

# **Ponkapoag Civic Association**

## **Pool Book**

**2024**



**17 Greenbriar Road  
Canton, Ma 02021  
781.828.1086**

## **Welcome to the 2024 Pool Season at the Ponkapoag Civic!**

This document outlines the rules and obligations of pool members of The Ponkapoag Civic (“The Civic”). To ensure that you and your family are able to fully enjoy the pool this summer, and for the safety and well-being of your family, guests and other members, please review all of the information contained here. As a member you are responsible for adhering to all of the material contained within.

Please direct your questions or concerns to the Board of Directors.

The pool is scheduled to open Sunday, June 16 through Sunday, August 28. The daily hours can be found in the next section and are posted on our website, [www.ponkapoagcivic.org](http://www.ponkapoagcivic.org). We would like to extend a warm welcome to our new pool members. There will be two scheduled orientations, of which you must choose one to attend. You will receive a tour, get a chance to meet some of the board and staff, receive a run-down of the pool rules and have an opportunity to ask questions. It should take about 30-45 minutes depending on the number of questions.

Julia Donovan and Maggie Dervan will be the Head Lifeguards this season as well as our Head Water Safety Instructors. Any questions regarding swim lessons & levels can go directly to Caitlyn. We have an enthusiastic group of professionally trained and certified lifeguards and water safety instructors (those certified to teach swimming lessons). The staff’s main job is to protect your health and safety. In addition to being certified as lifeguards, the lifeguard staff is certified in first aid and CPR/AED. To find out more about our pool staff, please see the information posted at the clubhouse.

*Another one of the Civic’s goals this summer is to get all of our members involved.* This is a member driven club. Any member who would like to run an activity (arts & crafts, field day, tie-dye, movie night, story time, ice cream social, etc.) please bring your idea forward to the board or head lifeguards. Set a date, get a committee of friends together and make it happen! The Second Annual 2023 Civic Cup Street Hockey tournament was a member driven activity and was a huge success. The Ponkapoag Civic is your club, so whether you volunteer to help with an activity, or “pitch-in” to keep the grounds clean, every little bit helps and makes for a fun summer.

Happy and safe swimming!

The Civic Board of Directors

# BOARD OF DIRECTORS & POOL STAFF

## **2024 Board of Directors**

Adam McCarthy, President  
Jenny Smyth, Vice-President  
Ally White, Secretary  
Kevin Quinn, Treasurer  
Kacy & Mike Kalell, Membership Directors  
Beth Harrison, Communications & Marketing Director  
Ryan Shaughnessy, Facility Director  
Mike Moriarty & Charlie Smyth, Beverage Directors  
Christine Leete, Clubhouse Business Director  
Vacant, Human Resources  
Julia Oettgen & Michelle Delehanty, Entertainment Directors  
Dan Whitley, Town & Neighborhood Relations

## **2024 Pool Staff**

Annie Conklin, Pool Director  
Jenny Smyth, CPO

### **Water Safety Instructors:**

Maggie Dervan - Head Lifeguard & Head WSI

Julia Donovan - Head Lifeguard & Head WSI

### **Certified Lifeguard Staff:**

Maggie Dervan

Julia Donovan

Samantha Sweenie

Annie McLean

Ben Howe

Kevin Toland

Izzy Farrow

Meaghan Donovan

Nora Giannacopoulos

Shannon Dervan

Tess Giglio

Mohamed Taha

Penelope LaRose

Ryan Neeser

Nora McLean

# POOL HOURS

The pool will be open daily from Sunday, June 16th to Sunday to August 28th, unless weather or health conditions dictate otherwise.

## **Opening Day**

Sunday, June 17

12:00 noon - 8:00 pm

## **June 17 – June 21**

Monday – Friday: 12:00 pm – 8:00 pm

Saturday: 10:00am-8:00pm

Sunday: 12:00 noon – 8:00 pm

## **June 24 – August 28**

Monday – Friday: 8:30 am – 8:00 pm

Saturday: 10:00am-8:00pm

Sunday: 12:00 noon – 8:00 pm

## **Fourth of July (Thursday)**

12:00pm-5:00pm

## **Swim Lessons:**

June 24 to August 16 : 8:30 a.m. – 12:00 noon *Details on page 5*

## **Toddler Pool:**

The toddler pool will open at **9:30 am Monday – Friday**. No one is permitted in this area until that time. Toddler pool closing times will correspond to the main pool closing times listed above. **There is not a lifeguard stationed at the toddler pool. It is the responsibility of the member to supervise their child while swimming in this area.**

**Toddler Pool is for children under 6 years old *only*. Please help us keep this area safe and fun for our younger members by not allowing your older children in this area during adult swim times.**

Any extension or decrease of these hours will be at the discretion of the Pool Director.

**\*\*The pool may be closed for maintenance operations, health conditions, weather, or any reason deemed sufficient by the Pool Director.\*\***

# SWIM LESSONS

The swim sessions for 2024 are as follows:

This year we will be having an evaluation week for swimming lessons, June 26 – June 30. Each individual will be tested by an instructor, which will determine their starting level for the first session starting the following week. During this first week, basic swimming skills for each group will be reviewed as well as important water safety rules and reminders. Please sign up for evaluation week on the website (<http://www.ponkapoagcivic.org/swim-lessons.html>) so our guards can plan staffing for each level accordingly. Take your best guess at your child's level, the lifeguards will make their final determination at the end of evaluation week.

*Note that for Summer 2023, we are no longer offering Saturday morning swim lessons.*

Evaluation Week June 24– June 28

Session I July 1 – July 12 (no lessons on July 4th; Kids Camp TBD July 10 - 14)

Session II July 15 – July 19

Session III July 22 – August 2

Session IV August 5 – August 16

**8:30 - 9:30 a.m.** *Level 6-A Fitness Swimmer*

Students refine strokes to swim with ease, efficiency, power and smoothness over long distances. Level 6 prepares students to participate in more advanced courses and swim team. Fitness swimmer is taught during Session I.

Or

*Level 6-B Personal Water Safety*

Students refine strokes to swim with ease, efficiency, power and smoothness over greater distances with an emphasis on survival swimming, self-rescue techniques and safety rules for open water and boating. Taught during Session II.

Or

*Level 6-C Lifeguard Readiness*

Students refine strokes to swim with ease, efficiency, power and smoothness over greater distances with an emphasis on emergency response, rescue swimming and rescue assist procedures. Taught during Session III.

**8:30 - 9:30 a.m.** *Level 5 Stroke Refinement*

Students develop further coordination and refinement of strokes. Also, learn to tread water with 2 different kicks, learn survival swimming, rescue breathing, flip turns, diving, etc.

**9:30 - 10:00 a.m. Level 4 Stroke Improvement**

Students develop confidence in the skills and strokes previously learned and improve other aquatic skills. Also, learn shallow dives, surface dives, swimming underwater, etc.

**10:00 - 10:30 a.m. Level 3 Stroke Development**

Students learn strokes: front crawl, butterfly, back crawl, front glide, back glides and survival float. Also, students learn to dive, retrieve an object, general water safety rules and proper donning of a life jacket.

**10:30 - 11:00 a.m. Level 2B Fundamental Aquatic Skills**

For level 2 students that are very comfortable in the water making excellent progress towards completing level 2 skills and assigned to this level by Water Safety Instructor.

**11:00- 11:30 a.m. Level 2A Fundamental Aquatic Skills**

Gives students success with fundamental skills. Also, learn to jump into the water, roll over front to back, back to front, float, tread water, submerge head, etc. For students new to level 2 or as assigned by Water Safety Instructor.

**11:30 a.m. - 12:00 pm Level 1 Introduction to Water Skills**

Helps students feel comfortable in the water. Also, open eyes underwater, float on front and back, follow basic water safety rules, exhale underwater through mouth and nose, etc.

**\*\*Student must be FULLY potty trained to participate\*\***

## Swimming Lessons Guidelines:

Register for Evaluation Week for the swimming lesson level you feel is appropriate for your child(ren). The instructors will evaluate your child's ability the first week and then will place them in the appropriate level.

Appropriate placement is critical and instructor decisions are final.

All parents must stay behind the fence by the picnic tables while swimming lessons are in session. Your children need to be focused on their instructors.

Attendance at swimming lessons should be taken seriously. Consistent attendance is necessary to master the skills required to reach the next level. Testing is usually done on the last two days of the session. Students will receive a Red Cross feedback form listing the skills necessary to pass the level and the skills checked off that the student has mastered along with feedback from the instructor. Feel free to discuss these items with the instructor as necessary. The number of students in any swimming class may be

limited as deemed necessary by the pool director or head water safety instructors for the safety of those involved.

Please help your child to understand that he/she may be in one swimming level for the majority of the summer. In addition, when returning back to the pool after taking the winter off from swimming, your child may need to repeat a session passed the previous summer to insure readiness for the next level. This is common. Please help your child to accept this.

During swim lessons, the main pool is not available to other swimmers.

## **CHILDREN'S USE OF THE POOL**

1. We have a new pool for 2024 which includes a newly installed French Drain w/ stone top cover. In order to protect the pool, cleaning system, and drain, removal of or throwing of rocks into the pool is strictly prohibited. Any child caught throwing rocks into the pool will not be allowed in the pool until the next adult swim period has ended.

**Please help us keep this fantastic investment in the best condition possible.**

2. All children in the main pool must be **completely** toilet trained. If there is an "accident" in the main pool, it must be shocked and closed for 24 hours as per Massachusetts health regulations. Please do your part to prevent any and all of these accidents.
3. Children shall not be allowed in the deep end of the pool until they have satisfactorily passed the deep end test (as set up by the Pool Director) and is Level 2 swimming instruction. This includes your guests. Children can take the deep end test once a week until passed. Children only need to pass this once. Please see a lifeguard to schedule a time to take the test. These tests are normally administered during adult swim. Final approval remains at the discretion of the Pool Director.
4. For safety purposes, the staff reserves the right to limit the number of swimmers in the deep end of the pool.
5. **Parents & guardians are responsible for their children and are accountable for their behavior.** Children 11 and under will not be allowed on the premises unless accompanied by a guardian or responsible adult.
6. All babysitters must be at least 14 years of age. Sitters may swim but only with the children they are supervising. No babysitter may be responsible for more than one

family at a time. All babysitters must check-in with the head lifeguard on duty upon arrival.

7. Use of the toddler pool shall be limited to non-swimmers 6 years of age, or younger. No metal, rigid plastic or Styrofoam toys shall be allowed in the toddler pool. Tubes, floats, and water toys may be used at the lifeguards' discretion only.
8. **DISPOSABLE DIAPERS WILL NOT BE ALLOWED IN THE TODDLER POOL.** Parents should use swim diapers for those children not toilet trained. This rule will be enforced. For your convenience, swim diapers may be purchased from the pool staff. In addition, swim diapers should be **checked frequently** to prevent leakage into the toddler pool. As a general rule, swim diapers should be changed at least as regularly as a normal diaper. For the health of all children, accidents in the wading pool must be reported immediately.
9. Children who can't swim must have an adult in the main pool with them.
10. You must be 16 years of age to be in the main pool during adult swim.
11. Lifeguard rulings are final on the pool deck. Lifeguards will speak to your child if he or she is not following the pool rules found in this book and posted at the pool. For repeat offenders, the lifeguards may notify the supervising adult (parent, sitter). Please support the lifeguards in their efforts to make the Civic a healthy and safe place for all our members and reinforce the need to follow the rules. The pool staff reserves the right to temporarily suspend your child's use of the pool and facilities if the rules are regularly broken.
12. Any rule may be amended at the discretion of the Pool Director.



# **MEMBER OBLIGATIONS**

1. Only paid pool members and their guests are allowed use of the facilities. All members entering for the first time should report to the Pool Director to obtain an orientation, a review of the pool rules. Members are responsible for picking up and disposing of all trash generated and putting away any games used during their visit.
2. All members must sign-in and pay for their guests upon entering the pool. A sheet listing the pool rules will be given to guests and signed. Members are responsible for their guests.
3. In the unfortunate event of damage to the property, the cost of any damage caused by a family member or guest will be charged to the respective member and/or family.
4. Members are encouraged to pitch in and help at various pool events. Your pool dues cover the cost of running the pool but do not cover extra activities. Your help keeps these activities available and cost friendly.

# **RULES OF CONDUCT**

1. Members should drive slowly and carefully on approaching roads and in the parking lot. A maximum of 5 MPH is mandatory for safety, and to keep road maintenance to a minimum. Please angle park your car in the parking lot. If on-street parking is necessary, limit to the "Civic side" only. Please stay well off our neighbor's lawns, grass, stonewalls and curbing.
2. Eating on the pool deck is not allowed. Snacks and meals shall be eaten at the picnic tables and on the paver patio area. Please keep the picnic area clean and deposit all trash in containers provided in the area.
3. No alcoholic beverages may be brought onto Civic property at any time. This rule must be followed to retain our liquor license. For the safety of our members and children, please drink responsibly when our bar is open.
4. All members are expected to respect the rights and privileges of others.

# HEALTH AND SAFETY

1. All swimmers must shower before entering the pool.
2. The Civic is a non-smoking facility.
3. No person having, or suspected of having an obvious communicable disease, skin eruption, eye, ear, nose or throat infection shall be permitted use of any pool.
4. Spitting and gum chewing are not allowed. Use of obscene language is prohibited. Please be advised if a situation occurs between children, and the parent is otherwise occupied, a staff member shall rectify the situation.
5. Children's use of the pool may be limited for safety reasons at the discretion of the Pool Director.
6. No pets are permitted on the pool grounds at any time.
7. Glass containers are not be allowed on the premises.
8. No running, pushing, wrestling, or causing undue disturbances will be allowed in or about the pool area and Civic grounds.
9. Diving is not allowed from the diving board. The pool does not have sufficient depth to safely dive. The board may be used for jumping only. Shallow diving and jumping is permitted from the end of the pool in the deep end only. Diving or jumping into the pool is not permitted from the sides of the pool at any time. In the shallow end, children may jump **to land feet first** off the end of the pool but may not dive.
10. Standing or sitting on shoulders or similar activities are not permitted in the main pool.
11. Masks, toys, and flippers shall be allowed in the main pool at the Pool Director's discretion. Goggles are permitted.
13. For the health and protection of all members, changing room and bathroom facilities must be kept clean. Please clean up after yourself, your children and your guests. Please report any problems with the bathrooms immediately to a staff member.
14. The first fifteen minutes of every hour shall be allotted for an adult only swim. There will be a half hour adult swim beginning at 3 pm daily, at the discretion of the lifeguards.

15. CANTON BOARD OF HEALTH POLICY:

- a. As per state sanitary code 105 cmr 435.34, closure of pool: if at any time the swimming, wading water does not conform to the requirements set forth in 105 cmr 435.28 to 435.32, the pool operator shall immediately close the pool until the water conforms to these standards.
- b. These standards include bacteriological quality, chemical levels, water testing equipment, and water clarity.
- c. Please note that if the pool operator voluntarily closes the pool, the pool operator may reopen the pool when compliance is achieved. If the health agent closes the pool, the pool may not be reopened until the health agent reinspects the pool and grants permission to reopen.

# GUEST PRIVILEGES


1. "Guest of Member" fees are \$8.00 per day/per swimming guest. Individual guests that live locally cannot be a guest of ANY member until 7 days have elapsed.
2. Any member bringing more than 5 guests at one time must notify the Pool Director in advance and obtain approval.
3. Members should sign-in and pay for their guests upon entering the pool; all guests must be registered in the guest book which will be located at the lifeguard station closest to the clubhouse door. Wristbands will be issued color coded for guest who can swim in the deep end and guests who are limited to the shallow end or toddler pool. Guests must be at least 5 years old to take the deep end test. Guests are asked to sign a sheet acknowledging the pool rules at this time.
4. Out of town house guests may use the pool for a period of no longer than 2 weeks. The above guest fees apply.
5. Any abuse of guest privileges will be cause for member suspension.
6. Anyone who is not a pool member is considered to be a guest and will be charged the appropriate fee when using the pool, including daycare children.
7. A nanny working as a parent will be treated as a guardian member but must still sign-in. If the nanny comes along as a helper to the parent/ guardian, they will be treated as a guest and charged the guest fee.
8. Special circumstances concerning guest privileges and/or nannies/babysitters should be discussed with the Pool Director ahead of time.

# GENERAL INFORMATION

1. A record of all rule violations shall be kept by the Pool Director. A violation shall include any action requiring expulsion from Civic grounds.
  - a. A violation committed after 3 pm shall call for expulsion at that time and the next day or days, as warranted.
  - b. A first expulsion will result in expulsion for 1 day.
  - c. A second violation will result in expulsion for 3 days, and the parents will be notified
  - d. A third violation will result in expulsion for the season and the parents will be notified. Any parent can appeal this action by appearing before the Pool Committee with the offender. A further appeal may be made before the Board of Directors.
  - e. Failure to get cooperation from the parents shall result in the cancellation of the family membership in the Pool and/or Civic Association and a forfeit of the dues and fees paid.
  - f. Parent/ guardian must be present with the child in order to re-enter the pool grounds after infraction requiring expulsion from pool grounds.
2. It is strongly suggested that valuables be left at home. The Civic is not responsible for the loss or damage to personal property. It is also suggested that all towels and clothing be marked for identification. Please check the lost and found table frequently.
3. All persons using any of the Civic facilities do so at their own risk. The Civic will not be held responsible for any accident or injury in connection with such use.
4. Violation of any rules or disregard of the pool staff's instructions is cause for suspension as per the guidelines above.
5. The Pool Director is responsible for the staff. Feel free to provide them with your feedback.

# MEMBERSHIP FEE

1. The membership fee is due and payable to the Membership Director BEFORE the pool facilities may be used.
2. The last date for payment of Pool and Civic Membership dues is May 1. Membership will be considered terminated if these obligations are not fulfilled or other arrangements have not been made with the Membership Director.
3. Any changes in your membership status should be made, in writing, to the Membership Director. It may be emailed to [ponkapoagcivic@gmail.com](mailto:ponkapoagcivic@gmail.com).
4. Pool members in good standing may elect to take one year leave of absence. Members must maintain their Civic membership during their leave. Your position on this list is determined by the date your written notification requesting this leave is received along with your check for social dues. A leave of absence is granted for one year only.



Accident reports should be filled out for every accident, big or small. Even if an incident seems insignificant and the child is with a parent, an accident report must still be filled out. Also, tell the pool director about what happened and communicate with the parent to make sure everything is okay. We can not stress enough how important communicating with the families is throughout the summer. The accident reports are located in the office.

# EXTRA HOURS





# PONKAPOAG CIVIC SUMMER PARTIES

## (Birthday or otherwise)

- *The Ponkapoag Civic can accommodate up to 100 guests in our main function area*
- *Maximum number of guests allowed per fire code is 178.*
- *Maximum number of swimmers is 18*
- **Summer events are held Sunday morning 10am-12pm only.** (rental includes one hour before and one hour after event for setup & cleanup)
- *A minimum of four (4) weeks advance notice is required to reserve an event date*

Member Name: \_\_\_\_\_

Contact in Charge of Event: \_\_\_\_\_

Phone Number & Email Address: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Type of Activity/ Event: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Number of Guests Expected (swimmers vs. non swimmers )

\_\_\_\_\_  
Bartender Requested? (circle one) YES NO

2nd Bartender? (circle one) YES NO (2nd bartender available for additional \$50 fee)

Will the kitchen be used? Please note, we do have an electric oven and stove top. If you are using a caterer, please provide their name and phone: \_\_\_\_\_

\_\_\_\_\_  
The clubhouse rental fee is \$250 for pool members only + the cost of lifeguards (\$140). This includes use of the main pool, kiddie pool, field and clubhouse.

- There is a max of 18 swimmers allowed.
- Waivers for all swimmers must be filled out by a guardian over 18 years old. Waivers will be sent with the invoice and must be received 1 week prior to the party. Waiver forms will not be accepted the day of the party.
- If any swimmer under the age of 18 that has not taken a deep end test, they must take one.
- The renter is allowed 1 hour prior and 1 hour after the event for setup and cleanup.

### **The party ends at 12pm, No exceptions.**

- After submitting the rental request form and receiving confirmation that your date and time is available, you will receive an invoice and swimmer waivers via email. **Full payment is due to confirm your event.**
- You may cancel your event within 48 hours due to weather and you will receive a full refund.
- In the case of bad weather, your event can be moved to the clubhouse. \$70 Payment of one lifeguard is still required.
- Rescheduling of events is subject to availability.

- At the end of the event, nonmembers may remain but are required to pay the guest fee
- Any additional questions or concerns please reach out to the Board.
- *The building is rented “as is.” Per Ponkapoag Civic by-laws the renter is responsible for clean up and leaving the clubhouse exactly as they found it. There are cleaning supplies in the kitchen for use.*

### **Renter is responsible for**

- ***Remove all decorations, if taped to walls make sure all the tape is removed.***
  - ***Attaching anything to the ceilings is not allowed.***
  - ***Empty all trash barrels, replace the trash bags in them and throw the trash bags in the dumpster. Please do not slam the dumpster lids.***
  - ***Do not leave food behind (including in the refrigerators)***
  - ***Make sure there is no water running (kitchen and bathrooms)***
  - ***If you have moved any tables, chairs or stools make sure they go back where you found them.***
  - ***Double check that you have not left anything behind or missed cleaning up something.***
  - ***Take all your belongings. We are not responsible for anything left behind after your event.***
  - ***Cleaning supplies are in the kitchen if needed.***
  - ***Please sign and return to [civicrentals@gmail.com](mailto:civicrentals@gmail.com) that you acknowledge and understand that you are responsible for the clean-up of the clubhouse after your event.***
- Please be respectful of our neighbors, as the Civic is located in a residential neighborhood. Renters may be held responsible for their guests' behavior.
  - Park only in the dedicated Civic lot or the Civic side of the street. Parking on both sides of the street is prohibited to allow for emergency vehicle access to the neighborhood. Any vehicles towed will be at the vehicle owner's expense.
  - The renter may not hold the Ponkapoag Civic Association, its directors, or members responsible for accidents on the premises that are beyond our control.
  - The Ponkapoag Civic Association is a non-smoking premises. No candles or open flames are allowed.
  - The Civic reserves the right to hire a police detail at the renter's expense based on the number of guests and nature of the event. This will be communicated at the time of booking.
  - **It is strictly forbidden by state law and the Association to bring any outside alcoholic beverages onto the premises. Alcoholic beverages cannot be consumed in the parking lot or ball field. Failure to adhere to these requirements could result in your event being canceled without refund.**

- **Alcohol consumption is only allowed on the pool deck and within the clubhouse. No alcohol can be brought to the field.**

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

- ***Please return signed form to [civicrentals@gmail.com](mailto:civicrentals@gmail.com)***