

**INWOOD SWIM CLUB, INC.**  
**2011 POOL RULES AND GUIDELINES**  
**ASSOCIATION MANAGEMENT SERVICES OFFICE - (210) 829-7202**  
*(Party Reservation Forms - contact Mr. Mike Sansavera at the Lifeguard Office)*  
**POOL (LIFEGUARD OFFICE) - (210) 492-8264**  
*(Swim Lessons - contact the Head Lifeguard)*

**1. INTRODUCTION:**

a. The safety and enjoyment of the members of the community are of primary concern in the operation of our pool. If we show courtesy and consideration for others in our use of the pool and cooperate with the lifeguards in their daily management of the pool, only a minimum of rules and guidelines should be needed.

b. Lifeguards will be on duty and in charge of the pool area during the Regular Summer Swim Season. We ask for your cooperation with lifeguard directives or requests regarding safety, abiding by the rules and guidelines, and curtailing any activity that interferes with the swimming enjoyment of others. A lifeguard may request guests to leave the pool in matters concerning safety or over-crowding.

**2. SCHEDULE AND HOURS OF OPERATION:**

**Lifeguards will be on duty and in charge of the pool area during the time frames indicated below:**

**Season Opening – Weekend Prior to School Dismissal and Memorial Day Weekend:  
Lifeguard Coverage**

Saturday	May 28 <sup>th</sup>	12 noon – 7:00 p.m.
Sunday	May 29 <sup>th</sup>	12 noon – 7:00 p.m.
<b>Monday</b>	<b>May 30<sup>st</sup></b>	<b>12 noon – 7:00 p.m. Memorial Day</b>

**Regular Summer Swim Season Opening on Friday June 3<sup>rd</sup> through Sunday August 28th:**

**Lifeguard Coverage**

Sundays	12:00 p.m. - 7:00 p.m.
Mondays	<b>No Lifeguard Coverage: Key Card Swimming Only</b> <b>Exceptions: Memorial Day and Labor Day Weekends</b>
Tuesday	12:00 p.m. - 7:00 p.m.
Wednesday	12:00 p.m. - 7:00 p.m.
Thursday	12:00 p.m. - 7:00 p.m.
Friday	12:00 p.m. - 7:00 p.m.
Saturday	12:00 p.m. - 7:00 p.m.

**PLEASE NOTE:**

**Pool will also be open/with lifeguards on these days:**

Saturday	September 3rd	12 noon – 7:00 p.m.
Sunday	September 4 <sup>th</sup>	12 noon – 7:00 p.m.
Monday	September 5 <sup>th</sup>	12 noon – 7:00 p.m. (Labor Day)

**REPEATING: Lifeguard coverage these Mondays:**

May 30 <sup>th</sup> (Memorial Day)	12 noon – 7:00 p.m.
September 5 <sup>th</sup> (Labor Day)	12 noon – 7:00 p.m.

**NOTE:** The last 10 minutes of the hour is a Rest Break. This time is reserved for lap swim.

**Rest Breaks:**

The first 10 minute break will be at 12:50 p.m. and the last 10 minute break will be at 5:50 p.m.

**3. NON-LIFEGUARDED HOURS OF OPERATION:**

For Swim Club members who purchase/re-activate an entry key card, the pool may be used during non-lifeguard hours from March 1<sup>st</sup> through November 15<sup>th</sup> as indicated below.

Sunday	5:00 a.m. - 10:00 pm
Monday	5:00 a.m. - 10:00 p.m.
Tuesday	5:00 a.m. - 10:00 p.m.
Wednesday	5:00 a.m. - 10:00 p.m.
Thursday	5:00 a.m. - 10:00 p.m.
Friday	5:00 a.m. - 10:00 p.m.
Saturday	5:00 a.m. - 10:00 p.m.

Members 18 years of age or older that are residents of Swim Club member households, may utilize the pool during non-lifeguard hours if they have executed a Waiver of Liability, and it is on file with the AMS Office. Underage guests are not permitted during non-lifeguard hours unless accompanied by a homeowner member or legal tenant.

Please be aware that the pool is not available during Inwood Sharks Swim Team practice or other formal Swim Team Events and when formal Swim Meets are taking place. Additionally, if maintenance must be undertaken or another emergency condition exists, the pool may be closed.

- a. **Entry Key Card Purchase:** Key cards may be purchased through Association Management Services (AMS) located at 1600 NE Loop 410, Suite 202.
- b. **Cost of Key Cards:** Only one key card will be issued per active Swim Club member household, provided the owners' account is current. The cost of the key card is \$15.00 and can be paid for with cash or check. Replacement cards may be obtained at a cost of \$50.00. It is recommended that you write your name and telephone number on the key card with a "Sharpie." One will be available at the Lifeguard Office.

**A \$10.00 fee will be charged, each year, to reactivate a key card from the previous calendar year.** Key cards that have been deactivated due to delinquent assessments or rules violations can be reactivated with the approval of the Swim Club, Inc. Board of Directors (BOD) for a fee of \$20.00.

c. **Waiver of Liability:** As a prerequisite for obtaining an entry card, a Waiver of Liability must be executed by each adult Swim Club member (18 years old and older.) in the Swim Club member household who will use the card. This only needs to be done yearly. If a member of the household turns 18 years old during the current year, they must execute one and have it on file. Waiver forms are available at the Lifeguard Office.

#### 4. INWOOD SHARKS SWIM TEAM INFORMATION:

Information and Registration Forms are available at [www.inwoodhoa.com](http://www.inwoodhoa.com).

#### 5. ENTRY AND POOL USE:

a. **PERSONS USING THE POOL DO SO AT THEIR OWN RISK.** The Swim Club is not responsible for accidents, injuries, or loss of personal property. The ultimate responsibility rests with Swim Club members individually.

b. The pool facilities were designed and built for the primary use and recreation of Swim Club members, their visiting relatives, and other guests. Use of the pool facilities for parties, which may include guests who are not residents, may be scheduled before, during, or after regular pool hours. Swim Club members that schedule parties must be aware that the parties are **NOT EXCLUSIVE**. Other Swim Club members may use the pool during their scheduled party. No parties are permitted without requests made through the proper procedures (Paragraph 8.).

c. Only Swim Club members in good standing (i.e., annual assessment fees paid, as required), their tenants, and their accompanied guests, are permitted to use the pool and pool area.

d. The entry key card system will be kept activated during lifeguard duty hours. The outer gate will remain in the closed position. The inner gate will remain open (This is a safety issue). Swim Club members with key cards enter using their card. It is encouraged that all Swim Club member households obtain a key card to facilitate entry to the pool area and to keep accurate use records. Non-key card users must sign in and sign out at the Lifeguard Office. All guests must be signed in and signed out entering or departing the pool area. Guest fees will be accessed at that time of entry to the facility.

There may be a short period of "discomfort" at the beginning of the swim season until the lifeguards become familiar with the members. Please exercise patience and understanding. The Rules are not overwhelming, but need to be adhered to so we will have a safe and successful swim season. The BOD and the Lifeguards appreciate your cooperation.

e. This sign-in/sign-out register and data from the key card entry system will serve as a source of information as to the days and times when the pool is used most frequently and by whom.

f. As conditions change and use of the pool increases, it may be necessary for the BOD to make adjustments as needed for charging guests, limiting the number of guests, establishing more definitive rules for conduct, etc.

## 6. SWIM LESSONS:

Swimming instruction will be provided by the lifeguards for Swim Club members only. Instruction shall be given by a qualified individual, while **not** on duty as a lifeguard. The pool management company has the exclusive rights to swimming lessons at the pool.

- **GROUP LESSONS** will be available based on eight (8) classes of forty (40) minutes each (a Session).
- **No more than six (6) students may be enrolled in each class.**
- A minimum of three (3) students shall be enrolled in a class prior to its commencement.
- The cost to each student for such classes shall be \$60.00 per session.
  
- **PRIVATE LESSONS and SEMI-PRIVATE LESSONS:**
  - Semi-Private Lessons two (2) students to one (1) instructor
    - \$60.00 for four (4) 30 minute classes
    - \$120.00 for eight (8) 30 minute classes
  
  - Private Lessons (1) student to one (1) instructor
    - \$80.00 for four (4) 30 minute classes
    - \$160.00 for eight (8) 30 minute classes

Arrangements for any instruction shall be made between the individual requesting instruction and the pool management company. The approved instructors are only allowed to provide swim lessons to the Swim Club membership and their immediate families who reside in their residence. Other relatives, friends and guests are not eligible for lessons.

## 7. GUESTS - \$1.00 PER DAY/PER PERSON:

a. Pending pool capacity limits, family, friends and guests are allowed to use the facility provided the \$1.00 daily fee is paid upon entering the facility and they are accompanied at all times by a Swim Club member. Swim Club members in good standing may bring **NO MORE THAN NINE (9) GUESTS PER LOT AT ANY ONE TIME.** The host Swim Club member is responsible for each guest's conduct. The term "guest" applies to anyone not residing in the Swim Club member's home, to include swimmers, non-swimmers, and relatives.

b. A guest cannot be a non-paid member of the Association community; i.e., a Swim Club member who has not paid current assessments or an eligible resident of Inwood who has not become a Swim Club member. Such individuals may not enter the pool or pool area as a guest of a paid Swim Club member.

## 8. POOL PARTIES:

**Prior to the start of the Regular Summer Season Opening, all Pool Party requests are to be coordinated with AMS @ 829-7202 Attention: Ms. Pat Palacios. After the Summer Season begins, please schedule all Pool Parties through Mr. Mike Sansavara, Pool Manager, at 492-8264. You must complete a Pool and Facilities Rental Agreement Form. This Form is available at [www.inwoodhoa.com](http://www.inwoodhoa.com). All parties must be scheduled a minimum of fourteen (14) days in advance.**

a. Only Swim Club members in good standing (As defined in paragraph 5c. above.), or their tenants, may reserve the pool/pool facilities for parties. Additionally, parties may or may not be scheduled, depending on the availability of extra lifeguards. The Pool Manager will make the final determination.

b. Parties will only be scheduled during the Regular Summer Swim Season (Early June – Late August), unless approved by the BOD. A \$50.00 rental fee will be required to reserve exclusive use of the pavilion. This applies to all parties held during or after normal operating hours. After-hours parties must end no later than 11:00 p.m. on Friday or Saturday nights. Parties on any other nights must end no later than 10:00 p.m.

c. All pool rules and guidelines specified herein apply during all pool parties. The Swim Club member hosting the party is responsible for ensuring that party attendees comply with pool rules and depart the pool area at the end of the party. The Swim Club member will also be responsible for any damages incurred during the party.

d. At least two (2) additional lifeguards will be required on duty for all parties. The lifeguard requirements shall be:

9-40 people attending	two (2) lifeguards
41-60 people attending	three (3) lifeguards
61-80 people attending	four (4) lifeguards

No more than 80 guests shall be allowed at private parties. The Pool Manager reserves the right to require additional guards under special circumstances and based on age considerations. One additional lifeguard shall be required for any teenage (Age 16 and above.) party, college age party, or for any party involving alcoholic beverages. The host/hostess must provide one adult chaperone for each ten (10) people at a teenage or college age party.

e. **Parties during the Day:** Parties may be held during regular pool hours, except on days when the pool is reserved for special functions; i.e., formal Swim Meets, community sponsored functions, etc. The party, however, **will not be exclusive**. All Swim Club members have the right to use the pool facilities when it is open. Extra lifeguard requirements shall be two (2) lifeguards for 9 - 40 persons attending. These lifeguard requirements shall be in addition to the lifeguards scheduled for normal pool operations. The cost for the extra lifeguards for parties during regular pool hours is billed to the Swim Club member scheduling the event. **The current rate for lifeguards is \$20.00 per hour per guard as well as a one-time \$10.00 non-refundable administration fee. There is an exception, and that is an after-hours party where alcohol will be served.** If alcoholic beverages will be permitted at the party, the current rate for lifeguards is \$25.00 per lifeguard hour. This is due to the fact that the lifeguards employed must be 21 years of age, or older.

**Please refer to the Pool and Facilities Rental Agreement Form for current rates and procedures for scheduling parties (Form available from the Lifeguard Office during lifeguard hours or [www.inwoodhoa.com](http://www.inwoodhoa.com)).**

f. **Private Pool Parties:** Parties may be held before or after regular pool hours as follows:

At night private parties may begin at 7:00 p.m. The parties must end by, and no music is allowed after, 10:00 p.m. or 11:00 p.m. depending of the specific day of the party (See 8.b.). The lights are to be turned off and the area cleaned up and cleared within 30 minutes after the end of the party. The cost of the lifeguards is paid by the Swim Club member scheduling the event.

During the day, before the pool opens, from 9:00 a.m. to 12 noon, Tuesday – Sunday, the party is **Non-Exclusive**. The key card Swim Club members still have the opportunity to utilize the pool. The cost for the lifeguards is paid by the Swim Club member scheduling the event. The Swim Club member scheduling the party is responsible for ensuring that party attendees depart the pool area at the end of the party.

Private parties at night with persons under the age of 21 in attendance, or if alcohol will be consumed, will require a security guard (Smith Protective Services) beginning at 7:00 p.m. through 11:30 p.m. The fee for the security guard is to be paid by the Swim Club member at a rate of \$25.00 per hour. Arrangements for the security guard must be made through the AMS Office.

g. The Swim Club member reserving the facility is responsible for notifying the Pool Manager at 492-8264 should there be a need to cancel the event. Please make every effort to notify the Pool Manager of a cancellation as early as possible. **The lifeguard fees, as well as the security guard fees (if required), are not refundable if the Pool Manager is notified less than 24 hours before the event is scheduled to occur.** However, if the Pool Manager deems it necessary to close the pool due to inclement weather conditions or other unforeseen circumstances, the fees will be refunded.

## 9. POOL CONDUCT RULES: THE FOLLOWING RULES ARE IN EFFECT AT ALL TIMES.

This is your facility. For your maximum enjoyment and safety, experience has shown that certain rules are a necessity. Accordingly, your BOD has adopted the following:

- a. Beverages in glass containers are not allowed inside the pool perimeter fencing at any time.
- b. Food may not be eaten at the pool's edge or in the water.
- c. Smoking is not permitted within the Inwood Swim Club Inc. facility.
- d. Pool users must be properly attired in swim wear. No cut-off pants are permitted. Lifeguards will use their judgment in determining proper attire.
- e. Children in diapers will wear rubber pants or commercial swim diapers at all times while in the wading/baby or swimming pool. Parents will be held responsible for additional cleaning costs should the pool become contaminated as a result of not adhering to this rule.
- f. Parents shall not permit their children to go to the pool without being accompanied by a responsible adult, unless approved by a lifeguard. The lifeguard is not, and will not be considered, a "babysitter."

"**UNSUPERVISED**" is defined as having no parent or adult at least 18 years of age accompanying a child while at the pool.

g. Age Rules:

- (1) Children less than nine (9) years of age must be accompanied by an adult at all times unless they can, to the senior lifeguard's satisfaction, pass the following tests:

Swim the length of the pool without touching the wall or the bottom of the pool and jump into the pool and tread water for one (1) minute.

- (2) Children nine (9) years old to eleven (11) years old who are **unsupervised** will be allowed at the pool for no more than two (2) hours. After that amount of time, they will be asked to leave the fenced area of the pool for one hour. They may return to the pool after the one hour and stay for another two (2) hours and so on.

- (3) Children twelve (12) years old to seventeen (17) years old who are **unsupervised** will be allowed at the pool for no more than four (4) hours. After that amount of time, they will be asked to leave the fenced area of the pool for one hour. They may return to the pool after the one hour and stay for another four (4) hours, and so on.

- (4) Unaccompanied children cannot swim unless an adult is at home and can be notified in the event of an emergency, illness, or misconduct. **A viable telephone number must be on file with the lifeguards.**
- h. A responsible adult must be with a child at the baby pool and within physical reach of a non-swimmer at all times.
- i. Children above age six (6) are not permitted in the baby pool.
- j. Running, rough play (in or out of the pool), excessive splashing, and diving from the sides of the pool where marked "NO DIVING" are all dangerous and not allowed.
- k. Glass, breakables, and pets can be a health and safety hazard, and are not allowed in the pool area.
- l. Diving Rules: As posted on deck, no diving in shallow end of pool will be allowed. No flips or back dives off of wall areas.
- (1) No swimming in diving well while diving board is in use.
  - (2) One (1) person allowed on diving board at a time.
  - (3) Do not dive until previous diver is to side wall or out of well.
  - (4) The diving board will be closed at the discretion of the lifeguard.
  - (5) Exit at side ladder.
  - (6) Dive straight off the board - not to the side.
- m. Persons with skin disorders, colds, or other infections or diseases shall not enter the pool. Individuals with skin lesions, inflamed eyes, discharge from nose or ears, an open blister or cuts will not be permitted to enter the water. No bandages are allowed in the water.
- n. Spitting or spouting water, "dunking," running, scuffling, or other horseplay of any kind will not be allowed. Pool games will be allowed at the discretion of the lifeguard.
- o. Food, drink, or gum chewing are not permitted on pool edges or in the pool. They will be permitted on the patios and grassy areas.
- p. Only plastic face masks or goggles allowed in the pool. Floating devices attached to the swimmer for safety are allowed in the shallow end only. Recreational floatation devices permitted in the pool during lifeguard hours, are at the discretion of the lifeguards on duty.
- q. Use of skates, skateboards, and similar devices are prohibited within the pool enclosure.
- r. Lifeguards must be notified of all injuries immediately.
- s. Leave the grounds no later than fifteen minutes after designated pool closing time, so that the facilities may be closed, cleaned, and locked.
- t. One lap lane will be up at all times for persons wishing to swim laps. The lane, however, will be available for play unless someone is swimming laps.

u. To prevent/avoid chemical imbalance or filter problems with the water:

(1) Please braid, confine in a pony tail or bun, or wear a bathing cap, if hair is longer than shoulder length. Loose hair cannot be back washed from the filter system, reduces its efficiency, and may cause equipment malfunction.

(2) Towel or shower off suntan lotion or oil before entering the pool. Oil gums up tiles and dilutes pool chemicals.

v. Anyone guilty of repeated violations of pool rules will be suspended or expelled and the matter will be reviewed by the BOD of the Swim Club.

## **10. LIFEGUARD STATIONS:**

There will be three lifeguards on duty at all times.

Station 1 will be at the front desk area.

Station 2 will be on the deck at the shallow end.

Station 3 will be in the perch at the diving well end.

Each station will be rotated on a 20 minute basis due to extreme heat and to keep guards alert.

### **Station Duties:**

Station 1: This lifeguard station is responsible for checking the bathrooms (with every change of station) to make sure that there is no trash on the floor and no mischievousness is going on in the bathroom. The Station 1 lifeguard will also greet visitors as they come in, answer the telephone, make sure residents and guests sign-in and make sure that they are Swim Club members. Station 1 lifeguard will collect any Guest Fees, and secure them appropriately. This lifeguard will also be responsible for making sure that the chairs are lined up and in place at all times, along with using a dip net to remove debris from the water surface.

Station 2: This lifeguard station will be at the shallow end. This lifeguard will be positioned in a chair and will be at pool side to assist children in the shallow end and keep an eye out from this end of the pool.

Station 3: This lifeguard station will be in the perch and keeping an eye on the activity in the diving area and through this end of the pool area for any distress and/or help that is required.

When the pool is open, no books, cell phones, radios or other similar devices are allowed at any lifeguard station.

All stations are Lifeguard Stations, and as such, the lifeguards must remain ever vigilant and alert. If you are at the pool and see any lifeguard violating these rules or not at their Station, please call the AMS Office at (210) 829-7202.

Pool Monitor: A Pool Monitor will be on duty from 7 pm to 10 pm Tuesday through Saturday. At 7 pm, when the Lifeguards are off duty, the Pool Monitor will ensure that all unsupervised minor children leave the gated pool area. Additionally, the Pool Monitor will ensure that ONLY valid card holders, with their minor children and guests, will be permitted to remain at the pool. Members that do not possess a valid card will be asked to leave the gated pool area. These are "non-lifeguard pool sessions." Both gates will be closed, and only card holders will be permitted access with their cards to the gated pool area. The Pool Monitor will have guests sign in, and collect necessary guest fees. Lastly, the Pool Monitor will address any issues of safety during the "non-lifeguard pool sessions."

Reviewed and approved by the Swim Club, Inc. Board of Directors: January 2011