

**MARLBANK RECREATION ASSOCIATION**  
**POOL OPERATING POLICIES & PROCEDURES**  
**(May 2023)**

**1. HOURS OF OPERATION:**

- Preseason (Memorial Day Weekend - End of School Year)
  - Saturday 11:00 a.m. - 8:00 p.m.
  - Sunday 12:00 (noon) - 7:00 p.m.
- Regular Season (First Day of Summer Break - Labor Day Weekend)
  - Monday through Saturday 11:00 a.m. - 9:00 p.m.
  - Sunday 12:00 p.m. - 9:00 p.m.
  - Adult early swim (Monday-Friday) 6:00 a.m. - 7:00 a.m.
- The lifeguards may close the pool at any time during periods of bad weather, for cleaning, or for any reason pertaining to the health and safety of all swimmers.
- The pool will be closed during Swim Team events. At least 48-hour notice via email will be provided to members ahead of the events. Members are encouraged to check the event calendar on the Marlbank Farm website, as well.

**2. GENERAL RULES FOR ADMITTANCE**

- Only active MRA members with pool privileges and their guests will be admitted to the pool.
- All members and guests must sign-in at the entrance to the pool.
- Individual family members of the member household will be listed on the appropriate “membership card” on the Marlbank Farm website. This can be printed, presented via smartphone/tablet, or looked up by the lifeguards upon entrance.
- Individuals under 12-years-old will require a supervising companion over 16-years-old at all times. No exceptions.
- Individuals under 16-years-old must have a supervising companion over 21-years-old to use the pool after 6:00pm.
- Anyone showing signs of intoxication will be refused admittance or asked to leave the MRA property. Lifeguards will request support from local law enforcement authorities when intoxicated persons refuse to leave MRA property.

**3. RULES FOR POOL ENCLOSURE**

- All members are responsible for keeping the pool area neat and clean.
- No sharp metal, glass, or breakable objects are allowed in the pool or on the deck areas.
- Only non-breakable containers for food, drink, or other items may be brought inside of the pool area.
- Only authorized personnel are allowed in the pool office or the pump room.
- Socializing with the lifeguard while he or she is on duty is strictly prohibited. All guests must stay clear of the lifeguard stands.
- Smoking is strictly prohibited inside the pool area. Smokers must go outside the fenced area to smoke.
- The MRA assumes no responsibility for members’ valuables.

- The MRA is not responsible for accident, injury, or loss of any kind caused by a pool guest or member. Precautions will be taken by the Lifeguard for the safety of members and their guests while in the pool area.
- At the discretion of the Lifeguards, areas can be designated for water games if the pool is not crowded and enough participants are interested.
- Ball playing on the deck or in the water is at the discretion of the lifeguard.
- Bicycles are not allowed on the deck area around the pool. Bicycles must be parked away from the entrance outside of the fenced area.
- Animals are prohibited from inside the fenced deck area.
- Chewing Gum is strictly prohibited inside the pool area, due to the upkeep of our pool and pumping equipment.

#### **4. RULES FOR MAIN POOL & DECK**

- Individuals will not be allowed inside the fenced pool area without a lifeguard on duty, unless pre-authorized by the pool management committee.
- Only approved swimming attire will be permitted in the pool. No shorts allowed in the water.
- Individuals must shower before entering the pool.
- Individuals with open sores or nasal discharge will not be allowed in the pool.
- Diving or jumping into the pool near swimmers is prohibited.
- Running is not allowed on the pool deck.
- Swimmers must stay clear of the lifelines and lane ropes
- Infants and children who have yet to potty-train will not be allowed in either pool without wearing a specially-designated swim diaper
- Water toys and floats may be removed from the pool at the discretion of the lifeguard.
- All swimmers under the age of 15 will be required to take a 10-minute break, out of the water each hour.
- Parents and siblings (where appropriately supervised by parents) of Swim Team members may remain inside the fenced area during swim team practices, provided they do not interfere and obey instructions given by the coaching staff.

#### **5. RULES FOR DIVING AREA**

- Only one person at a time is permitted on the diving board.
- Nonswimmers and children who have not successfully demonstrated to a lifeguard their ability to swim 50 meters (2 laps) unassisted are not allowed on the diving boards or in the diving area.
- Divers may not spring or dive until the diving area is clear.
- Divers must clear the diving area immediately after diving, by using the ladder to exit.
- Hanging from the edge of the diving boards is prohibited.
- Diving from the side of the pool or swimming in the diving area is not permitted unless permission is granted by the lifeguard

#### **6. RULES FOR WADING POOL**

- The safety of children in the wading pool is the sole responsibility of the child's supervising adult, not the lifeguard.

- Children at all times must be accompanied by a responsible supervising adult when they are inside of the fenced area of the wading pool.
- The responsible supervising adult must remain inside the wading pool fenced area with the child at all times.
- Children over 6 years of age are not allowed in the wading pool, unless accompanied by a younger sibling.
- Running inside the wading pool area is prohibited.
- Both gates in the fence around the wading pool will remain closed at all times.
- The wading pool is closed during swim team practice.

## **7. GUEST POLICIES**

- Non-members residing in Marlbank Farm will not be admitted as guests.
- The conduct of a guest is the responsibility of the sponsoring member.
- Local guests with residences in the Hampton Roads area, including family members and adult children of MRA members, must pay guest fees of \$5 per person over 3 years of age.
  - Hampton Roads is defined as Yorktown, Williamsburg, Newport News, Poquoson, Gloucester, Hampton, Norfolk, Chesapeake, Virginia Beach, Suffolk, Portsmouth, and Franklin.
- All guests must be accompanied by a sponsoring member, both of which must “sign-in” together at the pool entrance.
- No local guest may visit the pool more than five times during the season. They will need to purchase an Associate Membership for themselves if wanting to visit more often.
- Guests do not have the privilege of inviting additional guests.
- Grandchildren (under the age of 18-years old) of MRA members will be admitted to the pool as “Marlbank Residents,” provided they are pre-registered on the member’s “membership card” available on the Marlbank Farm website.
- Childcare providers, while working for members and associates, will be admitted as non-paying guests when accompanying member children.
- Any overnight visitor, including adult children of MRA members, residing outside of the Hampton Roads area may visit the pool as a non-paying guest with the sponsoring member present. Proof of residence, such as a driver’s license, will be required for adult out-of-town guests.
- Members are allowed no more than eight guests per day.
- More than eight guests per day will require prior approval from the Pool Management Committee. This may also require the member to pay for additional lifeguard services, at a rate of \$12.50 per hour.

## **8. POOL RENTAL POLICY**

- The pool is available to be rented for private functions at times other than normal operating hours. The pool is not available for private functions during scheduled hours of operation. The Pool Management Committee will approve and schedule all pool rentals.
- Individuals renting the pool must be a MRA member in good standing or sponsored by a MRA member in good standing. Sponsoring members must attend the event and will be responsible for the conduct and actions of all persons in attendance.
- The pool rental fees established by the MRA Board of Directors are as follows:
  - Rental Fee:       \$75.00 per hour (2-hour minimum)

- Lifeguard Fee: \$12.50 per hour for each Lifeguard required to keep a ratio of less than 20 people per lifeguard
- Lifeguards will enforce pool rules, policies, and operating procedures at all times during pool rentals. Lifeguards will expel any person from the pool area or close the pool for reasons deemed necessary to maintain control of the pool area and safety for all swimmers.

## **9. LIFEGUARDS**

- Lifeguards are employed by the MRA to maintain a safe and enjoyable pool environment for members and invited guests. Attaining this environment will require each lifeguard to actively promote safe conditions through enforcement of the Pool Rules, while being prepared to take proper action in the event of an emergency situation. Maintaining a pleasant environment includes not only the physical appearance of the deck area and proper chemistry of the pool water, but also the policing of activities and actions of everyone to ensure that the facilities are equally available to all users.
- The MRA Pool Committee has established the highest standards for our lifeguards and request that all parents convey to their children that the decisions and directives of the lifeguards reflect the logic and maturity necessary to ensure the safety, and enjoyment of all who use the MRA pool facilities.
- Lifeguards will enforce all pool rules, policies, and operating procedures.
- Lifeguards will expel any person, regardless of age, sex, or position, from the pool area for reasons deemed necessary to maintain control of the pool area. This includes parents who argue with Lifeguard decisions. Lifeguards are directed to request immediate support from local law enforcement agencies if any situation arises where total control of the pool area has been compromised.
- Children who are expelled from the pool area will be issued an expulsion notice, stating the reason for the expulsion. Expulsion will be from one to three days at the discretion of the Pool Management Committee. After expulsion, an individual will not be allowed to re-enter the pool (or deck area) until the expulsion notice is signed by one of his or her guardians and the lifeguard on duty. Expulsion notices will be filed in the pool office and parents will be contacted at the numbers provided on their membership cards.