

Joint 2013 Pool Registration Instructions

REGISTRATION

Pool passes will not be issued to any member of a household whose Homeowner Association assessments are delinquent.

Every household that wants pool privileges in 2013 must complete a 2013 Registration Form. What happens next depends on whether your household was registered and had photos taken for pool passes in a prior year.

HOUSEHOLDS THAT REGISTERED AND RECEIVED PASSES IN PRIOR YEARS

If all members of your household registered and received passes in prior years, you can either mail your completed form to American Management of Virginia, or you can bring it to the pool house on one of the registration dates shown below. Do not leave your registration form at the pool at any other time.

If you attend one of the registrations at the pool house, you will receive 2013 stickers to update your existing passes at that time. If you choose to mail your registration form, please do so by May 13 so your 2013 stickers can be available for pick up from the lifeguards the first time you use the pool.

If any household member does not have their previously issued pass, be sure to indicate on the registration form that a replacement pass is needed. **A new photo does not need to be taken to obtain a replacement pass.**

If you have a new household member, a new nanny, or have a household member that changed to a new pass category (see Category of Membership below), or your pass photo is more than three years old, then a new photo must be taken for that individual. You must register **in person** either at the pool house or at American Management of Virginia.

HOUSEHOLDS THAT DID NOT REGISTER AND RECEIVE PASSES IN PRIOR YEARS

If your household did **not** register and receive passes in prior years, then registration must be done **in person**, so photos can be taken. Only Owners (or Tenants if Owners have transferred their pool privileges to Tenants) may register their household for pool membership. **Children or other household members may not register a household or obtain passes unless accompanied by an Owner.**

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Owners must provide photo identification and proof of residency (driver's license or other appropriate identification) in order to register. Passes are not needed for children under the age of 5, but such children must be listed on the registration form. All household members, age 5 and older, that want pool passes must attend registration.

Residents that are eighteen (18) years of age or older must also provide photo identification and proof of residency. Photo identification must also be provided to register a Nanny.

POOL HOUSE REGISTRATION SCHEDULE

Registration will be offered at the pool house on the following dates/times.

Date	Day	Time
May 1, 2013	Wednesday	6:00 p.m.-8:00 p.m.
May 5, 2013	Sunday	2:00 p.m.-4:00 p.m.
May 8, 2013	Wednesday	6:00 p.m.-8:00 p.m.

If you are unable to attend one of these dates, then you must contact Paulette Heiderman at (703) 530-1550 to **schedule an appointment** to register at American Management of Virginia, 7900 Sudley Road, Suite 600, Manassas, VA 20109.

HOW DO I GET MY PASS (OR 2013 STICKERS) ?

Your pass or stickers will be available from the lifeguards the first time you use the pool, unless you receive your sticker at one of the in-person registrations.

WHO IS ELIGIBLE TO USE THE POOL

Members

Owners (or Tenants if Owners have transferred their pool privileges to the Tenants), household members who **permanently** reside with the owner at their residence in the Englewood Mews, Walney Glen, and Walney Mills developments, and Nannies (individuals who provide care to children who reside in the Englewood Mews, Walney Glen, and Walney Mills developments) are eligible to use the pool as members.

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The following types of membership passes will be issued:

Category of Membership	Color
Adult - Owner or Tenant	White
Adult - 16 and older (other than Owner or Tenant)	Green
Nanny - 18 and older (see separate heading below)	Blue
Child - Unescorted * (ages 13 through 15)	Yellow*
Child - Escorted (ages 5 through 12)	Red

* With parental permission and provided the child can comply with minimum water safety standards as determined by the lifeguards and Pool Management.

Passes are not needed for children under the age of 5, but such children must be listed on the registration form.

Guest Passes

Each household will receive a pass for five (5) guest visits for the season. Guests are allowed, if, in the opinion of the lifeguards on duty, there is sufficient room in the pool at the time of the request. Additional guest passes for five visits, at a cost of \$5.00 each, may be obtained from American Management of Virginia or the lifeguards. The lifeguards will require a check for the exact amount made out to "Walney Mills Pool".

Nanny Pass

To allow children of working parents greater utilization of the pool, a Nanny pass will be available this year. The Nanny pass will allow a non-resident, who is eighteen (18) years of age or older, to escort resident children at the pool. There is a cost of \$25 for the Nanny pass and the pass can only be used when escorting **member** children.

Replacement Passes

There will be a \$5 fee for the replacement of lost passes. Requests for replacement passes should be made to American Management of Virginia or the Pool Committee through the lifeguards or by email at pool@walneymills.org

PARKING

Parking in front of the pool facility is reserved for pool users during pool operating hours. Pool users will need to obtain a daily pass from the lifeguard and place it on the dashboard of their vehicle. **Vehicles not displaying a valid parking pass may be towed without notice.**

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COMPLETING THE REGISTRATION FORM

NOTE: all Owners (and Tenants, if the Owner transfers their pool privileges to the Tenant) must complete a Registration Form.

Please **PRINT** all information on the registration form. Registration forms must be **completely** filled out. Please note the following when completing the form:

- Circle the **Type of Registration**;
- Circle the **Community**;
- Home and work phone (or cell phone) numbers **must** be provided;
- Pool User Information section
 - **every** person who wants a Pool Pass must be listed
 - children under 5 will not be issued a Pool Pass but they must be listed in this section
 - the **Relationship** is the pool user's relationship to the Owner/Tenant
 - the **Age** of children and adult residents **other than owners** **must** be completed;
 - **Be sure to indicate whether each pool user has (in their possession) a previously-issued pass**;
- **The Emergency Contact may not be a member of the Owner's or Tenant's household.** This person will be contacted only when Owners or Tenants can not be reached at their home, work, or cell phone numbers. Owners or Tenants will be the emergency contact for their Nanny and are responsible for maintaining the appropriate information regarding the Nanny to deal with any emergencies; and
- All forms must be signed by Owners (or their authorized representatives in the case of non-resident owners who utilize a property manager). If signed by a property manager, then substitute the property manager name and address for the non-resident owner address and provide the property manager phone number in the Property and Owner Information section; and
- Tenants who have been transferred the Owner's pool privileges must also sign