

Rockville Center Pool Manual

I. General Pool Rules

A. Pool Rules

1. The Pool Manager or, in his/her absence, the Head Lifeguard, is in charge of the pool area. (S)he is responsible for enforcing these rules in the pool and pool area and is authorized to make on-the-spot decisions in all matters affecting health, safety, and general conduct.
2. To ensure the Lifeguards' maximum attention to pool safety, members are asked not to converse with the lifeguards when they are on watch.
3. Any child wearing or using any type of flotation device must have a responsible adult in the water within arm's reach. The adult is responsible for the safety of that child. Water wings are not permitted.
4. A person unable to demonstrate to the Lifeguards his or her ability to swim will not be permitted in the water over the person's shoulders. Anyone who has not passed the basic swimming test requirement shall be supervised by a responsible adult while in the water. SWIM TEST: Swim 1 pool length, float for 1 minute, and tread water for 1 minute.
5. No running, pushing or causing of undue disturbance in or about the pool area and diving board is permitted.
6. No spitting, spouting water, blowing nose, urinating, or defecating in the pool or baby pool. No disposable diapers allowed in the pool or baby pool – only swim diapers will be permitted.
7. Lounges, tubes, rings, etc. are not permitted. Noodles, kickboards, and toys (such as beach balls, diving rings, squishy balls, etc.) may be used in the main pool but must be kept in the pool and under control.
8. The baby pool is for children ages 6 and under only. Children may not be left unattended in the baby pool area.
9. No flotation devices of any kind are permitted off the diving board.
10. Diving is permitted from the diving board and pool deck in the diving area only, as well as the swim team diving blocks.
11. Only one person may be on the swim team block, diving board, or diving board steps at one time and diving area must be clear before diving.
12. No backward entries, handstands, cartwheels, excessive bouncing, sitting, or hanging on the diving board or diving blocks. No diving toward the near edge of the pool.
13. The diving area will not be used for general swimming or games unless authorized by on-duty Lifeguards.
14. No glass articles are allowed in the pool area.

15. No food, drink, or trash of any kind is permitted on the concrete deck immediately surrounding the pool, or in the actual pool or baby pool.
16. Conventional swim wear is required for all persons in the water. Cut-off shorts are not permitted.
17. A shower must be taken before entering the pool.
18. Reserving space for persons who are not yet present at the facility will not be permitted.
19. No pets will be permitted within the pool area except service dogs.

B. Other Pool Policies & Procedures

1. All members and their guests using the pool must sign in at the front gate.
2. When weather conditions dictate that the pool should be cleared, the Pool Manager or Head Lifeguard is responsible and authorized to clear the pool. (See the posted inclement weather policy for more information.)
3. The pool will be cleared of all people in the event of an emergency. The emergency signal will be three sharp blasts of the Lifeguard's whistle.
4. The Pool Manager or Lifeguards may direct any person to take a rest period if they observe excessive fatigue or chill.
5. Admission to the pool will be refused to anyone wearing a bandage, or having severe skin abrasions, colds, coughs, badly inflamed eyes, open sores, infections, nasal/ear discharge, or excessive sunburn.
6. No hanging or playing on lane lines.
7. No children under the age of 12 will be admitted to the pool area unless under the direct supervision of a responsible person age 12 and over.
8. Children who violate pool rules may be required by the Lifeguards to sit out for 5 to 10 minutes.
9. When the main pool is closed to general swimming, such as for swim meets or morning swim practice, no one is permitted in the baby pool area.
10. Alcohol Policy: Adult members and their adult guests over the age of 21 may consume alcohol in the pool area. Excessive consumption of alcohol is prohibited, and members who are deemed to have consumed excessive amounts of alcohol by the Center or its employees will be asked to leave the premises. Members who drink alcohol while at the Center assume all risks and liabilities that may arise as a result of the consumption of alcohol. Members are reminded to use discretion and observe all applicable state and federal regulations regarding consumption of alcohol

II. Pool Management & Procedures

A. Pool Management and Control

1. The Rockville Center Board of Directors appoints a Pool Committee to hire, oversee and support the activities of the Pool Manager and his/her staff. The Pool Committee reports directly to the Rockville Center Board of Directors. The Pool Manager reports directly to the Pool Committee.
2. The Pool Manager or, in his/her absence, the Head Lifeguard, is in complete charge of the pool. As the Agent of the Rockville Center by approval of the Board of Directors, he/she will operate the swimming pool and will supervise all personnel. He/she is responsible for enforcing these rules in the pool and pool area and is authorized to make on-the-spot decisions in all matters affecting health, safety, and general conduct.
3. The Pool Manager or, in his/her absence, the Head Lifeguard, may evict from the Center premises any persons failing to observe these rules or otherwise improperly conducting themselves. Any disciplinary action resulting in the eviction of an individual from the pool premises will be reported to the Board of Directors.
4. Lifeguards will be on duty during normal pool operating hours as well as during swim meets. Lifeguards have the authority to enforce all rules, swim test any swimmer and ask those not in compliance with these rules or leave the pool area.
5. The Lifeguards will serve as a Gate Attendant during all hours of general swimming on a rotating basis. The Lifeguard working as the Gate Attendant is responsible for gate control, admissions, collection, and recording of guest fees.

B. Hours of Operation

1. The hours of operation are decided each year by the Pool Committee and are posted at the pool and at www.RockvilleCenter.com.
2. Inclement Weather Policy
 - a) *If it is raining, but there is no thunder or lightening, the pools will remain open unless it rains hard enough that the guards cannot see the bottom.*
 - b) *At the first sound of thunder or sight of lightening the Pool Manager, or Head Lifeguard, will announce that the pool is closed. At that time all patrons must leave the Rockville Pool area; they may wait in their cars in the parking lot. The pool will remain closed for 30 minutes from the last sound of thunder or sight of lightning.*
 - c) *If conditions force two consecutive 30-minute closures, the pool will be closed until 3 pm. The weather will be re-evaluated at 3 pm (or nearest shift change) to determine whether the facility will reopen from 3 p.m. (or nearest shift change) to close.*
 - d) *If two consecutive closings occur between 5 p.m. and closing time, the pool will close for the remainder of the day.*
3. Swim Meets: The main pool will be used for scheduled Rockville Racers swim meets. During these times the entire pool area (including the baby pool and the diving well) are closed to persons not participating in the meet.

- a) *Scheduled dates and times for meets will be posted at the pool and at www.RockvilleCenter.com*
- b) *The pool will close at 4 p.m. on the days that the meets are scheduled at Rockville.*
- c) *In adherence with Greater Richmond Aquatic League regulations, if a meet is postponed due to inclement weather the home meet must be rescheduled for the next available day. This means it is possible the pool may close at 4 p.m. for make-up meets on short notice.*

C. Pool Admission

1. Members: A Rockville Center Pool Record Book will be maintained for use by the Gate Attendant to identify/record members who are authorized admission to the pool. A complete membership list will be on hand to identify members who have paid dues and fees in full and are in good standing. Only those members who are on the membership list will be admitted to the pool.
2. Admission of Guests of Members
 - a) *Guests must be accompanied by a member at all times. The primary household member is financially and otherwise responsible for the guest while visiting and using the Center facilities, including the pool.*
 - b) *Members must register their guests in the Pool Record Book at the pool entrance.*
 - c) *Members must pay the required Guest Fee to the Gate Attendant prior to admission of their guests. Payment of guest fees is not required for non-swimming chaperones.*
 - d) *Members are limited to 10 guests at one time. Bringing in 11 or more guests equates to a pool party and should be scheduled as such.*
 - e) *Guest fee rates are determined each year by the Pool Committee. Members may pay a daily fee for one guest for one day, or purchase a guest pass booklet containing 10 coupons, each good for one guest for one day. Guest pass booklets are non-refundable and valid for one season only. See attached Rate Schedule for current fees.*

III. Pool Facility Rental

A. General Rental Policies

1. The Rockville Pool Facility is available for rent for private parties and is subject to approval by the Manager and, in some cases, the Pool Committee. Availability is on a first come first serve basis and cannot conflict with any planned Center activity.
2. Any gathering with more than 10 guests is considered a pool party and should be scheduled as such.
3. Pool parties should be scheduled at least five (5) business days in advance.
4. Reservation of space for a party held during normal operating hours is restricted to members only.
5. After-hours parties are available to be booked by members and non-members.
6. Deposits will be refunded if patron cancels the party at least 15 days prior to the event, but will be assessed a \$10.00 processing fee.

7. Deposits will not be refunded if patron cancels the party within 15 days of the booked event.
8. Should the pool be unexpectedly closed due to inclement weather or Acts of God at the time a party is scheduled to begin, efforts will be made to reschedule the party but deposits will not be refunded.
9. Should the pool be unexpectedly closed due to conflict with rescheduled swim meet, the patron's deposit will be refunded in its entirety and efforts will be made to reschedule the event at a 20% discount off the current rates.
10. When hosting a party, the host member or sponsoring member is responsible for cleaning up and returning the facility to the way that they found it. All parties require a refundable deposit to the Center to cover possible damages and/or clean up. Failure to leave the facility the way it was found will result in a loss of deposit, charges incurred for actual clean-up, and may result in loss of future pool rental privileges.
11. The host member or sponsoring member is responsible for all of their guests. The host member or sponsoring member further assumes all liability beyond normal pool insurance and safety concerns.
12. Contact the Pool Manager to schedule a party.
13. Lifeguards will have all authority necessary to assure safe and responsible use of the Facility. All regular pool and safety rules will apply to all persons attending any party.

B. Rules for Pool Parties Held During Normal Operating Hours

1. Parties held during normal operational hours include either reservation of the shaded tent in the pool area or the baseball field pavilion for up to two hours. These parties may not be combined with rental of the adjacent Rockville Center facility except in cases where a separate Rockville Center rental agreement is in place.
2. Scheduling of parties with over 20 people attending that are to be held during normal pool hours is at the sole discretion of the Manager and the Pool Committee. Efforts will be made to minimize impact to our members.
3. Rates are determined each year by the Pool Committee. Non-member guests must pay a guest entrance fee. A security deposit and party rental fee based on the number of people are required. See attached Rental Rates schedule for details.
4. Use of propane grill is included.

C. Rules for Pool Parties Held Outside Normal Operating Hours

1. A sponsoring member is required.
2. Parties held outside normal operational hours include reservation of the entire pool area for two, three or four hours. Renters should book ample time for set-up/clean-up.
3. Rental of the pool facility may be combined with rental of the adjacent Rockville Center facility for an extra fee.
4. All parties must end by 12 midnight.
5. Scheduling parties with over 50 people attending is at the discretion of the Manager and the Pool Committee.

6. One adult chaperone 18 years of age or older is required to be in attendance for every 10 children under the age of 18.
7. Rates are determined each year by the Pool Committee. No differentiation will be made between member/non-member guests; instead a flat rental fee will be assessed. A security deposit and party rental fee based on the number of people are required. See attached Rental Rates schedule for details.
8. Use of the propane grill is included.

IV. Swim Instruction

A. Group Lessons

1. Both members and non-members may register for group lessons.
2. Group lessons are available only from designated instructors hired as employees by Rockville Center during off-peak hours.
3. Lessons are available on a first come, first served basis.
4. Prepayment of full session fee is required at registration. Payment is made to Rockville Center directly.
5. Prorating or splitting sessions will not be permitted.
6. A minimum of 4 students must be registered per class for it to take place; a maximum of 8 students allowed per class.
7. Full refunds will be given if cancellations are made in writing at least 5 business days prior to the beginning of the session.
8. Rescheduling will be allowed on a one-time basis if space is available at the discretion of the instructor.
9. Preschool group lessons (ages 3 to 5, potty trained) will be defined as follows:
 - a) *Gets face wet with instructor*
 - b) *Gets face wet unassisted*
 - c) *Gets face wet and blows bubbles*
 - d) *Hugged underwater dip (hair wet)*
 - e) *Pushes from side to instructor*
 - f) *Pushes from instructor to side*
 - g) *Assisted back float*
 - h) *Assisted kicking on back*
 - i) *Assisted kickboard skills*

- j) Jumps to instructor from side*
- k) Puts face in water to recover object*
- l) General comfort in water*
- m) Safety Skills*

10. Beginner group lessons (ages 4 to 7, can perform Pre-School skills) will be defined as follows:

- a) Repetitive bubble blowing & breathing*
- b) Independent kickboard skills*
- c) Independent kickboard kicking for 1 length (25 yards)*
- d) Streamline to & from wall unassisted*
- e) Kicking on back with arms at side*
- f) Single arm backstroke*
- g) Both arms backstroke 1 length (25 yards)*
- h) Deep-water jumps off blocks*
- i) Retrieval of object 3 feet underwater*
- j) Safety Skills*

11. Advanced Beginner group lessons (ages 6 & up, can perform Beginner skills) will be defined as follows:

- a) Kicking on side with extended arm*
- b) Single arm catch-up freestyle*
- c) Catch-up freestyle with bilateral breathing*
- d) 25 yard competence in catch-up freestyle*
- e) Rifle drill backstroke*
- f) 50 yard competence in backstroke*
- g) Counting strokes from flags to wall*
- h) Retrieval of object from pool bottom*
- i) Introduction to diving from side*
- j) Introduction to breaststroke*
- k) Safety Skills*

12. Rates and Schedule

- a) *The group lesson rates are set each year by the Pool Committee. See attached rate schedule.*
- b) *The schedule is set each year by the Pool Committee. Each session will include six total hours of instruction, split into lessons.*

B. Private Lessons

1. Only members in good standing may arrange private lessons.
2. May be arranged by the member with the instructor of their choice during off-peak hours.
3. All private lessons will be restricted to the lap lane and require reservation. Instructors must contact Pool Manager prior to instruction to make certain the lap lane is available.
4. Rockville Center and instructor will split the total private swim lesson fee.
 - a) *Students pay full lesson fee directly to the instructor upon conclusion of the lesson.*
 - b) *The instructor must pay Rockville Center their portion within 1 hour of the conclusion of the lesson. Payment should be placed in an envelope in moneybox marked with instructor name, student name, and date of lesson.*
5. Should the instructor not be a member or current employee of Rockville Center, guest fees will apply.
6. Private Instructors will not be allowed to teach if there is a balance due and owing from previous lessons.
7. The rates the Instructors must pay the Rockville Center are set each year by the Pool Committee. Please see attached rate schedule for rates owed to the Rockville Center and recommendations for Instructors' rates to the clients.

Approval, Review and Revision of Rockville Center Policies, Procedures and Rules

1. The above policies, rules and regulations have been established by the Pool Committee and are reviewed and approved annually by the Rockville Center Board of Directors.
2. At a minimum, this document will be posted in a conspicuous place at the pool and posted at www.RockvilleCenter.com. Copies will be furnished to all Rockville Center facility managers, members of the Board of Directors and the Gate Attendants.
3. These Rockville Center policies, procedures and rules may be revised at any time by majority vote of the Board of Directors.
4. Recommended revisions must be submitted in writing to the Board of Directors, signed by the proponent member.
5. Significant changes will be disseminated to all members; or, if that is not practicable, a notice stating where copies of the current rules may be obtained or viewed.