AQUATICS PROGRAM OPERATIONS AND INFORMATION HANDBOOK
2016 - 2017

Recreational Swimmers

A lifeguard must be on deck or in a guard stand for swimmers to enter the pool during open swim hours. Swimmers that enter before or without a lifeguard in the proper area will be asked to leave the facility.

Lifeguards have the responsibility to enforce rules and regulations and have the authority to remove anyone for unsafe or inappropriate behavior.

Recreational swimmers should circle swim when there are two or more swimmers in a lane (See lifeguard for instructions). Swimmers should comply with lifeguard's instructions at all times. Rules and regulations will be enforced immediately by the lifeguards when there is a safety concern.

The diving well for the pool will be closed for open recreation swim unless it is posted open and a lifeguard is present to watch the area.

Pool Area Rules and Regulations

- Dispose of gum before entering the aquatics facility.
- During recreation swim operations, plastic beverage containers with water or sports drink, and only approved foods are allowed on the pool deck but not in the pool. Glass containers are prohibited. No open plastic cups.
- All patrons are encouraged to take a shower before entering the pool to maintain a healthy environment.
- Appropriate swimsuits are required for all swimmers. Street clothes, cut-offs, street shoes, thongs, light colored spandex clothing and see-through swimwear are prohibited.
- Anyone with an open sore, infectious disease or bandaged area will not be permitted to swim or admitted into the pool area. (Participants are not permitted in the pool area with open sores, ear, eye, or nose infections or with bandages or adhesive tape. Lifeguards reserve the right to inspect and refuse admittance for health concerns.)
- Individuals who have had diarrhea in the last two weeks are asked not to use the pool.
- Running, pushing, pulling, dunking, general horseplay and gymnastics are prohibited in the pool area. Playing on or around ladders, railings and drains are prohibited.

- No alcohol, or tobacco products are allowed in the aquatics facility or pool.
- Spitting, spouting water, and blowing nose are prohibited in the pool.
- Profanity, vulgar language, and improper behavior will not be tolerated. Violators will be referred to the Director.
- Headfirst diving into less than five feet of depth is prohibited.
- Sitting on or swimming over and through the lane lines is not permitted.
- No diving off starting blocks except during approved events.
- Lounge chairs must remain on the pool deck.
- Any equipment belonging to Campus Recreation such as fins, kickboards, pull buoys, hand paddles, volleyballs, water polo balls, and water vests/floatation belts are available for use and must be put back in their proper place after use.
- The use of radios, tape or CD players is restricted to devices with headphones only.

Lap Swim Policies

- Lap Swimmers must enter the lap pool from the lane ends only.
- Maximum number of swimmers in each lane is six.
- All swimmers must "circle swim" if there are 2 or more swimmers in a lane. Slower swimmers should stop at the wall and allow faster swimmers to pass.
- Please select the appropriate lane for your ability. Lifeguards reserve the right to ask swimmers to move to another lane if their speed is not similar to those in the lap lane.
- Sitting on, hanging on, and swimming through lap lanes is prohibited

Diving Well Rules

- There must be a lifeguard on the deck near the diving well during diving well use.
- Only one person at a time is allowed on the diving board or the ladder.
- Only one bounce allowed on the board.
- Make certain that the previous diver has reached the ladder before entering onto the diving board.
- All divers must use ladders to exit the pool.
- If two boards are in use then the inside board users must wait for the previous diver from the other board to reach the ladder before entering onto the diving board.
- Horseplay is not permitted in the Diving Well.
- Swimming in the Diving Well is permitted only when the Lifeguard closes the boards.

The following policies are in place for swimmers under 18 years of age

- The only minors (anyone under the age of 18) allowed in the pool will be participants in the Campus Recreation Camps and during approved Reservations.
- A non-swimmer must be within an arm's reach of an adult in swimming attire in the pool. US Coast Guard approved lifejackets and swimsuits with floatation are allowed, but the supervising adult must still be in the water with the child. <u>No water wings are allowed.</u>

- The lifeguard staff reserves the right to swim test any child using the facility. The test will include:
    - Swimming one length of the pool
    - Treading water for one minute
    - Exiting the pool without the use of a ladder and unassisted
- It is recommended that children wear properly fitted, US Coast Guard Approved Life Jackets.
- Children who are not toilet-trained must wear a swim diaper.

  Note: the Aquatic Facility does not provide life jackets. It is the responsibility of the patron to bring an appropriately sized life jacket for their child/children.

Weather Policy and Winter Closing Dates

The use of the pool will be determined on a daily basis by the Campus Recreation staff. Should an unanticipated closure occur, a sign will be posted on the Campus Recreation website, on Campus Recreation social media, at the aquatic facility gate, and at the Welcome Desk of the SRC Student Fitness Center. Weather conditions or maintenance work on the pools will be used as the determining factors for this decision. The pool will be offered on a limited basis during early afternoon time periods to assist in trying to avoid sun exposure for an extended period of time. The aquatic facility will close immediately due to any inclement weather involving storms with the likelihood of thunder and lightning. In addition, the aquatic facility will close during campus holidays and closures.

Parking

Users must display a current Stanislaus State parking pass. You will be ticketed by University Police if you do not display the proper pass. Automated parking ticket machines are on the campus to allow others to park for a nominal fee.

Website and Programs

One can find general Campus Recreation Department information (hours and programs offered) on the web site at https://www.csustan.edu/campus-recreation.

Aquatics Use Fees and Use

Students, Faculty, Staff, Alumni, and community use information, eligibility and pricing are available on our website: https://www.csustan.edu/campus-recreation, at the Campus Recreation Office or by phone (209) 667-3705. On line payments, credit card, warrior card are required payments. Unauthorized use of any of the Campus Recreation operated facilities is strictly prohibited and should be reported to staff immediately.

The following policies will apply to participants:

- Participants assume an obligation to conduct themselves in a manner compatible with this aquatics facility.
- Anyone violating rules outlined in the policy handbook will be directed to exit the facility immediately.
- Participants during open swim times must be 18 years of age or older to be eligible to purchase a use pass.
- In order to maintain eligibility for all the benefits of use, members must remain in good standing, if you are not serving a suspension for violating Campus Recreation policy, and you are abiding by all Campus Recreation rules.
- Use passes that are paid for in full and later cancelled before the end date will be subject to paying an administration charge for cancellation.
- No refunds shall be issued for any given month after the first day of that month regardless of number of visits that month. Participants purchase the right to enter the aquatic facility during all open hours; whether they do so or not, failure to visit the facility is not acceptable justification for a refund.

Valid Identification

For participants' safety, Campus Recreation has ID checks for entrance to the facility. The following are valid ID's for entrance after initial sign-up for use:

- Your verified Fusion hand scan
- A Warrior Card or Driver's License will be used when the scanner is not functioning
- A dated and signed Campus Recreation daily use pass issued

Music

Personal headsets are required for recreation and lap swim hours of operation. Campus Recreation staff are responsible for controlling the type of music and volume level for any facility where music is played on a central system and will not interfere with any other university policy or university group that may be in or around the facility. The use of stereos and "boom boxes" is not permitted without approval.

Pets

Pets are prohibited from entering all facilities and fields, with the exception of service animals. Owners of the service animals are required to clean up any pet wastes that occur in any facilities and surrounding areas. Pets are not allowed in the water.

Equipment Checkout

Various swim equipment may be available.

RESERVATIONS AND SCHEDULING

The reservations and scheduling of the Aquatic Facility must be in agreement with the following policies that have been established to minimize conflicts and ensure quality

recreational opportunities. All activities shall be compatible with the designated purpose/design of the facility; unsafe activities or those that are incompatible with the designated purpose or design are prohibited. Activities shall be suitable to the respective area with the safety of the member supported at all times. A Campus Recreation Facility Reservation Agreement and proper procedures must be followed before a 25Live request will receive final approval. Please allow six weeks prior to the dates requested for processing. Reservations finalized less than six weeks prior to the event date cannot be guaranteed and may be bumped for other groups.

Priority Use

The aquatics facilities shall be scheduled to host a variety of recreation and event based activities in sufficient quantity and quality to maximize the facility. The priority usage of the aquatics facility shall be to support recreation services. The following guidelines describe the ranked order of usage during academic periods:

1st Priority – Academic Classes
2nd Priority –University department uses approved by the Campus Recreation Director or designee
3rd Priority – 3rd Party users approved by Campus Recreation Director or designee

A Campus Recreation Facility Use Request is not a guarantee for use until a Facility Reservation Agreement contract is signed. Lead times vary; however, the earlier a completed, the better chance for approval.

Campus Recreation Director or Campus Recreation Program Coordinator

- Receive, review, approve, and confirm facility use requests within 10 working days of the request when possible.
- Consideration may be given to requests not meeting advance notice requirement but the director or reservation coordinator is under no obligation to do so.
- Determine if a facility use fee will be charged for the approved event and obtain agreement from the event coordinator.
- Determine if an event monitor will be present at the event and obtain agreement from the event coordinator to pay the cost.
- Notify University Police, Facilities Services, or other university service provider of services requested for the event.
- Obtain approval for the event from the Risk Manager and coordinate obtaining any required event insurance, insurance certificate and/or liability waivers.
- Prepare the written documentation required to secure any usage deposits and/or fees or service charges, including additional charges approved on the facility use request.
- Monitor events to determine that the event attendees are abiding by facility use policies and procedures. Designated Campus Recreation staff will have the right to immediately terminate a facility use agreement and request that the group vacate

the premises if facility use policies and procedures are being violated. Deposit and facility use fees will be forfeited if this should occur.

Cancellation of a Facility Reservation

- All adjustments and cancellations pertaining to reservations must be emailed to the Director and must occur at least 3 working days prior to the scheduled event.
    - Cancellations submitted less than 10 working days prior to the scheduled event start date will result in forfeiture of the facility deposit.
    - Cancellations submitted less than 3 working days prior to the scheduled event start date will result in forfeiture of all fees paid.
    - Cancellation of a multiple date reservation once the scheduled activity has already started must be sent to the Campus Recreation reservation email as soon as possible. No refunds will be issued.
- All chartered student organization reservation cancellations not reported to the Directors email will incur a twenty five dollar ($25.00) charge for reservations cancelled less than 10 working days prior to the scheduled event start date. Repetitive cancellations without notice will result in loss of reservation privileges

Comments and Suggestions

Members wishing to express a concern, suggest an improved service or praise an employee are strongly encouraged to speak to a SRC Student Fitness Center employee and complete a comment card. These forms can be found at the Front Desk and are reviewed weekly by the staff and are occasionally posted.