

Sun City Civic Association-Olympic Pool and Crystal Pool

The Sun City Civic Association is a senior living community. The entire gated aquatics facility with entrances on either side contains two swimming pools (The Olympic Pool and Crystal Pool) an indoor spa, and indoor gym.

Pool Hours:

Olympic Pool

Pool Open-7:00am-8:00pm

7:00am-11:00am (Lap Swimming Only-No Guests Allowed)

11:00am-8:00pm (Pool open for recreational use-No Guests Allowed)

Crystal Pool

Pool Open-7:00am-8:00pm

7:00am-11:00am-Low Impact exercise, no lap swim (except Tue/Thu)-No Guests

10:00am-11:00am (Tue/Thu)-Water Volleyball-No Guests

11:00am-12:00pm (Tue/Thu)-Watercise-No Guests

3:00pm-6:00pm (Daily) Guests Allowed-Max 6 guests

Gym and Spa

7:00am-8:00pm-daily (No Guests)

Staff:

Pool Monitors (2) on Friday, Saturday, and Sunday (12:00pm-8:00pm)

Pool Monitor (1) Monday-Thursday (12:00pm-8:00pm)

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
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
8. Check ID cards of any patrons already on sight upon your arrival.

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. Check ID cards as patrons arrive. **(Note: Patrons MUST have an ID card in order to use the facility (NO EXCEPTIONS.))**

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*- these may be assigned based on the day

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

Weekdays: Use radio to notify maintenance staff and they will report to HOA office.

Weekends: Note Name/Identification of Member and email Larry/Ryan..will contact HOA following Monday.

POOL and SPA RULES: as of 7/12/21

Eligible residents are responsible for their own safety. Members who use the pool and spa facilities do so at their own risk. We encourage everyone to become familiar with first-aid and AED (defibulator) equipment and locations, which can be found in the Billiards Room near the Olympic Pool, the lobby of Webb Hall, and the SCCA office. Owners privileges for use of the pool or spa may be suspended or other

disciplinary action taken in accordance with the association's Enforcement and Fine Policy for infractions of following rules.

AQUATIC FACILITY RULES

- A. Use of pool and Spa is restricted to Eligible Residents. See 'Eligible Resident'. Hours of operation are posted on the SCCA website, in the pool areas, and SCCA office.
- B. Each household may bring up to six (6) guests to use the designated SCCA pool during board approved guest swimming hours. Guest swimming is limited to Board approved hours and such hours are posted on SCCA website and in the pool areas during the appropriate season.
- C. Guests are not permitted in the Spa at any time.
- D. The SCCA reserves the right to deny access to or terminate the immediate use of the pools and spa to any person(s) and/or their guest(s) who are creating an nuisance. Suspension or termination of use of the pool or spa for such infractions may result in suspension and/or fines. A nuisance includes, but is not limited to:
 - a. Loud music
 - b. Offensive, inappropriate, unreasonably loud, disturbing or threatening language or *behavior*
 - c. Reckless or,
 - d. Being under the influence or drugs, alcohol that threatens the health and safety of others or interferes with the social atmosphere of the residents.
- E. All persons, including guests, using either pool MUST sign-in and out. All eligible residents using the spa must sign in and out. Every guests full name, followed by the word 'guest' Shall be entered. Eligible Residents Shall remain with their guests during the entire time the guest is within the pool area.
- F. Persons who are **unable to safely swim and/or otherwise stay afloat** SHALL refrain from using the pools. Pool monitor/manager has discretion to ask patrons to demonstrate ability to safely swim **and/or stay afloat, in the event they are not certain of their water competency.**
- G. Eligible Residents are responsible for all guests. Adult accompaniment AND SUPERVISION is required for persons under the age of 14.
- H. Persons suffering from an impairment that may prevent them from swimming safely while using the pools and Spa must be accompanied by a person who can assist them. Wheelchairs and other mechanical devices shall be placed in a manner as necessary for use of access but shall not inhibit other use or entry or exit from the pool or spa.
- I. It is RECOMMENDED persons intending to use the pools or spa shower before each use. Showers are not to be used for personal hygiene. Shaving is not permitted in any restroom, shower or dressing room.
- J. Appropriate swimming attire must be worn in the pools or spa. T-Shirts are permitted; however, cut-offs are not permitted. No Revealing swim attire, ie thongs, speedos, etc. is permitted.
- K. A swim cap or device to contain hair longer than shoulder length is **RECOMMENDED**.
- L. Lotions, oils, or creams other than sunscreens, are not permitted when using the pools or spa.
- M. Aquatic shoes may be worn anywhere in the pool, spa, dressing rooms, or showers.
- N. Pool furniture and other objects are not to be placed within five (5) feet of the edge of the pools. Any object near the pool may constitute a trip hazard.
- O. Diving, jumping, or horseplay is not permitted in or around the pools and Spa.

- P. Food is not permitted within five (5) feet of the pools. Food and beverages are not permitted in the spa, restrooms, showers, or dressing rooms.
- Q. All permitted beverages must be contained in non-breakable plastic or aluminium containers. Glass items are strictly prohibited. ALCOHOL IS STRICTLY PROHIBITED.
- R. Expectorating (spitting) or other contamination of the pools, spa, restrooms, shows, or dressing rooms is not permitted. Violators may be responsible for damages of the pool equipment or the draining, treatment and refilling of the pools or spas if necessary
- S. No Pool or Spa user having a communicable disease while in an infectious state, including but not limited to Covid-19, cryosporidium, giardia, legionaire's disease, Pseudomonas, aeruginosa infection, or while having any symptoms such as cough or cold, nasal or ear discharges, or when wearing bandages shall enter the pools or spa unless he or she submits current written statement to the SCCA office by licensed physician confirming he or she does not represent a health hazard to others using the pools and spa facilities (Ref. CA Code of Regulations: Title 22, 65541)
- T. No incontinent persons, diapers, swimming diapers, or individuals who are not toilet trained are allowed in the pools or spa. Any contamination of the pool and spa facilities by members of guests may result in denial of access to or termination of the right to use the pools and spa and the eligible resident may be responsible for damages of pool equipment or the draining, treatment, and refilling of the pools or spa, if necessary.
- U. Residents may use water noodles and wear water wings, life vests or other types of small floatation devices in the Association Pools and the user, or in the case for children under 14, the accompanying adult is responsible for appropriate use of such devices per the manufacturer's guidelines. Residents may also use exercise items during specified water classes, however; rafts, boogie boards, and other items that would obstruct a clear view of anything below the surface of the water, are not permitted.
- V. All Personal items must be removed from the pool and spa area including lockers, at the end of each day. Items may not be left in lockers overnight. Inquire at the SCCA office for lost items. The SCCA is not responsible for lost or stolen items.
- W. Personal Barbecues are not permitted on SCCA facilities.
- X. Use of all Association facilities and SCCA common areas is 'at your own risk'. Neither the management company, the SCCA, nor the Board of Directors are responsible for accidents or injuries occurring on the SCCA facilities.

Use the pool and spa facilities at your own risk. The Association does not employ a lifeguard or guarantee safety of any individual, although safety precautions are evaluated and impleted regularly by the association. The association cannot be held liable for any injury or damage that may occur.

Pool Monitors are on-sight to ensure all facility rules, policies, and procedures are executed and followed.