

Ponkapoag Civic Association

Pool Book

2017



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

Welcome to the 2017 Pool Season at the Ponkapoag Civic!

Hello, my name is Julie Young and I am excited to be returning as Pool Director. I look forward to seeing you all at the pool! The pool is scheduled to open Sunday, June 18th until Sunday, September 3rd. The daily hours can be found in the next section and are posted on our website, www.ponkapoagcivic.org. To ensure that you have the utmost enjoyment at the pool this summer, and for the safety and well-being of your family, guests and other members, please review all the information contained in this book.

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. The dates and times to choose from are: Sunday, June 11th at 10:00 am or Tuesday, June 13th at 6:30 pm. We look forward to seeing you then.

Although most of the staff is returning from last year, we do have two new head lifeguards. Kevin Hawley will be the new head lifeguard. Nicole Foilb will be our new Head Water Safety Instructor. Any questions regarding swim lesson & levels can go directly to Nicole. Nicole has been teaching swimming lessons at the civic for the past 3 years. She is very excited to take on her new role as head WSI. 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 everyone involved. This is a member driven club. Any member who would like to run an activity (arts & crafts, field day, tye-die, story time, ice cream social, etc.) can bring your idea to me, set a date and get a group of friends together to run it. 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!

Julie Young

The following is a list of the Board and the pool staff:

2017 Board Members

John Davis, President
Maureen Dervan, Secretary
Kim Martell, Treasurer
Jackie Singleton, Memberships & Communication
Julie Young, Pool Director/Facility Director
Bob Sweetland, Beverage Director
Jan Cohen, Business Director
Michelle Roberts, Human Resources,
Jenny Giannacopoulos, Town Relations
Kerry Roberts, Neighborhood Relations
Kristen Masciarelli, Director

2017 Pool Staff

Julie Young, Pool Director

Water Safety Instructor/Certified Lifeguard Staff:

Kevin Hawley, Head Lifeguard
Nicole Foilb, Head WSI
Caroline Magann

Certified Lifeguard Staff:

Kelly Linehan	Peter Bartlett
Erin Martin	Daniel Sweetland
Alexa Ploss	Daniel Strack
Meghan Fox	Brianna Gilchrist
Jack Healey	Gwendolyn Weitz
Thomas Cahill	
Ben Mendillo	
Charlotte Nunes	
Amanda Romano	
Grace Fox	
Shaylyn Connolly	
Madison Nourse	
Elizabeth Wiltshire	

6/7/2017

2017 Pool Hours

The pool will be open daily from Sunday, June 18 to Sunday, September 3, unless weather or health conditions dictate otherwise.

Pool Hours:

Opening Day

Sunday, June 18

12:00 noon-7:00 p.m.

June 19 – June 25

Monday – Friday: 12:00 noon – 8:00 p.m.

Saturday & Sunday: 12:00 noon – 8:00 p.m.

June 26 – August 13

Monday – Friday: 8:30 a.m. – 8:00 p.m.

Saturday & Sunday: 12:00 noon – 8:00 p.m.

August 14 – August 20

Monday – Friday: 8:30 a.m. – 7:30 p.m.

Saturday & Sunday: 12:00 noon – 7:30 p.m.

August 21 – September 3

Monday – Friday: 8:30 a.m. – 7:00 p.m.

Saturday: 12:00 noon – 7:00 p.m.

Closing Day

Saturday, September 3

12:00 noon – 7:00 p.m.

Swim Lessons:

June 26 to August 18 8:30 am – Noon

More information is available on pages 4-6.

The toddler pool will open at **9:30 am Monday – Friday**. No one will be permitted in this area until that time. On Saturday and Sunday, the pool will open at noon. Toddler pool closing times will correspond to the main pool closing times listed above. **Generally, there is not a lifeguard stationed at the toddler pool, therefore, it is the responsibility of the member to supervise their child while swimming in this area.**

Any extension 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.****

Swimming Lessons 2017

The swim sessions for 2017 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 in the pool binder.

Session I	July 3rd- July 14th
Session II	July 17th - July 28th
Session III	July 31st–August 11th
Session IV	August 14th - August 18th

8:30-9:30 am *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 am *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 am *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 am 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 am 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 am 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 am - 12:00 pm Level 1 *Introduction to Water Skills*

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

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

Swimming Lessons Guidelines:

Parents should pre-register their children for evaluation week to insure for adequate student/instructor ratios and make the week go more smoothly. To do this, please see Nicole Foilb, the Head Water Safety Instructor. Feel free to mention the swimming lesson level you feel is appropriate for your child(ren). The instructors will evaluate your child's ability the first week and will be placed 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 necessary 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 with the skills checked off that the student has mastered and 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 instructor 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 temporary and minor setback!

CHILDREN'S USE OF THE POOL

1. Any and 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.
2. 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 Level 2 swimming instruction. This includes your guests. The deep end test can be taken 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.
3. For safety purposes, the staff reserves the right to limit the number of swimmers in the deep end of the pool.
4. **Parents 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 parent or responsible adult.
5. 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.
6. Use of the toddler/baby pool shall be limited to non-swimmers 6 years of age, or younger. No metal, rigid plastic or Styrofoam toys shall be allowed in baby pool. Tubes, floats, and water toys may be used at the lifeguards' discretion only.
7. **DISPOSABLE DIAPERS WILL NOT BE ALLOWED IN THE BABY 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 wading 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.

8. Children who can't swim must have an adult in the main pool with them.

9. You must be 16 years of age to be in the main pool during adult swim.

10. The 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 will 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.

11. 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 and a pool book. 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. While not exactly an obligation, members are encourage to pitch in and help at various pool events. Your pool dues cover the cost of running the pool but do not cover the extra activities. Your help and participation 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 the sake of safety, and to keep road maintenance to a minimum. Please park your car in the parking area.

If on-street parking is necessary, please limit to 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 only. Please keep the picnic area clean and deposit all refuse in containers provided for trash and recycling.
3. No alcoholic beverages may be brought onto pool grounds 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. This 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 will 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.
12. For the health and protection of all members, shower 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.
13. The first fifteen minutes of the 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.
14. 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 fees are \$5.00 per day per swimming guest. Individual guests that live locally cannot be a guest of ANY member until 7 days have elapsed.
2. 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 wading pool. Guests are asked to sign a sheet detailing the pool rules at this time.
3. Out of town house guests may use the pool for a period of no longer than 2 weeks. The above guest fees apply.
4. Any abuse of guest privileges will be cause for member suspension.
5. 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.

6. A nanny working as a parent will be treated as a parent member but must still sign-in. If the nanny comes along as a helper to the parent, they will be treated as a guest and charged the guest fee.
7. Any member bringing more than 5 guests at a time must notify the Pool Director in advance.
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.
 - 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 must be present with child in order to re-enter the pool grounds after infraction requiring expulsion from pool grounds.
2. It is strongly suggested that money and 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 her 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 March 15 . Membership will be considered terminated if these obligations are not fulfilled or other arrangements have not been made with Membership Director.
3. Any changes in your membership status should be made, in writing, to the Membership Director. It may be mailed to the Civic at P.O. Box 415 Canton, MA 02021
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. A leave of absence is granted for one year only.

Ponkapoag Civic Parties (Birthday or otherwise!)

1. The following guidelines shall be used when hosting a party at the Civic in the summer months. A party is considered any preplanned event where you will have more than 5 non-member guests.
2. To schedule a party date, please fill out the Request for a Party Date found on the next page and turn it in the Pool Director with a \$75 check. Once your request is made you will receive a confirmation phone call that your date is available and is being held for you. Due to the demand, no dates can be held until your check is received. Dates are arranged on a first come, first serve basis.
3. Please note that parties are only scheduled Monday through Wednesday after 4 pm and on Saturday and Sunday during normal pool hours. Some dates may not be available due to special events.
4. Each non-member guests must pay a reduced guest fee of \$3.00 if using the pool.
5. As the member sponsoring the party, you are responsible for your guests and their behavior. Please see a lifeguard so that your guests may be signed in and briefed on the Civic pool rules. Please let the lifeguard know of all non-swimmers in the group and those needing to take the deep end test.
6. Please insure that you clean-up properly after your party and that all trash is disposed of in the trash cans provided. We ask that you refrain from using confetti as it is difficult to clean up from our carpet. We do recycle and your pizza boxes can be left on top of the table. Your gathering must be held inside the clubhouse.
7. Please let your guests know in advance that if it is necessary to park on the street, they must stay on the Civic side of the road and off of our neighbor's grass.

-Request for a Party Date-

Please fill out this form acknowledging the agreement to the Civic party terms and forward it to Young with your check. You may email it to Julie Young @ civicpool2015@gmail.com or hand it in at the Civic. For questions, please contact Julie Young at 781-760-4232. Feel free to hand deliver your request and payment to the pool after opening day. Advanced notice for reserving a party date is required.

Member Name: _____

Requested date: _____

Start and End time: _____

Phone number for confirmation call: _____

Estimated number of guests: _____

Any comments or concerns that the staff need to know about?

Pool Use Only:

Date payment received: _____ Amount: _____

Date of Party: _____ Confirmed: _____

Guest Fees collected: _____