Phoenix, Glendale, Scottsdale, Mesa and other smaller communities. Since the Library is available to all Maricopa County residents, a special card must be issued to patrons to enable access to the County's computerized circulation system. In addition to reciprocal book privileges, the County system also provides for long-term book loans, inter-library loans, and reference assistance.

### *Friends of the Library ("Friends")*

"Friends" is a chartered club (non-profit organization) created especially to promote, support, and enrich the services of the Library. Much of their financial support is derived from collections received during the Annual Endowment Fund Drive. Other programs supported by "Friends" include twice-monthly book discussions, weekly films (shown at RHJ Lecture Hall), and quarterly program meetings. Additionally, "Friends" offers a rental program with selections of currently popular books—typical charges are 10 cents per day, or 50 cents per week. These books are available on a first-come, first-serve basis.

### *Use of Circulation Materials (Books, Magazines, Records, Tapes)*

- A special Library Card must be presented to check out Library materials. While there is no charge for the initial issue, a replacement fee will be charged for reissue.
- The borrowing period is two weeks and all items borrowed can be renewed. Older materials may be borrowed for extended periods, but a special request is required.
- Reference materials are not available for overnight checkout.
- Patrons may reserve books by purchasing and filling out a pre-printed postcard. When the book becomes available, the patron will be notified with the postcard. Books may not be reserved by phone.



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- The fine imposed for overdue books is 5 cents per day (counting only those days the Library is open)—maximum fine is \$1.00 per item. Patrons with overdue books may be notified by mail, or telephone. If an item is lost or destroyed, the patron must pay for the item, or replace it in kind.
- While the current issues of magazines do not circulate, older issues do.

### *Book Drop*

The “Book Drop” is located near the front door and is provided for the convenience of patrons. The facility is to be used to return books and magazines *only* (during non-operating hours)—records and tapes are vulnerable to damage and are not to be put in the “Book Drop.”

### *Inter-library Loan*

This system enables a patron to take advantage of other library inventories by requesting an item from another library. The Library staff will assist patrons in filling out a loan request. Any books received by loans will be administered according to the rules of the sending library.

### *Reference Service*

Reference questions may be posed by telephone, or in person. Assistance in answering reference questions may be obtained from other County library sources.

### *Village Store*

This activity, located in the RHJ Arts and Crafts Village, serves as a sales medium for crafts items created by residents, and subsequently helps to promote the overall crafts program. Only those articles made wholly or in part in Recreation Centers facilities can be consigned to the Village Store for display and sale. A minimum of 80 percent of the resale price will be returned to the member. Ten percent (10%) is paid to the Recreation Centers (to assist in covering the salaries of Village Store monitors), and 10 percent is returned to the member's club (if required by club rules and regulations). Aside from routine operating supplies sold by clubs to their own members, all other resale items sold on Recreation Centers property must be consigned to the Village Store.



## Chapter Four

### Chartered Clubs

#### General

Any group of members who are interested in pursuing a particular hobby, vocation, or special field of interest may join together as a chartered club.

- Approval of club charters rests with the Governing Board (delegated to General Manager).
- Club rules and regulations will not conflict with the Recreation Centers Articles of Incorporation, or its Bylaws. Once approved, these rules will be clearly posted in respective club facilities.
- Club charters are subject to the availability of space, equipment, and facilities required by the group.
- Charters will not be issued to more than one club (of similar design and purpose) using the same dedicated facilities.

#### Membership

- Club membership can only be extended to members in good standing of the Recreation Centers.
- To be established as a chartered club, non-craft clubs must initially produce 50 paid-up first year members, and craft clubs must initially produce 25 paid-up members. Club meetings must be held on a regular basis.
- Honorary membership may not be granted to anyone who is not a member of the Recreation Centers.
- Guest privileges may be extended in the same manner as provided in the Recreation Centers. After a guest has accepted club hospitality for a reasonable amount of time, he/she would be expected to join.
- Clubs are responsible for periodically validating Recreation Centers membership status for all club members.

#### Bylaws and Organizational Structure

Each club will be chartered with an approved set of bylaws stating club purpose and function. Once approved, individual rules and regulations will be

formulated by each club and filed with the Recreation Centers. Each club will be organized with a minimum of three officers; i.e., Chairperson, Vice-Chairperson, and Secretary/Treasurer.

#### Tax Exemption

The Recreation Centers will assist each club in filing for Arizona non-profit organization status. Subsequently, all clubs are responsible for satisfying all Federal and State tax liabilities.

#### Equipment and Facility Use

Recreation Centers equipment and facilities may be used without charge for normal club activities as long as safety awareness, proper decorum and reasonable care of equipment/facilities is provided by the club.

- The potential hazards associated with some crafts equipment require that it be operated only with qualified supervision. Clubs may prohibit equipment use to any individual who is unable or unwilling to use the equipment safely or correctly.
- In facilities where equipment/supplies/services have been provided by the Recreation Centers, Recreation Centers members may use the area during specified "open" times. In facilities where equipment/supplies/services are provided by chartered clubs (from their own funds), clubs may require club membership before equipment use is permitted.
- Regardless of membership status, club rules and regulations for the use of facilities/equipment will be observed by all.
- Whenever the demand for equipment use exceeds availability, all clubs shall equally and fairly allocate the use of equipment on a time or equivalent basis.
- In ensuring that all club-purchased equipment is legally covered under provision of Recreation Centers insurance policies, all equipment approved for purchase by a chartered club (for regular use in a Recreation Centers facility) will become the property of the Recreation Centers.



### *Open Time vs. Club Time*

Each club will schedule a minimum of 25% of their facility time to be available for use by any Recreation Centers member. During these times, clubs will provide a monitor to supervise and assist. To foster club membership, it is clearly in the best interest of a club to allow any Recreation Centers member access to club facilities/equipment. However, as noted above, the demand for use sometimes exceeds equipment availability. In some instances, controlled schedules are necessary to ensure that both club members and Recreation Centers members are accommodated. Also, as noted above, some clubs may be fully restricted to "members only" because of safety concerns.

### *Finances*

All bank accounts shall be in the name of the club and continue through succeeding administrations. Clubs generating gross annual income/cash flow in excess of \$5,000 should seriously consider bonding for applicable club officers. All club finances will be properly documented/recorded, and subject to independent audit. The audit will be made available for review to the Recreation Centers (when deemed necessary). A financial statement shall be filed with the Recreation Centers annually by each club following close of a club's fiscal year.

### *Monitors*

Clubs are required to provide a facility monitor during all operating hours (open time and club time). In the event a monitor is not provided when required, the club area will be closed.

### *Instructional Classes*

- Instructions are provided in various arts, handicrafts, and sports activities for all Recreation Centers members. These classes are generally offered by the chartered clubs at reasonable rates. Unless a waiting list is employed, class registration is on a first-come, first-serve basis. Registration procedures are designed to provide all Recreation Centers members with a reasonable and equitable opportunity to obtain instruction.
- The use of facilities by Recreation Centers members for the purpose of giving instruction for compensation is prohibited unless sponsored and supervised by a chartered club, or authorized by the Recreation Centers as part of a community-wide program.
- Instructions (compensated or uncompensated) will not be given in Recreation Centers facilities during hours that would deny the use of those facilities by the general membership.

### *Resale Operations*

- Recreation Centers facilities are intended for the pursuit of hobby and other leisure-time activities, and not for individuals to manufacture goods/articles for personal monetary gain.
- Chartered clubs may offer member-made articles for sale, as long as a designated percentage of profit is returned to both the club and the Recreation Centers. Clubs are not authorized to sell finished products that were not produced in whole or in part within club facilities. In all instances, member-made articles may only be offered for sale (on Recreation Centers property) when consigned to the Village Store.
- Incidental equipment items and supplies related to club activities may be sold by a club as long as some portion of the resale profit reverts to the club.

### *Charges and Contributions*

- Clubs are not charged a fee for routine club use of Recreation Centers facilities; i.e., regularly scheduled meetings and facility sponsorship (as applicable). The Recreation Centers will only charge clubs for extra requirements (set-ups, seating arrangements, clean-up etc.) above the cost of work for routine club activity.
- Clubs sponsoring activities where an admissions fee is charged for attendance will pay the Recreation Centers a designated percentage of gross proceeds.
- Clubs function as a non-profit organization within Recreation Centers sponsorship. In this context, clubs are being supported by Recreation Centers membership dues. It is expected, therefore, that clubs generating excess monies over and above reasonable operating expenses, will donate all or part of the excess to the Recreation Centers.
- If instructors are used by clubs, and compensated for their services, a designated percentage of their income will be returned to the Recreation Centers.