

**MARLBANK RECREATION ASSOCIATION
POOL OPERATING POLICIES & PROCEDURES
(May 2012)**

1. HOURS OF OPERATION:

- a. Preseason (before school lets out)
 - Saturday 11:00 a.m. - 8:00 p.m.
 - Sunday 12:00 (noon) - 7:00 p.m.
- b. Regular Season (once school lets out)
 - Monday through Saturday 11:00 a.m. - 9:00 p.m.
 - Sundays 12:00 (noon) - 9:00 p.m.
 - Adult early swim (Monday through Friday) 6:00 a.m. - 7:00 a.m.
- c. Arrangements may be made with the Pool Manager to use the pool at times other than regular operating hours for private group activities. There is a fee charged for private groups using the pool at times other than scheduled operating hours.
- d. The lifeguards may close the pool at any time during periods of bad weather, for cleaning or any reason pertaining to the health and safety of all swimmers.
- e. The pool will also be closed to accommodate Swim Team events.

2. GENERAL RULES FOR ADMITTANCE:

- a. Only members in good standing with pool privileges and their guests will be admitted to the pool.
- b. All members and guests must sign-in at the entrance to the pool.
- c. Individual family members (including any grandchildren) will be listed on the appropriate "pool card." A new "pool card" shall be supplied each year. Pool Cards will be on file at the pool office.
- d. Children over 12 years of age may use the pool unaccompanied by an adult until 6 p.m. Children (ages 8 to 11) who demonstrate to the lifeguard the ability to swim 50 meters (two laps) may be admitted without being accompanied by a supervising adult.
- e. Young people will be permitted to remain at the pool after 6:00pm without being accompanied by an adult sponsor if they have either **completed 8th grade** or are at least **15 years old**. Individuals who have not completed 8th grade, or who are not 15 years old must have a supervising adult sponsor (anyone over age 21) after 6:00pm.
- f. All children who do not swim the required 50 meters must be sponsored and accompanied by a supervising adult (**over 18 years old**) who will be responsible for the children at all times.
- g. Anyone showing signs of intoxication will be refused admittance, or asked to leave the MRA property. Lifeguards will request support from local law enforcement authorities when intoxicated persons refuse to leave MRA property.

3. RULES FOR POOL ENCLOSURE:

- a. All members are responsible for keeping pool area neat and clean.
- b. No sharp metal, glass, or breakable objects are allowed in the pool or on the deck areas.
- c. Only non-breakable containers for food, drink, or other items may be brought inside pool area.
- d. **Absolutely no one, except lifeguards and authorized personnel, are allowed in the pool office or the pump room.**
- e. **Socializing with the lifeguard, while he or she is on duty is strictly prohibited. All guests must stay clear of the lifeguard stands.**
- f. **Smoking is strictly prohibited inside the pool area. Smokers must go outside the fenced area to smoke.**
- g. The MRA assumes no responsibility for member's valuables.
- h. The MRA is not responsible for accident, injury, or loss of any kind caused by a pool guest or member. There is no insurance carried for this purpose. Precautions will be taken by the Lifeguard for the safety of members and their guests while in the pool area.
- i. At the discretion of the Lifeguards, areas may be designated for water games if the pool is not crowded.
- j. Only soft or sponge balls may be thrown in the pool. Ball playing on the deck is at the discretion of the lifeguard.
- k. Bicycles are not allowed on the deck area around the pool. Bicycles must be parked away from the entrance outside of the fenced area.
- l. Animals are prohibited from inside the fenced deck area.
- m. **Chewing Gum is strictly prohibited inside the pool area.** Chewing Gum fouls pool operating equipment and swimmers are requested to support this policy and to not bring gum into the pool area.

4. RULES FOR MAIN POOL & DECK:

- a. **Individuals will not be allowed inside the fenced Pool area unless a lifeguard is on duty, except as authorized by the pool management.**
- b. Parents and siblings (where appropriately supervised by parents) of Swim Team members may remain inside the fenced deck area during swim team practices provided they do not interfere with practice and obey instructions given by the coaching staff. Use of the wading pool is not allowed during practices.
- c. Only approved swimming attire will be permitted in the pool. (No shorts allowed in the water).
- d. Individuals must shower before entering the pool.
- e. Individuals with open sores and nasal discharge will not be allowed in the pool.
- f. Diving (or jumping) into the pool near swimmers is prohibited.
- g. Running is not allowed on the pool deck.
- h. Swimmers must stay clear of the lifelines and lane ropes.
- i. Children wearing diapers will not be allowed in the water (either pool). Children must wear rubber pants or approved "pool diapers."
- j. Water toys and floats may be removed from the pool at the discretion of the lifeguard.
- k. All swimmers under the age of 15, or who have not completed 8th grade, will be required to take a **10-minute** break each hour.
- l. **Children of any age who have not demonstrated the ability to swim one width of the pool will not be allowed in the large pool unless accompanied by a supervising adult.**

5. SPECIAL RULES FOR DIVING AREA:

- a. Only one person at a time is permitted on the diving board.
- b. Non-swimmers are prohibited from use of the diving boards.
- c. Children who have not successfully demonstrated to a lifeguard their ability to swim 50 meters (2 laps) unassisted are not allowed in the diving area.
- d. Divers may not spring or dive until the diving area is clear.
- e. Divers must clear the diving area immediately after diving - use the ladder to exit. Divers are not allowed to swim back under the diving boards after clearing the diving area.
- f. Hanging from the edge of the diving boards is prohibited.
- g. Diving from the side of the pool and swimming in the diving area are not permitted unless permission is granted by the lifeguard. (at which time the diving area will be closed to divers).

6. SPECIAL RULES FOR WADING POOL:

- a. **The safety of children in the wading pool is the responsibility of the parent, not the lifeguard.**
- b. Children at all times must be accompanied by a responsible supervising adult when they are in the wading pool area (inside the fenced area).
- c. The responsible supervising adult must remain inside the wading pool fenced area with the child at all times.
- d. Children over 6 years of age are not allowed in the wading pool.
- e. Running inside the wading pool area is prohibited.
- f. Both gates in the fence around the wading pool will remain closed at all times.
- g. **The wading pool will remain closed during swim team practice.**

7. GUEST RULES:

- a. Non-members residing in **Marlbank Farm** will not be admitted as guests.
- b. **The conduct of a guest is the responsibility of the sponsoring member.**
- c. Guests living in the Peninsula area must pay guest fees and are considered "in town guests".
 - The Peninsula area is defined as Yorktown, Williamsburg, Newport News, Hampton, Gloucester, Poquoson, and James City Counties.
- d. All members and guests must "sign-in" at the entrance to the pool, and the responsible member must countersign local guests.
- e. No local paying guest may visit the pool more than **five** times during the season.
- f. All guests must be accompanied by a sponsoring member and register at the pool entrance. The sponsoring member must "log" their guest(s) on the pool sign-in sheet.
- g. Guests do not have the privilege of inviting additional guests.
- h. Children of MRA members up to the age of 21 are considered Marlbank residents, unless they are married or have an established residence elsewhere in the area.
- i. Children of MRA members with an established residence outside of the Peninsula area may be admitted as "non-paying" guests.
- j. Children of MRA members with established residence in the Peninsula area will be considered as guests of MRA members and must pay the appropriate entrance fee(s) and comply with the "5 visit rule".
- k. **Grandchildren** of MRA members who are under the age of 18 will be admitted to the pool as "Marlbank residents" and need not be accompanied by their grandparents. All such grand children must be pre-registered on the members "pool card" which is maintained by the lifeguard at the pool entrance.
- l. Day care providers, while working for members and associates, will be admitted as non-paying guests when accompanying member children.

8. OUT-OF-TOWN HOUSE GUEST RULES:

- a. Any visitor from outside the Peninsula area primarily visiting a MRA member with pool privileges may visit the pool as a non-paying guest.
- b. The sponsoring MRA member must register all Out-of-Town House Guests at the pool entrance, **or ahead of time, with the pool manager.**
- c. Out-of-Town House Guests will be admitted to the pool without being accompanied by their sponsoring member provided they have been pre-registered at the pool entrance **or with the pool manager.**

9. OTHER GUESTS:

- a. Paying guests are limited to **eight** guests per family, per day.
- b. The sponsoring MRA member must accompany and register all paying guests.
- c. More than eight guests per family, per day, require approval from the Pool Manager. This may also require paying for additional lifeguard services. If required, the individual requesting extra guests will pay the fee for additional lifeguard services.
- d. The fees established by the MRA Board for paying guests are as follows:
 - **Ages two and under: (No Charge)**
 - **Ages three and over \$2.00**
 - **Additional Lifeguard Services: \$9.50 per hour**

10. POOL RENTAL POLICY:

- a. The pool is available to be rented for private functions by clubs, service organizations, school groups and individuals at times other than normal operating hours. The pool is not available for private functions during scheduled hours of operation. The Pool Manager will approve and schedule all pool rentals.
 - Non MRA members must provide their own insurance for any pool function.
- b. Individuals renting the pool must be a MRA member in good standing, or sponsored by a MRA member in good standing. Sponsoring members must attend the event and will be responsible for the conduct and actions of all persons in attendance.
- c. The pool rental fees established by the MRA Board of Directors are as follows:
 - **Rental Fee: \$75.00**
 - **Lifeguard Fee: \$ 9.50 per hour for each Lifeguard required (2-hour minimum)**
 - a. (Note: One lifeguard is required for every **20** people in attendance. One additional lifeguard is required for any fraction over multiples of **20 people**.)
- d. Lifeguards will enforce pool rules, policies and operating procedures at all times. Lifeguards will expel any person from the pool area for reasons deemed necessary to maintain control of the pool area.
- e. Lifeguards will close the pool when deemed necessary for the safety and well being of **all** swimmers.

11. LIFEGUARDS:

- a. Lifeguards are employed by the MRA to maintain a safe and enjoyable pool environment for members and invited guests. Attaining this environment will require each lifeguard to actively promote safe conditions through enforcement of the Pool Rules, while being prepared to take proper action in the event of an emergency situation. Maintaining a pleasant environment includes not only the physical appearance of the deck area and proper chemistry of the pool water, but also the policing of activities and actions of everyone to insure that the facilities are equally available to all users.
- b. The MRA Pool Committee has established the highest standards for our lifeguards and request that all parents convey to their children that the decisions and directives of the lifeguards reflect the logic and maturity necessary to insure the safety, and enjoyment of all who use the MRA pool facilities.

12. LIFEGUARD AUTHORITY:

- a. Lifeguards will enforce all pool rules, policies, and operating procedures.
- b. Lifeguards will expel any person, regardless of age, sex, or position, from the pool area for reasons deemed necessary to maintain control of the pool area. This includes parents who argue with Lifeguard decisions. Lifeguards are directed to request immediate support from local law enforcement agencies if any situation arises where total control of the pool area has been compromised.
- c. Children who are expelled from the pool area will be issued an expulsion notice, stating the reason for the expulsion. Expulsion will be from one to three days at the discretion of the Pool Manager. After expulsion, an individual will not be allowed to re-enter the pool (or deck area) until the expulsion notice is signed by one of his, or her parents and the lifeguard on duty. Expulsion notices will be filed in the pool office.
- d. If possible, the parents will be notified by the Pool Manager when a child has been expelled from the pool.
- e. Lifeguards will close the pool when deemed necessary for the safety and well being of **all** swimmers.