

**BURKE STATION SWIM CLUB
POOL OPERATING RULES – EFFECTIVE MAY 2018**

The following rules and regulations have been established for the benefit and protection of all users of the Burke Station Swim Club (“the Club”), to assure safe and sanitary operation of the pool facilities and to provide enjoyable recreation for all Members and their guests. Members are also requested to caution their children to observe the rules and to obey the instructions of the pool manager, lifeguards, and other pool attendants. All persons on the Club’s Premises or using the Club’s facilities do so at their own risk.

Section 1. General Rules

1. Pool Management: General:

- a. The Pool Manager, or in his/her absence, the Assistant Manager, is in complete charge of the pool facilities. As the agent of the Board of Directors, the Pool Manager will operate the swimming pool and will supervise all personnel. The Pool Manager is responsible for enforcing these rules in the pool and pool area. The Pool Manager is authorized to make on-the-spot decisions in all matters affecting health and safety and may eject from the club premises any person failing to observe these rules or otherwise improperly conducting themselves. Serious or repeated offenses will be reported to the Board of Directors for consideration of further appropriate action.
- b. Comments or complaints about the operation of the pool should be referred to the Pool Manager who shall forward those concerns to the Pool Board of directors for appropriate action. Comments or complaints about the Pool Manager should be referred to the Board of Directors.
- c. As used herein, the term “Pool Area” shall refer to the area defined by the four foot fencing, and including the wading pool area. The “Upper Deck” shall refer to the concrete deck, picnic area and volleyball area within the six foot fencing, other than the Pool Area. “Club Premises” shall include the above, plus the structures and the parking lot and everything on the premises belonging to the Club.
- d. NEITHER THE POOL MANAGEMENT NOR LIFEGUARDS ARE PERMITTED TO ACCEPT CASH FOR ANY TRANSACTION INVOLVING MEMBERSHIP OR GUEST PASSES. THE SNACK BAR FACILITIES MAY IMPLEMENT THEIR OWN POLICIES AND PROCEDURES REGARDING CASH, BUT SUCH FACILITIES ARE SEPARATE AND DISTINCT. NO EXCEPTIONS. CHECKS SHOULD BE MADE OUT TO **BSCA**. CHECKS ACCEPTED FROM MEMBERS ONLY, UNLESS APPROVED.

2. Hours of Operation: (Subject to change)

a. General Swimming:

School Season:

Sat, May 26 – Friday, June 15, 2018	Saturdays	11:00 a.m. - 9:00 p.m.
	Sundays	11:00 a.m. – 8:00 p.m.#
	Memorial Day Holiday	11:00 a.m. – 8:00 p.m.
	Monday – Thursday	3:30 p.m. – 8:00 p.m.
	Fridays	3:30 p.m. – 9:00 p.m

#Pool will stay open until 9p.m. on Sunday of Memorial weekend

Prime Season:

Sat, June 16 – Mon, Aug 27, 2018	Sunday – Friday	11:00 a.m.– 9:00 p.m.*
	Saturdays	11:00a.m. – 10:00pm

*Pool will close at 6 p.m. on Wed, July 4 and Monday, Aug 27.

Fall School Season:

Tues, Aug 28 – Sun, Sept 2, 2018	Saturday	11:00 a.m. - 9:00 p.m.
	Sundays	11:00 a.m. – 8:00 p.m.#
	Monday – Thursday	3:30 p.m. – 8:00 p.m.
	Fridays	3:30 p.m. – 9:00 p.m.

#Pool will stay open until 9p.m. on Sunday of Labor Day weekend

Monday, Labor Day Holiday, Sept 3, 2018 11:00 a.m. – 6:00 p.m.

NOTE: transition dates are subject to change with Fairfax County Public Schools (FCPS), Lake Braddock Secondary School (LBSS), and/or Northern Virginia Swim League (NVSL) calendar changes.

b. Swim Team Practices:

Tuesday, May 29 – Friday, June 15: Monday – Friday 3:30 p.m. – 6:15 p.m.

Monday, June 18 – Friday, July 27: Monday – Friday 8:00 a.m. – 11:00 a.m.

NOTE: transition dates are subject to change with Fairfax County Public Schools (FCPS), Lake Braddock Secondary School (LBSS), and/or Northern Virginia Swim League (NVSL) calendar changes.

c. Swim Meets:

NVSL swim meets are typically held Saturday mornings and Monday evenings during the month of July. Typically, Burke Station will host two to three Saturday meets and two to three Monday evening meets. Once provided by NVSL, scheduled dates and times for meets will be posted at the pool and listed on the Burke Station website www.burkestation.net. The pool will be closed for general swimming during meets, but will reopen immediately following Saturday meets and following Monday evening meets as long as there is at least 30 minutes remaining until normal pool closing time. As an alternative, Walden Glen Swim and Racquet Club, Springfield VA has agreed to allow Burke Station pool members to use their pool during Burke Station swim meets, assuming Walden Glen is not hosting a swim meet at the same time. Members are encouraged to call Walden Glen Swim & Racquet Club at (703) 451-9503 beforehand to ensure the pool is open for general swimming. See 1.2.d.(6)

d. Pool Closings:

Every effort will be made to notify and not inconvenience Club Members if it is necessary to close the pool. Please be aware that because of the nature of an outside sport facility, closings and schedule changes are sometimes necessary with little notice.

- (1) The swim club will be closed for HOME swim meets. See Sec 1.2.c above.
- (2) The pool will be closed when necessary for scheduled and unscheduled maintenance operations. At such times, no one is permitted within the pool enclosure except authorized personnel.
- (3) The pool may be closed for special events or functions authorized by the Board of Directors. Membership will be notified in advance as soon as practicable, but not less than one week before the special event or function.
- (4) The pool may be closed in case of inclement weather, or if in the opinion of the Pool Manager or assistant manager, a hazardous condition exists.
- (5) Persons entering the pool area other than during designated hours of operation unless specifically authorized by a member of the Board of Directors, shall be considered as trespassers and subject to criminal and civil prosecution.

- (6) A reciprocal agreement has been reached with Walden Glen Swim and Racquet Club, Springfield VA. Any time Burke Station pool is closed for maintenance, special situations or unforeseen circumstances, members may use Walden Glen's pool facilities. When using Walden Glen pool under these circumstances, members must sign in and identify themselves as Burke Station Square pool members. Burke Station has extended the same offer to Walden Glen members to use Burke Station pool. Members are encouraged to call Walden Glen Swim and Racquet Club at (703) 451-9503 beforehand to ensure the pool is open for general swimming.
- (7) If extended hours are authorized and/or advertised to membership, but the pool is closed for any reason during regular hours, the pool will only reopen for extended hours at the discretion of the Board of Directors.

3. Pool Admissions:

- a. Member – A member is defined as one who fulfills all obligations as set forth by these rules. All Members in good standing are authorized to use the pool facilities.
 - (1) There are three categories of membership: individual, couple, and family.
 - (2) Members 62 years of age or older may be eligible for a senior discount. This discount only applies to the senior member's portion of the membership.
 - (3) For the purposes of the BSSC membership, a family membership is defined as a set of parents and their dependents living in the same household. Outside family members, children of relatives, and children of friends may NOT be included in a family membership. A separate membership can be sold to that family who chooses to have their dependents visit the pool.
 - (4) Members will be required to provide a photograph of each family member. The photos will be kept at the front desk to verify membership upon entering. Please label the back of all pictures with names. Any member that does not have a photo on file may be refused admission.
 - (5) **Each Member should present their membership card to the guard on office duty before entering the swim club at EVERY visit.**
 - (6) Membership Pool Cards- Pool Cards will be issued to each paying member (adults and children over 1 year of age)
 - (a) Access to the club is only permitted by presenting the member's Pool Card(s).
 - (b) Pool Cards are the responsibility of the Pool member.
 - (c) Pool cards are to be filed and kept in the Club office during the member's visit.
 - (d) Pool cards should be taken home when the member leaves the Club.
 - (e) Pool cards left overnight are NOT the responsibility of the Club.
 - (f) Lost or destroyed cards will be replaced for a fee of \$5, payable to BSCA by check.
- b. Guests – Guests are defined as *House Guests or Casual Guests*. All guests should be signed in and paid for by the responsible club Member. Guest fees may only be paid for by Club Members using a personal check payable to BSCA. Guest passes may only be purchased by Club Members using a personal check payable to BSCA. (refer to Sec 1.1.d) **All guest fees should be paid in advance.**
 - (1) House Guest – A guest of a pool Member who will be staying in the Member's residence for a period of time. The Member can make arrangements to pay a weekly guest fee for their House Guest for the duration of the visit. Refer to Sec 1.3.d.(2) The Board considers a live-in nanny or au pair to be a Member of the household, for whom regular membership rates apply.

- (a) Any person who is a bonafide House Guest of a Member of the pool shall be accompanied to the pool by the pool Member who will verify that the guest should be accorded guest privileges for the applicable period and the fees shall be paid in advance. The houseguest need not be accompanied by the Member after this initial visit for the pre-paid period.
- (b) House Guests not intending to swim may enter the pool enclosure in street clothes without charge, at the discretion of the Pool Manager.
- (c) House Guests using the pool as a casual guest (ie, not making prior arrangements for the weekly rate) must be accompanied by a Member and daily guest fees will apply as for casual guests. refer to Sec 1.3.b(2) and Sec 1.3.d.(1)
- (d) The House Guest should be signed in before entrance to the facility at each visit, but there is no limit to the number of visits per week or season for the duration of the period paid for as specially indicated on the Member's membership form.

(2) Casual Guest - A guest of a pool Member visiting the pool facilities for the day. The Member must sign in and pay the daily guest fee for each Casual Guest at each visit.

- (a) Casual Guests must be signed in and accompanied by a Member at all times.
- (b) No individual may be admitted as a Casual Guest more frequently than **twice a calendar week**, or a total of **ten times** during the calendar year.

c. Babysitters – Non-Members who are hired or designated by a Member to care for the Member's children are defined as *Regular Sitters or Casual Sitters*. No person under the age of 14 may be classified as a Sitter. If the Sitter remains in street clothes to supervise the children in his or her care, no charge will be assessed. The following rules and fees assume the Sitter intends to use the swimming pool and/or swim club facilities, and represent a compromise by the Board on the conflicting issues. The same rules and expectations apply to a member who cares for a non-member's child(ren), hereafter referred to as a sittee.

(1) Regular Sitter – A person hired or designated by a Member on a permanent basis to care for the Member's children, including while at the pool.

- (a) The Member must designate a Regular Sitter/Sittee in writing, in a form satisfactory to the Board, in advance of the first visit. A Regular Sitter/Sittee may not be a member of the Member's household, attempting to avoid conventional membership fees.
- (b) The Sitter/Sittee shall not be permitted to use the pool facilities except in the company of the Member's child(ren) / Member.
- (c) The fee for a Regular Sitter/Sittee shall be one-half the fee charged a House Guest. See Sec 1.3.d.(2) below

(2) Casual Sitter – A person hired or designated by a Member to care for the Member's children on an infrequent or intermittent basis. No advance notice is required, but pool management may require verification of the Sitter's status.

- (a) The Sitter/Sittee shall not be permitted to use the pool facilities except in the company of the Member's child(ren) / Member.
- (b) The fee for a Casual Sitter /Sittee shall be the same as that of a Casual Guest. See Sec 1.3.b.(2) and 1.3.d.(1) However, there is no limit to the number of visits per week or season.

(3) Babysitters' Responsibilities:

- (a) The Member is fully responsible for all acts of the sitter/sittee and for the sitter's failure to discharge any of his/her duties.
- (b) Casual or Regular Sitters are not permitted to bring guests.
- (c) Members caring for a child(ren) as a casual sitter should treat the child(ren) as a casual guest and pay appropriate guest fees each time before entering the Club.

d. Swim Lessons & Instructors

- (1) BSSC does not provide swim lessons for its members. Arrangements can be made to use club facilities during normal operating hours, provided the instructor or student is a Member. Swim coaches, lifeguards, or other approved instructors can provide lessons to members in their off duty hours. Members are also permitted to use club facilities to give lessons to non-members. All lessons should be pre-approved by completing and submitting a Private Swim Lesson Request Form in advance. If both the instructor and swimmer are members, no special financial arrangements are needed since no fees to the club apply, but a pre-approved form is still requested. In the case that either the instructor or swimmer are not members, a Private Swim Lesson Request Form should be approved and appropriate guest fees are the responsibility of the Member in advance. Special fee arrangements can be made for long term situations.

- (2) **Private Swim Lesson Request Form:** Swimming, diving, and related lessons for hire may not be offered on the Club Premises without prior written approval by the Board of Directors, who will consider requests for such courses of instruction once provided:
 - (a) A comprehensive description of the course content.
 - (b) Proposed dates and times of delivery.
 - (c) Anticipated use of pool facilities during instruction periods.
 - (d) Implications of course delivery for safety of students, other swimmers; and insurance liability and coverage of the Pool Manager, the proposed instructor, Board members, and the general membership.
 - (e) Qualifications of the proposed instructor, including certification, experience and references.
 - (f) Proposals regarding the fee structure for non-Member students.
 - (g) Any other information the Board deems necessary for a fair decision process.

Private Swim Lesson Request Forms are available online and/or at the front guard desk upon request and should be submitted for approval prior to lessons being given.

- (3) All lessons must be held during normal club operating hours. Lifeguards or coaches providing lessons should be off-duty when giving a private lesson.
- (4) If permission is granted for specified lessons, fees to the Club, determined on a case-by-case basis, are the responsibility of the Member in advance of lesson(s).
- (5) Any fees exchanged between an instructor and swimmer(s), or their responsible guardian, is a private arrangement between the involved parties. BSSC is in no way responsible or liable, financially, or in any other way, for the arrangement.

e. Fees for Guests: Guest Fees may only be paid by Club Members with a personal check payable to BSCA. (refer to Sec 1.1.d) **All guest fees must be paid prior to admission to the pool facilities and are not refundable.** Abuse of the established guest system may result in removal from the Club and, if deemed necessary, membership revocation without refund.

- (1) DAILY FEE: \$4 per day Adults & Children
NOTE: Children under 2 and guests in street clothes, not intending to swim or sunbathe, will not be charged.
- (2) WEEKLY FEE: \$20 per person for any seven consecutive day period (special arrangements must be made thru membership for a houseguest or childcare situation to receive this rate. A separate photo should be provided as an addendum to your family membership. The effective period paid for will be noted and enforced.)

(3) SEASONAL FEE: \$100 per person for the summer swim season

(a) Childcare Arrangements

As an alternative to paying the daily or weekly fee for a longterm or seasonal childcare situation, a member can add a childcare addendum to their membership for a one-time fee of \$100 per person per season. This addendum must be made with the swim club membership committee in advance of visiting the swim club. A separate photo(s) should be provided. This fee does not entitle the sitter/ sittee to membership privileges outside the childcare situation. The sitter (or children) must be signed in and accompanied by the member at all times. This one-time seasonal fee is seen as a compromise and provided as a convenience to Members. The fee is non-transferable and non-refundable should the Members' situation change during the summer season. Abuse may result in revocation of membership and privileges. Members always have the option of paying the daily guest fee at each visit.

(b) Swim Lessons

As a convenience, and to encourage the development of swimming skills in our club community, the seasonal fee is offered to BSSC lifeguards and swim coaches to provide unlimited swim lessons to Members throughout the entire summer swim season. Members also have the alternate option of paying the daily guest fee at each lesson.

(4) **Prepaid guest pass cards** (one card equal to 5 guest visits) may also be available from the attendant on duty and may be purchased in advance. These passes are provided as a convenience for Members at the daily guest rate. Payment for all guest passes must be made by the Member's personal check, payable to BSCA. Guest passes do NOT entitle the guest to access club facilities without a member. A Guest using a guest pass must still be signed in and accompanied at all times by a Member. Abuse of the guest pass card can result in loss of guest privileges.

(5) Scheduled parties with eight or more non-member guests may be charged a \$3 per visit fee for each non-member swimming. Those guests not swimming will not be charged. This fee is valid for the duration of the party only. All parties should be prearranged by contacting Gayle at burkestationswimclub@ymail.com

f. Guest Privileges and Member Responsibilities

(1) Guest privileges shall consist of admission to and use of the club facilities by an authorized person who is not a club Member. A Member shall assume full responsibility for the conduct of and/or damage by his/her guest(s).

(2) Guests are subject to the same rules and regulations as Members.

(3) Members who violate or are an accessory to a violation of the rules pertaining to the admission and conduct of guests may have their rights and privileges of membership suspended for a period, at the discretion of the Board of Directors.

(4) Members desiring to bring groups of more than five guests at any one time must notify the Pool Manager at least 72 hours in advance. All swim parties should be prearranged by contacting Gayle McVicker at burkestationswimclub@ymail.com. Exceptions may be granted at the discretion of the Pool Manager on Duty.

Note: The community room/kitchen must be reserved and/or coordinated. There is a rental fee and security deposit required. Contact: Gayle

(5) Members are responsible for the conduct of a guest who is accompanied to the pool by their child or children. Children paying the required guest fee with a personal check signed by their parent or using a guest pass, previously purchased or earned, has the implied permission of their parent to bring that guest.

- (6) The Pool Manager, at his/her discretion, may restrict or suspend all guest privileges as required to alleviate overcrowding of the pool or pool area.
- (7) Guests or visitors in street clothes, without intention to use the swimming pool, may accompany members at no cost, but should be signed in as a guest by the Member.

Section 2. Health and Safety

1. The Pool Manager, or in his/her absence, the Assistant Manager, shall have final and conclusive authority to enforce all matters relating to health and safety, and will eject from the Burke Station Swim Club premises any person(s) failing to observe health and safety rules and otherwise improperly conducting themselves. Repeated offenses will be reported to the Board of Directors for consideration of further action as deemed appropriate. Parents will be notified in writing of repeated offenses by their children.
2. THE POOL WILL BE CLEARED OF ALL PERSONS IN THE EVENT OF AN EMERGENCY. THE EMERGENCY SIGNAL WILL BE THREE SHARP BLASTS OF THE LIFEGUARD'S WHISTLE.
3. Parents are cautioned not to permit their children to become over-fatigued or chilled. The Pool Manager or lifeguards may direct any person to take a rest if excessive fatigue or chill is observed. As a further safety precaution, children under 16 are required to leave the pool and take a 15 minute rest period once each hour, quarter to the hour, upon signal of the lifeguard. The time for the 15 minute rest period will not begin until all children have cleared the pool. Babes-in-arms will be allowed in the water with their parents during such breaks.
4. To ensure maximum attention to pool safety by lifeguards, Members may not converse with lifeguards who are on duty in the Pool Area. Lifeguards may not eat, use cell phones, text, or do anything that will distract them from their oversight of pool safety while in the guard chairs.
5. Persons unable to demonstrate to the lifeguards their ability to swim will not be permitted in water over their shoulders.
6. All bathers must shower before entering the pool.
7. Admission to the pool may be refused to persons wearing bandages or with sores, contagious diseases, nasal or ear discharge, or excessive sunburn, in compliance with Fairfax County Health Department Guidelines.
8. The Pool Manager, or Assistant Manager, under direction from the Board of Directors, has the right to restrict the use of such equipment as tubes, balls, etc., the right to restrict hazardous water activities and the right to evict any person who fails to comply with such restrictions. There is no outright prohibition of floatation devices, but the Pool Manager or Assistant Manager has the absolute discretion to determine when the number of swimmers or other factors make the use of such items inadvisable.
9. Articles of street clothing are not allowed in the pool as swimming attire. Persons returning to concrete areas from the grass or sand must wash their feet before entering the pool.
10. No glass containers of any kind are allowed on Pool deck areas.
11. Alcoholic beverages are only permitted on the Club Premises as approved by the Board of Directors and/or in connection with adult social activities.
12. No food or chewing gum is allowed in the Pool Area.
13. Spitting, spouting of water, nose blowing, etc., are strictly prohibited in the Pool Area.
14. No running, pushing, pulling, dunking, wrestling, snapping of towels, etc., is permitted in or about the Club Premises.

Section 3. Rules Applying Specifically to Children

1. No children under 10 years of age will be admitted to the Pool Area unless accompanied and supervised by either an adult or by a sitter who is age 14 or older.
2. All children wishing to swim in the main pool, must pass a swimming ability test administered by a lifeguard in order to be permitted in water over their shoulders. (refer to Sec 2.5) A record of the test will be held in the guard office for the season.
3. Children 10 years old to 13 years of age may be asked to pass a swimming ability test to confirm swimming abilities when parents/guardians are not present in the pool area.
4. Children over 6 are not permitted to use the wading pool.
5. Children not completely toilet trained must wear cloth diapers, or swim diapers and rubber pants under their bathing suits. Please realize if there is an accident, **both** pools may be closed. No Pampers or disposable diapers are allowed. There will be no exceptions to this rule and lifeguards will enforce this rule under directions from the Board of Directors.
6. Children in the wading pool are the sole responsibility of parents or sitters. All children in the wading pool must be closely supervised at all times.
7. **Children under the age of 15 must be accompanied by an Adult Member (18 years or older) after 7:00 p.m.**

Section 4. Diving/Slide Area Rules

1. No horseplay or shoving is permitted on or near the diving board or slide.
2. Only one person may be on the diving board or slide ladder at one time.
3. Diving or jumping from the board is allowed only from the end of the board and only straight out.
4. Sliding head first down the slide is prohibited. Feet first entry into the water only.
5. Diving from the side of the pool into water less than 5 feet deep is prohibited. All swimmers must observe posted signs concerning diving.
6. No swimming is permitted in the diving area, defined by the rope, when the diving board or slide is open for use. Swimmers must clear the diving area immediately upon surfacing.
7. No one may jump or dive from the board or slide until the previous diver/swimmer has reached the ladder or passed the rope.
8. The board is opened and closed at the discretion of the lifeguard on duty.
9. No balls or foreign objects, including swim masks or goggles, may be taken onto the diving board.

Section 5. Miscellaneous Rules

1. No pets are allowed within the Club Premises, except as permitted by the Board of Directors. The Annual End of Year Dog Swim is a scheduled club event approved by the Board of Directors
2. All bicycle riders will use the area designated for parking of bicycles. Bicycles will be placed in the racks to avoid damage to the blacktop.
3. The cost of any pool property damage shall be charged to the Member responsible. If a guest is responsible, damage costs shall be charged to the host Member sponsoring the guest. Failure to pay the assessed costs may be grounds for denial of use of the pool facility.
4. Furniture or other items brought onto Club Premises by Member/Guests must be removed when leaving for the day. Neither the Pool Management nor the Board of Directors will be responsible for the storage or safekeeping of such articles.
5. All pool property must remain on Club Premises.
6. Burke Station Swim Club is a non-smoking facility during normal operating hours.
7. Denial of use of the facility shall not be based upon sex, race, creed, marital status, or national origin.
8. The office telephone shall be restricted to business and emergency use.
9. Swimming is prohibited and no one will enter a pool when lifeguards are not on duty, when "Pool Closed" signs are displayed, or when advised by lifeguards that pool is temporarily closed.
10. Noisy games, loud radios, or conduct which the Pool Manager deems offensive and interferes with the pleasure of or endangers the safety of other swimmers is prohibited on the Club Premises.
11. Littering is prohibited and all trash will be disposed of in receptacles provided.
12. Loitering is prohibited on Club Premises, particularly in the pool office and parking lot.
13. Only authorized persons are permitted behind the desk or in the pump room. No exceptions.
14. Care must be taken when moving deck furniture. Pick up, do not drag, to avoid damage.
15. Lost articles not claimed within 7 days may be disposed of at the discretion of the Pool Manager.
16. Eyeglasses, sunglasses, and face masks should be of plastic or safety-type lens.
17. All injuries occurring on the premises must be reported to the Pool Manager immediately.
18. The guard on duty at the "window" shall require each member present a current membership card.
19. In the event that a member does not have their membership card, admittance will only be permitted after they have signed in the log book and membership status has been verified.
20. Guards on duty at the "window" should ensure that all guests are signed in and paid for by a member **before** entering the facility.
21. Guards on duty may NOT bring guests. Guards, who are also members, may have PAID guests.
22. Ensure the sanctity of lap lane(s). Two lanes after 7pm, if requested.
23. Any situation that the Pool Manager or any lifeguard feels is questionable or confrontational may be referred to an adult pool committee or board member, as needed.