

# **Keystone Klub Pool**

## **2010 Policies and Procedures**

**THE FOLLOWING PROCEDURES AND POLICIES ARE SET UP FOR THE PROTECTION AND BENEFIT OF ALL MEMBERS AND THEIR FAMILIES. THE BOND HOLDER IS EXPECTED TO EXPLAIN THESE PROCEDURES AND POLICIES TO THEIR FAMILY MEMBERS AND GUESTS. SITUATIONS NOT COVERED IN THESE PROCEDURES AND POLICIES WILL BE DETERMINED BY THE MANAGER IN CONSULTATION WITH THE BOARD OF THE KEYSTONE KLUB POOL.**

### **MEMBER/GUEST RESPONSIBILITIES**

- All Members and Guests are required to follow Keystone Klub Policies and procedures.
- Members are responsible for conduct of guests. The Keystone Klub Board of Directors will review issues concerning conduct. Failure to follow policies and procedures by a member or their guest can result in restriction or cancellation of membership/bond.

### **POOL HOURS OF OPERATION**

Monday thru Thursday	1:00 – 9:00 PM
Friday	1:00 – 10:00 PM
Saturday	12:00 – 10:00 PM
Sunday	12:00 - 9:00 PM

Closing of the pool facilities occurs 15 minutes prior to the scheduled closing time. Please be courteous of pool staff and be prepared to vacate pool premises promptly.

#### **Exceptions:**

- Swim Team practice and Swim Lessons (7:30 am – noon/Monday through Friday-designated weeks of summer-please see website for dates. Only open to registered swimmers in swim team and lessons).
- Swim Meets: The pool closes at 3:00 PM on the days of home swim meets. There are approximately 3-4 home swim meets each season, and the dates are determined each year by the Greater Omaha Summer Recreation Swim League and Keystone Klub Coaching Staff. Additional home swim meets may be scheduled with short notice if the original home swim meet is postponed due to weather or other events. The swim team schedule will be posted at the pool, via a courtesy mass email to the general member base the day of the swim meet and on the pool website.

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- Any Sunday proceeding a Monday holiday, the pool will close at 10:00 PM.
- The pool may be closed at the manager's discretion for the following reasons:
  1. Adverse weather conditions:
    - Air temperatures below 70°F.
    - Lightning or thunder present. The Pool is closed immediately; everyone must clear the deck and wait 30 minutes after last lightning sighting before the pool is reopened.
    - On inclement weather days, at 12:45 p.m. a decision will be made on whether to open the pool. The manager on duty will contact the Keystone Klub Board president and the Keystone Klub Web Master to inform the board of the decision regarding the pool closing due to inclement weather. Notification of this decision will be made by either one of the following: The Web Master (if available) will post this information on the website and send a mass email to members who have provided Keystone Klub Inc with their e-mail address and an outgoing message will be set up on the voice mail system noting the closing of the pool facilities. At 4:45 p.m. the weather will be re-evaluated and a decision will be made whether to open at this time. If the decision to remain closed due to weather, the manager on duty will contact Keystone Klub President and Keystone Klub Web Master to inform of decision to remain closed.
  2. Health or pool maintenance/repair situations, including decontamination of the pool that may require treatment of the water for 24 hours.

### **Special Pool Hours:**

- Family Time: 5:00-7:00 PM. An adult member must accompany children under 18
- End of Season pool hours are as follows:
  - Once Omaha Public School system is in session for the fall semester:
    - Opening hours-Monday through Friday at 5 pm, Saturday and Sunday at 12 noon.
    - Closing hours-Sunday through Thursday at 8 pm, Friday and Saturday at 10 pm.
    - Exceptions: Labor Day weekend, Sunday evening prior to holiday closing at 10 pm, Monday holiday-Labor Day opening at 12 noon, closing at 8 pm.

**ALL PERSONS USE THE POOL AND FACILITIES AT THEIR OWN RISK. KEYSTONE KLUB INCORPORATION WILL NOT BE RESPONSIBLE FOR ANY ACCIDENT OR INJURY IN CONNECTION WITH THE USE OF THE POOL, VOLLEYBALL COURT, OR ANY OTHER ACTIVITY ON THE POOL PREMISES.**

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### POLICIES

#### Personal Storage:

- There are no facilities for storage of clothing and valuables.
- The pool assumes no responsibility for lost or stolen items.

#### Property Damage:

- Abuse of pool facilities (toilets, showers or faucets) and furniture (chairs, tables or umbrellas) is prohibited. This includes, but is not limited to, disruption and damage to plumbing, standing on chairs, standing and/or sitting on tables, and opening umbrellas when windy. The bondholder will be charged for damages caused by any of their family members or guests.

#### Animals/Pets:

- Only trained disability assistance dogs are allowed.

#### Swim Privileges/ Facility Access:

- Membership fees must be fully paid to use Keystone Klub facilities.
- Payment of your annual membership fees acknowledges acceptance of the Keystone Klub Policies and Procedures.
- Staff can ask members to verify identity (e.g. show photo ID) before using Keystone Klub facilities.
- Members are required to update membership records annually, or whenever pertinent information changes (telephone, email address, emergency contact, address changes, family members moving, etc.).
- The manager may withhold swimming privileges for health reasons, discipline or safety issues.

#### Language:

- Abusive or profane language will not be tolerated and can result in suspension of pool privileges. Upon the first through third offense, the offending person will be asked to leave the pool for the remainder of the day. After the third offense, the offender will not be allowed to return for the rest of the swim season.

#### Trespassing:

- Any member found in the pool area without permission, after the pool closes will have their family membership suspended for two weeks from ALL pool activities. Members and non-members will be reported to the proper authorities for trespassing. Repeated offenses will result in loss of membership/bond.

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### Smoking /Drinking:

- Minors are prohibited from smoking and drinking on pool property. Violation will result in suspension of pool privileges for a period of time to be determined by the Management and Board. Please be prepared to present identification if requested by the staff, as it is mandated by the insurance provider.
- Keystone Klub provides a designated smoking area at the pool, please follow posted signs.
- Any illegal substance will be subject to Omaha Public Police enforcement and may result in loss of family membership.

### Glass:

- Absolutely no glass drinking containers are allowed on the premises.

### Swimming Attire:

- Approved swimming attire is required while swimming. Other clothing materials are not acceptable as they damage the pool's water purification system.
- Street attire is not allowed in the pool unless approved by manager on duty.
- Children must be toilet trained, must wear a diaper and rubber pants or "swimmer's floatation diapers" to be allowed use of pool.

### Safety Breaks:

- The pool will be cleared for an adult swim/safety break the last 10 minutes of every hour (The start and end of the safety break will be signaled with an announcement and a whistle). Adults 18 and older will only be allowed in the pool during this time.
- Lifeguards on duty may use this adult swim break.
- Children are to be completely out of the pool (no feet in water or playing on steps).

### Baby/Wading Pool:

- There is no lifeguard on duty in the baby/wading pool area. Under supervision of staff in concession area.
- This pool is available for children under 4 with adult supervision.

### Flips off the Side:

- Flips off the side of the pool are never allowed for safety reasons.

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### **Diving Boards:**

- One person on the board at a time, no more than one bounce per dive, the dive must be straight off the end of the board.
- Area around the diving board or under the slide must be clear before next person proceeds.
- Those waiting their turn must wait on the pool deck, not on the ladder or the board.
- No diving off of the board is allowed after 10:00 PM in order to comply with City of Omaha noise ordinances.

### **Swimming areas:**

- Authorization from the guards in the chairs must be given for swimming in the deep areas of the pool.

### **Toys/Flotation Devices:**

- The approval of the manager on duty is required to use toys and devices.

### **Vehicle/Bicycle Parking:**

- Vehicles are only allowed to park in marked spaces and street parking; parking on lawn is prohibited.
- No parking in emergency access gate at entrance to pool facilities.
- No parking in fire hydrant zones, violators can be ticketed by the Omaha Police Dept.
- Do not block traffic flow in parking lot as emergency vehicles may need access at any time.
- Bicycles must be parked in bike rack.
- Keystone Klub is not responsible for loss due to theft; we suggest all vehicles and bicycles should be locked at all times.

### **Deck Chairs:**

- Deck chairs are for the enjoyment of members and their guests. However, due to the limited number of chairs, members and guests under the age of 18 may be asked to vacate a deck chair for the use of an adult member or guest.

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- Deck chairs must stay on the pool deck.
- No standing on deck chairs.

### **Skateboards/Rollerblades:**

- No skateboarding/rollerblades are allowed on Keystone property (on pool deck, parking area and sidewalks).

*The general rules of discipline for members of the pool;*

1. Verbal warning to remove skateboards/rollerblades from premises.
2. If skateboarding/rollerblade persists, will need to relinquish skateboard/rollerblade to manager on duty and parent will need to be present to obtain skateboard/rollerblade back.
3. If repeated episodes parents will be contacted and pool privileges will be suspended for 1 week.

### **Horseplay:**

- No dunking, pushing, wrestling, towel snapping, running or causing undue disturbance will be allowed.
- Excessive running of water or “horseplay” in restroom area is prohibited.
- The managers and lifeguards will handle discipline problems and will maintain a log of such problems. Incidents will be reported to the Keystone Klub Board. Repeated offenses will result in suspension of privileges.

*The general policy of discipline is:*

1. Verbal Warning.
2. If behavior continues, sit out of pool for 10-15 minutes, with warning directed to parents, if present.
3. If behavior persists or is severe, dismissal for the remainder of the day with a verbal or written explanation to the parents, if not present.
4. If repeated episodes parents will be contacted and pool privileges will be suspended for 1 week.

### **Authorized Facilities Area:**

- Only authorized people (staff and board members) may be behind the front desk.
- Only staff members are allowed on lifeguard chairs.

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- Members and guests do not have general access to restricted areas like the supply areas and pump room.

### **Pool Parties:**

- Pool parties may be scheduled only by the manager on duty.
- Party packets must be completed prior to any booking and a \$10.00 non refundable booking fee is required for all parties to be placed on calendar. Requested date must be approved by the manager on duty – until the booking fee is paid and the date is approved, the date is not reserved.
- Minors cannot schedule pool parties.
- The bondholder must be present throughout the entirety of the pool party.
- No member party will be reserved when there is a Keystone Klub event planned.
- Details of pool party regulations are stated in the Party Packet, available on the Keystone website or upon request from the manager on duty.
- Members are required to provide a guest list prior to the start of party.
- Members are responsible for informing their guests of Keystone Klub sign-in procedures, all Keystone Klub rules, and members are responsible for conduct of their guests.

### **Safety/Health:**

- All persons use Keystone Klub facilities at their own risk.
- Keystone Klub is not responsible for any accident, injury, loss or damage to person or property.
- Injuries sustained at Keystone Klub facilities must be reported to management immediately and accident reports must be completed.
- Everyone must take a soap shower and rinse off before entering pool.
- Gum and sunflower seeds are prohibited in the pool and on the pool deck.
- Spitting is prohibited.
- Camera, videotaping and cell phones are prohibited in the bath house, shower and restroom areas.

### **Miscellaneous:**

- Members will be held responsible for property damages caused by their family or guests.
- Members and their guests are responsible for cleaning up their litter and depositing it in trash receptacles.
- Grills must not be left unattended when in use.

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### PROCEDURES

#### *Check in for Members and Guests:*

- All members and guests are required to check in upon arrival each day.

#### *Guests/Guest Passes:*

- All guests **must** be accompanied by an active member of Keystone Klub Inc. and Member must be present at Keystone Klub with their guests during the entire visit.
- Guest privileges are for one calendar day.
- Guest fees must be paid before Keystone Klub entry.
- Guest fees are as follows: \$4.00 per guest/visit or you may purchase a Guest Pass Card (10 visits for \$35.00).
- Guest passes are valid from the date of issue through the end of the current season.
- Misuse of guest privileges will result in a minimum penalty of one week suspension and/or a fine to the host family or at the discretion of the management/board.

#### *Check in for Babysitters:*

- Members who baby sit non-member children are required to register the children and pay a \$40.00 fee per swim season for each child. This fee does not allow the non-member or their children to use the pool and facilities when not accompanied by the babysitter/member.
- Non-member babysitters who baby sit for member children will be allowed to accompany the children for a one time fee of \$40.00 for season. This fee does not allow the non-member or their children to use the pool and facilities when not accompanied by the member.
- Registration forms for Babysitters are kept at the Front Desk and will be kept on file.