

# POOL AND CLUBHOUSE AT WOODCLIFFE

## 2010 POOL POLICY

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### SUMMARY

The following Policies were approved by the Pool and Clubhouse at Woodcliffe (PCAW) Board of Directors to ensure the safe and sanitary operations of the pool, and to enhance the enjoyment of all members and guests using the facilities. These policies are enforced by the Pool Manager and staff. Comments or complaints not readily resolved by the Pool Manager should be addressed to the Chairperson of the Pool Committee by contacting The Management Group Associates, Inc. (the management company) at 301-948-6666 extension 132.

*Parents are asked to caution their children to observe these policies and to follow the directions of the pool staff. Failure to comply with any of these policies can result in suspension from using the pool facilities.*

These policies may be revised or additional ones established at any time in order to ensure safety and enjoyment. Any changes made after the policies have been printed and distributed for the season will be prominently posted.

The Pool Manager on duty is responsible for the strict enforcement of the policies and has the authority to temporarily suspend any member from using the facilities.

### HOURS OF OPERATION

Season Opening	Saturday, May 29, 2010 (Memorial Day Weekend)
Season Closing	Monday, September 6, 2010 (Labor Day)

While county schools are in session	Weekdays 3:00 pm - 9:00 pm Weekends 10:00 am - 9:00 pm
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At completion of school year	Daily 10:00 am - 9:00 pm
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Swim team practices are expected to be held daily from 4:45 – 8:00 pm in the lap pool during the swim competition season. Notices regarding pool schedules for social activities, swim team meets and practices, and other pertinent events will be posted on the bulletin boards in each bathhouse.

No one is permitted in the pool enclosure when the pool is closed unless they are participating in an event or activity that has been pre-approved by the Board of Directors. Unauthorized persons found inside the pool enclosure when closed will lose their privileges for the remainder of the season, and risk prosecution for trespassing.

### PHONES

The pool phone is located in the guard office and is for pool business and emergency use only. The phone number for the pool is (240) 686-4557. The pool phone may not be used for patron calls, and messages will not be relayed to patrons. Personal cell phone use is not restricted, but please be courteous to other patrons.

## **PARKING**

Please make sure that all pool patrons and guests use only the parking spaces around the pool and clubhouse marked "POOL". Do not use any of the spaces in the Kings Overlook parking lots otherwise you may be subject to towing at the owners expense. Additional parking can be found on the streets around the pool and clubhouse.

## **TRASH**

Pool patrons are requested to clean up after themselves in the pool area and in the parking lot. Trash should be placed in the trash receptacles at the pool entrance and within the swimming pool. Trash bags should be placed in the trash totes at the end of the pool parking lot near the pool fence. Please do not use the Kings Overlook trash dumpster, which is the one surrounded by the wooden fence.

## **GENERAL POLICY**

1. All members of the Association, their families, and guests who use the pool facility shall do so at their own risk and sole responsibility, and will be held responsible for all actions of themselves, their children and their guests. The Association assumes no responsibility whatsoever for any accident or injury in connection with the use of the pool facility and will not be responsible for loss or damage of personal property of any kind. Persons using the pool facility agree to waive any and all claims and causes of action against the Association and further agree not to hold the Association liable for any acts, injuries or damages, which may relate to the use of the pool facility. However, the Association has hired a professional pool management company to operate the pool facility and have the necessary number of certified and experienced lifeguards to be present at the pool facility during operational hours to provide a safe environment. All members, on behalf of themselves and their families and all guests, will be required to certify that they have read and will abide by the Association's swimming pool policies, prior to their initial use of the pool facility. Use of the pool facility constitutes an agreement to abide by the rules and guidelines specified in this pool policy.
2. Any member cited for violation of these pool policies or the Association's covenants or delinquency in any fees owed to the Association may be denied access to and use of the pool facility, as well as have their pool passes confiscated and/or invalidated. Confiscated or invalidated passes will be returned and reactivated by the Association only after all fees have been paid and all violations have been corrected and/or paid.
3. All patrons 2 and over must present a valid pool pass for entry into the pool or pool area. Pool passes should be kept to use from year to year. If lost or misplaced, pool passes will be replaced for a fee of **\$10.00** each at the member's expense.
4. Certified lifeguards and a pool manager employed by a professional pool management company will be on duty during all hours of operation of the pool. The lifeguards and pool manager have the authority to use their discretion in the enforcement of all pool policies in order to provide and maintain a safe and healthy environment. The pool manager is in charge of the pool and is responsible for ensuring that all policies are obeyed. The pool manager has the authority to dismiss from the pool any adult or child for any infraction of the pool policies or when safety is threatened. A three strike policy is in effect. The pool manager can suspend any person from the pool for up to one week for violations/incidents and make recommendations to the Board if a longer suspension is warranted. A second incident involving the same person(s) will result in an additional suspension of up to a week by the pool staff. The pool staff can make recommendations to the Board if a longer suspension is warranted. If these incidents involve a child 11-17 years old, then this second incident will cause the loss of privilege to attend the pool without parental supervision (over 18

years old) for the rest of the summer. A third incident involving the same person(s) will result in a suspension for the rest of the summer.

5. These policies may be changed or amended at any time at the sole discretion of the Pool and Clubhouse at Woodcliffe Board of Directors.
6. There will be a 15-minute rest period for children every hour. During the rest period adults (ages 16 and older) may swim. Infants 2 years old or younger are permitted to swim with an adult during this period.
7. During normal pool operating hours, it may be necessary from time to time to restrict access to pool facilities, to open later than normal, or to close earlier than normal (e.g., swim team competitions or practices). To the greatest extent possible, notices will be posted in advance to identify these closures or restrictions.
8. A maximum of five adult passes and five children's passes per home will be issued for persons residing in the home. Exceptions will be considered and reviewed on an individual basis. Approval of additional pool passes is at the sole discretion of the Board.
9. Children 6 years of age and over may not enter the bathroom of the opposite sex, even if accompanied by an adult. Any accommodations needed for special needs children should be discussed with the pool manager.

## MEMBERSHIP

1. Membership and use is limited to members in good standing and their guests. Access will ***NOT*** be granted to households with HOA accounts that are not in good standing. Members are those persons whose primary residence is a unit within the Vistas or Woodcliffe communities, including full-time babysitters (35 hours or more per week).
2. Children 10 years of age and under must be accompanied by someone 16 years of age or older for admission to the pool area. That person must remain with the child(ren) during the entire time they are in the pool area.

Members ages 11-15 will be admitted to the pool area alone only when both of the following conditions are met: 1) a parent or legal guardian agrees, in writing, to allow the child to come unaccompanied, and 2) the child has adequately demonstrated to the Pool Manager, in his/her sole opinion, that the child has the ability to swim the length of the pool in good form, unaided by another person, the lane ropes, putting his feet onto the bottom, or a flotation device. Please see #4 above as this privilege may be revoked.

When the pool opens for the season the lifeguards will administer a swim test and review the pool policies with the children who will be using the pool without parental supervision. The pool passes for these children will show that they have successfully passed the swim test. This privilege can be revoked at the discretion of the Pool Manager for failure to comply with any of the policies especially as relates to the safety and enjoyment of all members and guests using the pool facilities.

Members ages 11-15 who do not have a pass labeled for independent admittance must be supervised by someone 16 years of age or older while at the facility. Unsupervised children will not be allowed to remain at the facility. Adult to child ratio may not exceed one adult for every four children (defined as a person under 11 years old), unless otherwise approved by the Pool Manager.

3. Pool staff are not allowed to assume custody of small children except during scheduled aquatic instruction periods and team practices.

## **GUESTS / POOL PARTIES**

1. Members bringing guests must bring guest passes (for each person 2 years old and over). Guest passes have 10 spaces, with 1 space being punched/marked off for each guest during the week and 2 spaces being punched/marked off for each guest on weekends and holidays. Additional guest cards may be purchased at the front desk for \$20.00 each. Only checks made out to PCAW will be accepted (no cash). Unused guest passes do not expire and can be used in following years.
2. Each family/residence is limited to six guests per visit unless pre-approved, in writing, by the Pool Board.
3. Guests must be accompanied by an adult HOA member (16 years of age or older). If you have an arrangement that conflicts with this stipulation, contact management to discuss.
4. If it is the member's intention to have a party (defined as more than 6 guests (non members)) at the pool or a total of more than 25 patrons (defined as members plus guests), a request to the Pool Company must be made at least one week in advance [requests must be made via the RSV Pools website, [www.rsvpools.com](http://www.rsvpools.com)]. The member is required to provide the following information: date and time of party, number of members/guests, and specifics about requested use of table space. Parties will be allowed on a case-by-case basis depending on the expected number of patrons at the pool and other parties that may already be reserved. Parties are limited to no more than 2 hours and no more than a total 45 participants (defined as pool members plus guests). There is a \$40 administrative fee that must be paid to the pool company prior to the day of the party (payments will not be accepted by the pool staff and a party is not officially reserved until payment is received and you have received confirmation from the pool company) plus guest passes will need to be used/purchased for each non-member. Pool parties/groups larger than 6 guests/25 patrons will not be allowed entrance to the pool facility without advanced reservation, payment of the administrative fee, and confirmation from the pool company. The member is responsible for the party guests and for ensuring that all trash is promptly disposed of so as not to create a nuisance to other patrons (see HEALTH #5).

## **MEMBER RESPONSIBILITIES**

1. *All persons use the pool and pool facilities at their own risk and sole responsibility.*
2. Property Damage: Unit owners shall be held responsible for all actions of their residents, children and guests. The cost of any pool property damage will be charged to the unit where the user of the pool facilities resides or that he is visiting.
3. Personal Property: Pool users are solely responsible for their own personal property. PCAW accepts no responsibility for damaged, lost or stolen property. Members are strongly advised not to leave their valuables in the bathhouse, in their cars or in sight at the pool.
4. Lost and Found: Lost articles shall be reported to the pool office. Articles found on pool premises shall be brought to the office where they shall be held no longer than thirty (30) days. If unclaimed after 30 days, such articles will be disposed of. Neither PCAW nor the pool management company shall be responsible for items held during that time.

5. Alcoholic Beverages: Alcoholic beverages and controlled substances are strictly prohibited. Persons believed to be under the influence of alcohol or any other controlled substances shall be denied entrance to the pool and/or asked to leave the pool premises.
6. Food and Drink: Food and drinks are allowed only in the grassy areas or at the tables or areas designated by the Pool Manager or Pool Committee. No food or drinks are allowed in the water or poolside. As a courtesy to other members, please do not leave food exposed, uncovered and/or unattended.
7. Noise/Abusive Language: Abusive language and/or aggressive actions will not be tolerated. Loud music (volume such that it disturbs other patrons) is prohibited. Pool management/lifeguards have the right to request any member to turn down or turn off any radio, music/audio player if it is deemed a disturbance to others. Failure to comply will result in expulsion from the pool premises as described in the General Policies section of this document.

## HEALTH

1. Soap Showers are Mandatory - County regulations require showers before entering the pool.
2. No Admittance of anyone wearing bandages, or with skin abrasions, colds, coughs, inflamed eyes, infections, open sores, excessive sunburn, nasal discharge or other evidence of possibly high-contamination risk, including babies with a fever or diarrhea.
3. Pets - No pets or animals of any description will be allowed within the pool enclosure except by expressed permission of the Board of Directors or Social Committee.
4. Diapers - **Children wearing diapers must also wear a swimsuit and rubber pants over their diaper in both the wading pool and the main pool. Disposable diapers other than those manufactured specifically for swimming are prohibited.**
5. Trash - Members and guests are responsible for promptly disposing of their own trash. Please use the trash receptacles provided. If trashcans are not available or need emptying, please notify the pool manager on duty. Parents are responsible for their children's trash.
6. Spitting, spouting of water, etc. is prohibited.
7. Gum chewing is prohibited.

## SAFETY

1. Children who are not demonstrably water safe must have someone, 16 years of age or older, in immediate control of them other than pool staff per the Montgomery County Health Code.
2. Injuries occurring on pool premises must be immediately reported to the Pool Manager on duty. First aid supplies may be obtained from the staff.
3. No diving (Participants in Board-approved swim team activities excepted).
4. No glass containers or glass objects of **ANY** kind are permitted in the pool, deck or bathhouses.

5. Disruptive behavior - Running, pushing, wrestling, dunking, towel snapping, causing undue disturbances, harassment of fellow pool patrons or pool staff, or any activity endangering self or others are **NOT** permitted in the pool, on the deck or in the bathhouse. Pool staff has the authority to dismiss violators from the pool area and bathhouse for these or any types of disruptive behavior or harassment.
6. No smoking is permitted in the pool enclosure.
7. The use of swim gear or scuba masks with glass parts is strictly prohibited (see also Swim Accessories Policy #1).
8. Only greaseless-type sun lotions are permitted.
9. Only authorized personnel are permitted in the office, filter room, behind the front desk, or on lifeguard stands.
10. The Pool Manager will regulate the use of beach balls, toys, inflatable mats, Styrofoam flotation devices, etc. See Swim Accessories Policy for specifics.
11. Attire - Only those in bona fide swimming attire are permitted in the main pool. Cut-offs and similar attire are prohibited. Bathers opting to wear t-shirts over their bathing suits are permitted to do so provided the t-shirts are hemmed on all openings. Attire worn into the pool area shall bear no offensive language or logos (e.g., foul language or drug/alcohol/sex depictions or wording).
12. Wading Pool - Use of the wading pool is restricted to children five and under. Children are the responsibility of their parents or legal guardians, not the lifeguards, and must be supervised by an adult responsible for their safety and conduct.
13. Wheeled vehicles - Strollers/carriages will be permitted in the pool area provided that they are kept out of the flow of traffic and as far away as possible from the pools' edges. Use of any other wheeled vehicles is prohibited in any pool area except for wheel chairs. No roller skates/blades, skateboards, scooters, or bicycles are allowed in the pool enclosure. Bicycle stands/racks are provided near the parking lot.
14. Designated lap lanes will be for lap swimming only. At least one lap lane will be available at all times the pool is open. This lane may be in either the lap pool or leisure pool depending on the swim team's practice schedule and how many lanes they need based on the number of kids at practice and/or other community events. Every attempt will be made to keep one lane open in the lap pool, but the safety of the swim team kids and/or community events may necessitate at least one lap lane being made available in the leisure pool only.
15. At the sole discretion of the Pool Manager on duty, the pool may be closed at any time due to breakdown, weather or other operational difficulties.
16. In the event of any emergency, the pool will be cleared of all people. The signal for this will be three (3) blasts of the lifeguard's whistle.
17. During storms the pool will be closed and the entire area cleared of members and guests at the discretion of the Pool Manager. Due to limited cover, members and guests are encouraged to go home. Others must remain within the shelter of the bathhouse or their car. The pool will normally open thirty (30) minutes after the storm has passed, at the discretion of the Pool Manager.

## **SWIM ACCESSORIES POLICY**

Lifeguards have the authority to remove or request the removal of flotation devices at their discretion.

1. Rafts, inner tubes, swim masks, and snorkels are prohibited from use in the pool. Goggles are devices that cover the eyes only. Swim fins, balls, noodles, water guns or other pool play equipment may only be used at the discretion of the pool manager or lifeguards.
2. Infants and children, under 2 years of age (**no exceptions**) may be in the pool in non-inflatable and inflatable water wings and sitting rings while within arms reach of a parent/guardian 16 years of age or older. Children over the age of two (2) are recommended to wear U.S. Coast Guard approved safety devices, such as a floatation jacket. Children who use such a device must be supervised by someone 16 years of age or older. Due to the high-risk that inflatable devices can deflate or pop, non-inflatable devices are recommended. The Pool Manager and/or Pool Committee reserve the right to temporarily not allow such devices as dictated by the volume of people in the pool and/or special events taking place.

## **SWIMMING LESSONS**

Group and private lessons are available. Registration information and forms will be available at the pool desk.