

Audi Murphy Ranch Community Association-The Ranch House and The Plunge

The Audie Murphy Ranch Community has two aquatics facilities, The Ranch and The Plunge. Both are member only facilities that allow guests when accompanied by a member. The rules, policies and procedures are the same for both facilities.

The Ranch/The Plunge Hours:

2:00pm-11:30pm

Staff:

Pool Monitors 2 (2:00pm-10:30pm)

Pool Manager 1 (3:30pm-9:30pm)

Monitor Responsibilities:

Opening Procedures:

1. Clock in on the When I Work App
2. Retrieve keys from the Premier Lockbox and enter facility
3. Retrieve the gear from the storage area
4. Set up Lifeguard Stand(s) with gear box, clock, buoys, first aid kit, umbrella, and clipboard with Daily Procedure Sheet.
 - a. Make sure you have a clear view of the pool
5. Place all of your belongings into the gear box or storage area
6. Walk the facility checking for hazards or trash and organizing the furniture
7. Report any maintenance concerns or issues to your Manager on Duty During Shift

Tasks and Rules:

1. Member Check-In/Sign-in at **The Ranch House**. Check FOB, record name/address on sign-in sheet.
2. Take pool/deck count every hour on the hour
3. Make sure the deck is always clean of trash and the furniture is organized
4. Enforce all rules **CONSISTENTLY** – See Rules for specifics
5. Notify Management of any issues and any questions
6. Do a 'walk-around' the facility every 15minutes to ensure rules/policies are being followed.

Closing Procedures:

1. Straighten the pool furniture and pick up trash on and around the pool deck
2. Take a Deck/Water Count upon closing and record on the Daily Procedure Sheet in the correct time slot
 - a. Put Daily Procedure Sheet into expanding file in the correct folder
3. Return the clipboard, first aid kit, clock, and expanding file to the gear box. Return all gear to the storage closet.
4. Return keys to Premier lockbox

5. Clock out on the When I Work App

Manager Duties:

- *Primary responsibilities* include reviewing the entire loop schedule to ensure coverage at all pools, creating a daily break schedule, ensuring all lifeguards within the loop are getting their required breaks, **enforcing all facility policies and regulations**, responding to emergencies or providing back-up coverage when necessary, incident reporting, maintenance reporting, conflict resolution, and submitting a daily report in the Premier Manger App.
- *Secondary responsibilities* include administering routine and quality in-service, tracking employee interactions through the app, reviewing procedures with employees, and completing inventory checks on equipment and supplies (first aid kit, AED, cleaning supplies, daily procedure sheets, sign-in-sheets, and weekly attendance sheets).
- *Additional duties*
 - All breaks for Sun City Monday - Thursday

Policy for reporting patrons who are unable / unwilling to adhere to facility rules.

Note name and address of the member that the patrons is associated with. Note time of incident and member statements. Report to Regional Manager, and Larry Z. / Ryan L. We will contact HOA and report the member for them to address.

Audie Murphy Ranch Community: Pool Rules

Aquatic Facilities: The Ranch House and The Plunge

Guest Policy:

1. Guests may use the facility only when accompanied by a Resident.
2. Members are allowed to have a maximum of four (4) guests per membership at any given time.

Swimming Pool(s) Spa (s), and Wading Pool(s) Rules:

1. Pool Hours: 2:00pm-11:30pm
2. NO LIFEGUARD ON DUTY. Use the pool at your own risk. The Association assumes no responsibility for any accident or injury in connection with such use or for any loss or damage to personal property.
3. An adult must accompany and ACTIVELY monitor children under the age of 14.
4. Infants and children that are not toilet trained are not allowed in the pool without appropriate swim diapers.
5. Children under the age of fourteen (14) are not allowed in the spa unless accompanied by an adult.
6. The Wading pool are is for children aged five (5) years and younger.
7. All children in the wading are MUST BE UNDER THE DIRECT SUPERVISION OF AN ADULT AT ALL TIMES.

8. All swimmers must shower before entering the pool. Showers are only for persons using the facilities, and not for individual personal hygiene not related to use of the facility.
9. All swimmers must wear a bathing suit. No ragged-edged garments are allowed.
10. Any individuals with contagious malady or open sores may not use the pool.
11. No running or horse play allowed on pool deck
12. No horse play allowed in the pool.
13. No ball, frisbee, or object throwing in or around the pool.
14. No gum in the pool.
15. No eating food or drinking IN the pool water.
16. All waste materials from food or beverages are to be taken with you or disposed of in the trash containers provided in the pool area
17. No skateboards, bicycles, tricycles, skates, razors, rollerblades, or other wheeled equipment, are allowed inside the fenced areas.
18. No bottles or other glass containers/objects are allowed inside the fenced areas.
19. No pets inside the fenced areas.
20. No unduly loud or disturbing noise inside the fenced area.
21. No amplified music permitted inside the fenced area.
22. No diving from benches, tables, or other facility structures inside the fenced area
23. No rafts, inflatable toys, boogie boards, diving rings, other like toys in the pool.
24. No smoking inside the fenced area
25. Persons intoxicated, or under the influence of alcohol or drugs are not permitted in the pool.
26. No pool furniture allowed inside the pool water.
27. Any damage to equipment, furnishings must be reported promptly. Members responsible for the damage will be required to immediately reimburse the Association for losses related to the damage and may be subject to additional fines or penalties deemed necessary by the Community Association. Members are also responsible for the damage by their guests.
28. All gates must remain closed and locked at all times. DO NOT obstruct gates with chairs or other items to keep them open.
29. Tampering with pool equipment, gate locks or machinery at the pool area is prohibited. Members caught tampering will be subject to fines.
30. Jumping the fence to any gated facility is prohibited.
31. The Audie Murphy Community Association may turn off the heat to individual pools during winter season.