

Forest Park Cabana Club

2022 Season Pool Rules & Procedures

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A. Basic Pool Rules

PCC pool rules are instituted for your safety and the safety of your family and guests. All members of any age, whether accompanied by a parent or not, are responsible for adhering to these rules. Members are responsible and accountable for the behavior of their children and guests at all times. **Please review these rules with your family members before attending the pool this year.**

Note that the pool manager and lifeguard staff are there to ensure your safety and enforce the rules. Everyone is expected to abide by the pool rules, respect the pool staff and be courteous to other pool members at all times. Anyone who does not abide by the pool rules or the pool staff's decisions will be asked to leave the pool property. Furthermore, serious violations, including repeated disregard of the staff requests, may result in a determination by the Board of Directors (the "Board") to suspend or confiscate the membership. FPCC pool rules, and penalties for violation of these rules, are as follows:

Water and Pool Safety:

1. Obey the lifeguards and staff at all times.
 - Lifeguards have full discretion towards the safety of the patrons and the pool area.
2. Supervision of Children (during lifeguard or staff monitored open hours):
 - Under 7 years old must be accompanied by an adult (18 years and older).
 - Ages 7-10 must be accompanied by someone 15 years or older.
 - Ages 11 and up do not need to have an adult present to attend the pool.
3. The wading pool is only for use by children **four** years of age and younger.
 - Adult supervision for children using the wading pool is required at all times.
 - The adult must be actively watching the child and be physically stationed within 5 feet of the wading pool at all times when the child is using the wading pool.
4. Babies and children who are not potty-trained are required to wear **ONLY approved plastic pants** at all times (NOT disposable swim diapers).
 - Plastic pants can be purchased at the office. In addition, parents can further mitigate the risk of accidents by taking their young children for a bathroom break every hour.
 - Members whose child or guest has a bowel movement in the pool will be fined \$100.00, plus any additional fees to sanitize the pool, to cover the resulting emergency pool service. Pool privileges for the member's family will be suspended until the fine is paid in full.
5. People in the pool must be able to demonstrate that they are "water-safe" and can swim the width of the pool without the use of a safety or flotation device.
 - ANYONE who cannot demonstrate their ability to swim the width of the pool without a safety device, to the satisfaction of the lifeguards on duty must remain in the shallow end of the pool. The shallow end of the pool is the 3-4 foot depth area on the west side of the lifeguard station.
 - In addition, if a child is deemed "water-unsafe" by the guards on duty, the child must be accompanied in the pool at all times by a "water-safe" guardian of 15 years or older even when the child is wearing a coast guard approved safety or flotation device (including puddle jumpers).
 - **Please note that water wings are not considered a safe flotation device and use is not permitted under any circumstances at FPCC.**
 - Lifeguards are authorized to request demonstration of swimming proficiency at any time; the lifeguard's judgment is final and must be respected.
6. The following behaviors are NOT allowed on FPCC property:
 - Running or horseplay on the deck.
 - Diving, flips, corkscrews, jumping in backwards or holding hands while jumping in the pool.
 - Playing on the pool steps, rails or lane lines.

- Splashing, wrestling, dunking (pushing another person’s head under the water), chicken fights, usage of “water guns”, or any other behaviors in the pool that present a danger or disturbance to others using the pool.
 - Profanity.
 - No standing on kick-boards while they are submerged under water (as they often pop-up quickly and can strike someone).
7. Glass items are permitted only in the picnic areas on the lawn.
- Glass is **not allowed** on the pool deck.
 - Glass being transported across the deck must be in a protected container (e.g ice chest).

Facility Use Agreement:

1. A guest fee of \$7.00 is to be paid for each guest accompanying a member onto the pool property. The guest fees must be paid upon initial entry to the pool. The fee applies to all guests (swimmers, non-swimmers, adults and children 2+ years old) who enter the pool property at any time, during staffed or unstaffed operating hours (children under 2 are free).
2. Use of recreational items:
 - Nerf balls, tubes, masks, fins, rafts, or other toys, must be approved by the lifeguard on duty.
 - Tennis balls are not allowed under any circumstances.
 - Masks and snorkels are to be used by those with proper training only.
 - Tubes are not life preservers and are not to be used as such.
 - Fins are to be used in the pool only -- do not walk on the deck with fins.
 - Motorized toys and water balloons are not allowed within the pool property – either in the pool or on the pool grounds inside the gates.
3. Use of blocks, FPCC kickboards, pull buoys or paddles during recreational swim is not allowed.
4. An adult must supervise children in the playground area.
5. All bikes, skateboards, mopeds, etc. are to be walked through the gate and placed in the designated area. Inline skates, roller skates, etc. are to be removed at the front gate.
6. Animals are not allowed on FPCC property.
7. Place all of your trash and recyclables in the appropriate bins prior to leaving the pool.
8. Clean up any BBQ and table areas that you used.

Penalty for violations of any of the above rules will result in the following actions:

- First time – verbal warning
- Second time – documented warning
- Third time – suspension from the pool for the rest of the day (documented by lifeguard)

Please note that serious violations, including repeated disregard of staff requests or disrespectful behavior toward the staff, can result in a determination of the Board to:

- 1) suspend a member from the pool for the rest of the season, or
- 2) confiscate the membership

B. Adult Swim & Lap Swim

Adult swim is ten minutes each hour during normal operation hours. Adult swim applies to swimmers 18 years of age and older. Children two years of age or younger may accompany an adult in the pool during adult swim. At least one lane will be available for lap swimming during most normal operation hours and swim lesson sessions. The lap lane is strictly reserved for members of any age who wish to swim laps.

C. Key-Code Access – Rules and Responsibilities

Using your key-code to access the facility when the pool is not staffed is a privilege that is provided for the convenience of all members. Note: Each member is issued a unique family key-code.

During the swim season, adult members may use their key-code to enter during regular staffed hours by entering their code then # then open the door handle. Members may use the pool with their family and guests during specific non-staffed hours but must be aware and sensitive to the fact that NO LIFEGAUARD WILL BE ON DUTY. The safety of all family members and guests is the responsibility of the member.

Members are allowed to bring guests to the pool during unstaffed key-code access hours, however guest fees must be paid. The total number of guests allowed per family membership is 6 people. The maximum number of people allowed to enter the pool on one membership during key-code hours is 12, which includes family members and at most 6 guests. If a member wants to bring more than 12 people (members and guests) then it is considered a “pool party” and it must be pre-approved and documented by the pool manager/president (see section G for details on having a pool party). All members and their guests must be respectful to our neighbors in all aspects, especially noise. Violation of pool rules, key-code obligations or guest fee payments will result in the loss of the member’s key-code privileges.

Additional unstaffed key-code swimming rules and responsibilities include:

1. During the swim season, members using their key-code to access the facility must be at least 15 years old.
2. If you have forgotten your key-code, please email the board and we will generate a new code for your family.
3. During key-code swimming observe the following rules:
 - a. Close the door after entry and make sure it locks (do not prop it open).
 - b. The member must sign in using the QR code at the pool and pay for guests upon entering the pool gate. The guest fee (see section A.6) must be paid for each guest.
 - c. The member must be present at the pool with their guests at all times.
 - d. All pool rules must be followed during unstaffed key-code swim -- members are responsible for the behavior of their guests.
 - e. Swimming is only allowed during daylight hours.
 - f. Do not swim alone or after dark.
 - g. Do not unlock the door for any other party to enter the pool area. They must access the facility with their own key-code.
 - h. Observe all safety rules in this document, i.e. monitor everyone in the pool and wading pool at all times; no running on deck or diving; no horseplay; etc.
4. Upon exiting the pool ensure the following:
 - a. Close bathroom doors and turn off all lights.
 - b. Return all pool toys to their proper place.
 - c. Close umbrellas.
 - d. You do not need to use the key-code to exit; however, ensure the door is secure and locked.
 - e. Do not give your key-code to anyone outside of your household.
5. Winter Lap Swim:
 - a. Members must observe all key-code rules outlined above.
 - b. In addition, if it is evening and you are the last to leave the pool, you are expected to replace the pool sweep and pool covers and close the facility for the night. Please follow the instructions for installing and removing the pool sweep; posted on the wall near the woman’s bathroom.

D. Guests

Members may bring guests during regular operation and key-code swim hours. The number of guests is limited to six (6) per member family during regular operation hours. The number of guests for key-code swim is also limited to 6, but could be fewer depending on the total number of people (members and guests) entering the pool on one membership as described in section C. This limit is to ensure that the number of people using the pool without lifeguard supervision is kept to a minimum. If you want to have more than 6 guests, please notify the pool manager as it may be considered a pool party.

1. A **fee of \$7.00** must be paid UPON ENTRY for each guest during both regular operation and key-code swim hours. There are no longer pre-paid guest passes or punch cards. If you have unused guest passes or punch cards, those will still be honored but new ones will not be issued.
 - a. Guests include any non-member entering the pool property, whether they plan to swim in the pool, play in the playground, or simply stay on deck.
 - b. The fee applies to all guests (adults and children 2+ years old) who enter the pool property at any time, during staffed or unstaffed operating hours (children under 2 are free).
 - c. Guest fees can be paid electronically using your smart phone via the **PayPal QR code** posted near the office; OR they may be paid in cash or by check and put in the secure drop box next to the bike rack.
2. Members are responsible for ensuring that fees are paid for each of their guests upon entry.
 - a. Please note that guest fee payments are on the "honor system" during key-code swim.
 - b. Please do your part to ensure that guest fees are paid -- payment of guest fees contributes to the coverage of operation and upkeep costs, therefore helping keep annual fees down in the future.
3. The member must be present at the pool with their guests at all times.
4. All pool rules must be followed -- members are responsible for the behavior of their guests.

E. Wading (Baby) Pool

The wading (baby) pool is open during normal staffed operation hours and unstaffed key-code swim hours. The wading pool is only for children four years and younger. Most importantly, the responsible adult must actively supervise their child/children in the wading pool at all times and be physically stationed within 5 feet of the wading pool. Failure to follow this rule will result in disciplinary action.

F. Policy for Fecal or Vomit Accidents in the Pools

Each time a fecal or vomit accident happens in the pool, FPCC is required to close the pool for an emergency chemical service to re-sanitize the water. Pool closure for such accidents can be as long as 24-hours, causing inconvenience and increased costs to the many members using the pool. While vomit accidents may be unforeseeable and unavoidable, fecal accidents can and should be prevented. To ensure fecal accidents are kept to a minimum, members are required to ensure their own children and children of their guests are wearing the appropriate approved diaper and plastic pants. Approved diapers and plastic pants are sold at the FPCC snack shack. All children not fully toilet trained must wear an approved diaper and plastic pant before entering any FPCC pool. If any child accompanying a member has a fecal accident in the pool and was not wearing the required diapers and plastic pants, the member will be charged a \$100 fine, plus any additional fees to sanitize the pool. In the event that you are fined for a fecal accident, please note that your pool privileges will be suspended until the fine has been paid in full. Please also note that if there are repeated offenses by your family or guests, the Board will consider additional consequences.

G. Pool Parties

FPCC understands that having parties at the pool can be a lot of fun, but given the number of members we have, we need to know and regulate the parties. A "party" is defined as a group of 13 or more people and approval must be given to guarantee your spot.

Party privileges are a unique benefit of being a member of Forest Park Cabana Club. The guest fee (section D) must be paid for each non-member guest attending the party in addition to any party fees detailed below. FPCC does not reserve tables for parties, but you may arrive early to set up. General pool party rules include:

- At the beginning of the party, the lifeguarding staff will hold a brief review of the pool rules with all people attending the party to ensure that everyone understands the rules.
- The lifeguard staff may require children attending the party to demonstrate their swimming ability.
- Designated parent chaperones are required for all parties with children under the age of 18 – chaperones must be attentive of the children at all times and ensure that all pool rules are followed by all people attending your party.
- Members hosting the party are expected to respect and adhere to all requests of the lifeguard staff during the party. If the host-member has questions or complaints regarding staff requests, they are still expected to comply with staff requests during the party but are welcome to contact the Board via email at board@forestparkcabanaclub.com for clarification or to register a complaint.
- At the conclusion of your party, you are required to clean up your area and leave the facility promptly (within 15 minutes of the party end time).

Please note that failure to meet the above requirements can result in early termination of your party (without refund) and/or denial of future party privileges for your family. Please also note that party times/dates are on a first come, first serve basis – only one party will be approved per time slot. In addition, Sundays afternoons are traditionally extremely busy with many members holding family BBQs; therefore, parties will be at the discretion of the pool manager.

Policy and approval process for a pool party is as follows:

For parties held during regular operation hours:

1. A maximum of 20 people (swimmers and non-swimmers) per party are allowed, of which 15 may be non-members. Allowances can be made for larger parties but must be discussed with the pool manager when the party is arranged.
2. Pool Parties are at most 3 hours.
3. The "Pool Party Request Form" is available on the website or at the front office. Registration must be submitted to the staff in the front office at least 14 days prior to the desired party date. See the website for registration instructions.
4. Pool Manager approval is required, and approval is at the manager's discretion.
5. The Pool Manager will contact you at least 7 days prior to your party to reconfirm the date and time of your party and answer any questions you may have.
6. Two picnic tables can be set up for your party. If you need more tables, please ask the pool manager to use of large folding plastic tables stored at FPCC.
7. Prior to the party, the guest fees (see section D) must be paid for each non-member guest.

For parties held during key-code swim hours:

1. A maximum of 35 people (swimmers & non-swimmers) are allowed per party, up to 30 may be non-members. The guest fee (section D) must be paid for each non-member guest.
2. The “Pool Party Request Form” is available on the website or at the front office. Registration must be submitted at least 14 days prior to the desired party date. See the website for further instructions.
3. Approval by both Pool Manager and Board President is required.
4. The Pool Manager will provide a response to your request within 5 days from the request submittal date. In addition, the pool manager will contact you 7 days prior to your party to reconfirm the date and time of your party and answer any questions you may have.
5. Lifeguards must be on duty during the party.
6. A fee will be charged to the member requesting the party to help cover costs associated with lifeguarding and “wear & tear” on the facilities. The fee is \$50.00 per hour for each lifeguard required. The pool manager will determine the number of lifeguards. The member must write a check for the full amount one week in advance of the party.
7. There are many factors that the Board President and pool manager will consider whether to approve a party and determine the number of lifeguards required. Lifeguard availability is a major determining factor – if FPCC lifeguards are not available for the requested party time, the party will not be approved as requested. For liability reasons, members cannot bring in non FPCC staffed lifeguards. Other factors considered in the approval process include (but not limited to):
 - a. Past behavior of the requesting member and their guests at previous parties
 - b. Purpose of the party (special events for members)
 - c. Time of the day, day of the week and/or time of season (parties over 20 are not allowed during regular operation hours)
 - d. Ratio of children to adults and age of children
 - e. Number of members attending the party
8. Two picnic tables can be set up for your party. If you need more tables, please ask the pool manager to use of large folding plastic tables stored at FPCC.

Note: Party’s at FPCC are not “private parties”. A party held during non-operational hours (during key-code swim hours) may be sharing the facility with other members. Key-code rules still apply for members who are not attending the party but wish to utilize the facilities during the party time.

H. Swim Lessons

The Forest Park swim lesson program is designed to provide quality swim instruction to children and adults of all swimming abilities. We are offering private and, upon request, semi-private lessons:

Private Two-Week Sessions:

The lessons are offered as private with one-to-one instruction (upon request, semi-private with two-to-one instruction can be done). Summer Lessons generally run for two-week sessions Monday through Thursday (except on weeks that have holidays when a make-up day is scheduled). This format works especially well for young beginning swimmers. Spring Lessons may run only 2 days/week due to pool and staff availability.

Swim Lesson Schedule, Pricing & Registration information are located on the FPCC website.

Lesson Levels:

Level 1 - Turtle I (Ages 3-6)

This level is for beginning swimmers, no swim experience required to enroll. The child will learn how to kick, float and put their face in the water. They must be able to kick with proper body position, face in the water for 5 yards and float on their back to move to the next level.

Level 1 – Turtle II (Ages 7 and up)

This level is for beginning swimmers, no swim experience required to enroll. The child will learn how to kick, float and put their face in the water. They must be able to kick with proper body position, face in the water for 5 yards and float on their back to move to the next level.

Level 2 - Minnows (Ages 3 and up)

Students in this level will learn how to have proper body position and breath control in the water (Fins will be used to assist with pop-ups for breathing if needed). We will emphasize strengthening their kick. They will learn how to kick on their stomach and back. The child must be able to kick with proper body position, face in the water for 5 yards, then pop up for a breath and return back to proper body position for a total of 15 yards to move to the next level. The child must be able to float and kick on their back for 15 yards to move to the next level.

Prerequisite: Child must have passed the turtle level and/or be comfortable in the water without a parent. They must be able to kick with proper body position, face in the water for 5 yards and float on their back.

Level 3 - Porpoises (Ages 4 and up)

Students in this level will be introduced to freestyle including side-breathing. The child will also be introduced to backstroke. They must be able to swim 15 yards of free-style and back-stroke with proper body position, for a total of 15 yards to move to the next level. These swimmers are then qualified to join our swim team.

Prerequisite: Students must have passed minnows level or must be able to kick with proper body position, face in the water for 5 yards, then pop up for a breath and return back to proper body position for a total of 15 yards. The child must be able to float and kick on their back 15 yards.

Level 4 – Dolphins (Ages 5 and up)

Students in this level will work on fine-tuning their freestyle and backstroke using proper techniques. They will also be introduced to breast stroke. They must be able to swim 15 yards of free-style, back stroke and breast stroke with proper body position to move to the next level.

Prerequisite: Child must have passed the porpoise level and/or be able to swim 15 yards of free-style and back-stroke with proper body position, for a total of 15 yards.

Level 5 – Sharks (Ages 5 and up)

Students in this level will focus on fine tuning freestyle, back stroke and breast stroke. They will be introduced to butterfly.

Prerequisite: Child must have passed the Dolphin level or be able to swim 15 yards of free-style, back stroke and breast stroke with proper body position.

For most up to date swim lesson information, please refer to the FPCC website.

NOTE: It is FPCC's policy that formal lessons are provided on our facility only by employees of FPCC. Our facility is not to be used for personal profit or financial gain by members or guests. In addition, members may not bring a guest to the pool to provide swim lessons to them or their children. If you have a special circumstance, you are welcome to address the Board for consideration. Contact the Board via email at board@forestparkcabanclub.com.

I. Swim Team

The FPCC Swim Team will begin this season on **Monday, April 11th**. **Swim Team Schedule, Pricing & Registration information are located on the FPCC website.**

League swim meets are held on Saturdays during June and July. Participation on the Forest Park Swim Team is a great opportunity for your son or daughter to experience the fun and excitement of individual and team competition while learning to excel in one of the best conditioning sports. Numerous swimmers that have started at Forest Park have gone on to excel at local high schools and year-round swim teams.

Forest Park belongs to the Silicon Valley Swim League that consists of FPCC, Killarney Farms, Fairbrae, Rancho Rinconada and Sunnyvale SUNN's summer program. The League statement of purpose is:

1. To provide for young swimmers an opportunity to develop competitive swimming skills, sportsmanship and fellowship.
2. To promote an atmosphere of fairness at all swimming events.
3. To support and encourage a spirit of good will and fellowship among competitors.

Up to date information on the swim team is on the FPCC Website or Contact swimteam@forestparkcabanaclub.com for any questions.

J. FPCC Pool Schedule & Hours

*See the **Calendar | Pool Calendar** page on the website for the Pool Schedule details.*

Normal Operation Hours (with lifeguards on duty):

- Note that normal operation hours may be interrupted by some swim team and special holiday events, which are noted in section K. **Pool will be closed for swimming at sunset**, but the facility will remain open for 30 minutes past sundown to allow for patrons to shower and clean up. Note that the staff may close the pool earlier if there is no one using the pool. Fridays will be staffed in April (3:30pm – sunset) if the weather is warm.

Key-Code Swim Hours (no lifeguard or staff on duty – member is responsible):

- During key-code hours, members **must get out of the pool at sunset**, and then vacate the facility 30 minutes after sundown. Note that key-code hours may be interrupted by some swim team and special holiday events, which are noted in section K.

Swim Team Schedule

- Swim team times and events can impact normal operating hours and are subject to change, please check the FPCC website for latest swim team schedule.

K. FPCC Key Dates

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|------------------|-----------|--|
| April 4 | Monday | Pool opens for Recreational and Lap Swim |
| April 11 | Monday | Swim Team Practice begins |
| May 4 | Wednesday | Swim Lessons begin |
| May 30 | Monday | Memorial Day Party |
| June 4 | Saturday | Tsunami Home Swim Meet (<i>Rec swim start may be delayed past 12:00</i>) |
| June 13 | Monday | Pool switches to summer hours - Swim Team sessions move to the morning |
| June 18 | Saturday | Tsunami Home Swim Meet (<i>Rec swim start may be delayed past 12:00</i>) |
| June 18 | Saturday | Tsunami Swim Team Spirit Night (<i>Pool closed for Swim team use after 5:00pm</i>) |
| June 25 | Saturday | Tsunami Home Swim Meet (<i>Rec swim start may be delayed past 12:00</i>) |
| July 4 | Monday | 4th of July Party (<i>no swim lessons, make up lesson on Friday this week</i>) |
| July 9 | Saturday | Tsunami Home Swim Meet (<i>Rec swim start may be delayed past 12:00</i>) |
| July 16 | Saturday | Tsunami Awards Dinner (<i>Pool closed for Swim Team use after 5:00pm</i>) |
| Sept 5 | Monday | Labor Day Party |
| End of October | | Pool closes for Recreational Swim |
| November | | Pool Maintenance month, pool may be closed, else open for lap swim |
| December – March | | Winter Lap Swim (separate fee for Winter Lap Swim Session) |