

## Spencer's Housing Community-Oasis and Spencer's Crossing Pool

The Spencer's Crossing Housing Community contains two aquatic facilities; the Oasis and Spencer's Club Pool. Both pools are open to community members.

### **The Oasis and Spencer's Club**

The Oasis aquatics facility is a gated area containing two pools. Community members may access the facility with their FOB key. (Staff should not open the gate for anyone.) Members also have access to a fire place area.

### **Pool Hours:**

6:00am-10:00pm-Daily

### **Staff:**

Pool Monitor 11:00am-7:00pm

Pool Manager 11:00am-7:00pm

### **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
  - At Spencer's Club Premier staff may store items in Clubhouse on site.
4. Set up Monitor 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 area and gate
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. Take pool/deck count every hour on the hour
2. Make sure the deck is always clean of trash and the furniture is organized
3. Enforce all rules **CONSISTENTLY** – See Rules for specifics
4. Notify Management of any issues and any questions
5. Do a 'walk around' the entire facility every 15 minutes 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 Responsibilities:**

- *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*
  - Management oversight for Roripaugh

#### **-Policy for reporting members who refuse to follow facility rules:**

Note time of incident and time of member departure and report to mgr and Larry Z/Ryan L. We contact HOA to utilize security cams and FOB recognition to determine name of member (assuming they do not provide that.) HOA will address directly with member.

#### **Aquatic Facility Rules/Policies: as of 7/12/21**

1. Pool Hours 6:00am-10:00pm. (Premier Staff Hours-11:00am-7:00pm)
2. No Lifeguard on Duty...swim at your own risk.
3. Use of the pools and spas are restricted to members of the Association and up to five (5) guests per home at any given time. The number of guests permitted may be further limited on certain days, or seasonal high-usage days as determined by the Board of Directors.
4. All incontinent persons, including all children under the age of (4), must wear plastic pants designed for the purpose of use by incontinent persons while swimming, when in the water.

5. Children under the age of fourteen (14) must be accompanied by a responsible adult age eighteen (18) or older.
6. For every three (3) children there must be one (1) adult supervisor present at all times, as defined by rule #4.
7. **Water Wings, life-vests, kick boards, and water noodles may be used in the association pools. Rafts, boogie boards, and any other items that would obstruct a clear view of the water (as determined by the Pool Monitor) are not permitted.**
8. Soap, bath oils, etc. are prohibited in the pools and spas
9. Diving is not permitted. Running, pushing, or boisterous play will not be permitted.
10. Glass objects are prohibited in the pools and spa areas
11. Smoking is prohibited in the pool and spa areas and all private Association facilities.
12. Alcoholic beverages are prohibited at pool and spa areas
13. Portable electronic devices (such as radios, televisions, mp3 players, cd players, etc.) may only be used if headphones are used with them. Such devices may never be used while in the pool or spa.
14. Pets (dogs, cats, etc.) are prohibited in the pool and spa areas.
15. Proper swim attire is required to be worn by all persons using the pools and spa. Proper swim attire is defined as clothing which has been professionally manufactured for the purpose of wearing while swimming.
16. Bicycles, roller-skates, in-line skates, and skateboards are not permitted in the pool and spa area.
17. Excessive noise, or any noise which creates a nuisance is prohibited.
18. Portable barbecues are not permitted in the pool and spa areas.
19. The Management Company and/or the Association Board of Directors reserve the right to deny use of the pool and spa to anyone at anytime.
20. NEITHER The Management Company, and/or the Association Board or Directors is responsible for accidents or injuries.
21. In the case of an emergency call 911
22. All injuries or accidents involving Association Property must be reported to the property management company.
23. Members may bring their guests to all facilities, but must accompany them at all times. Use of the facilities is at the member's own risk. **As noted in RULE #2 Guests are limited to five (5) per home at any given time.**
24. Members are responsible for their guest's compliance with all Association Community Guidelines, for personal injuries, as well as for any damage to Association property caused by the members or their guests, and are liable for all repair or replacement costs.