

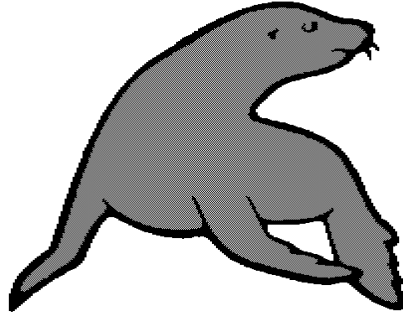
Kingston Estates Swim Club

116 Deland Avenue and Princess Road
PO Box 1012

Cherry Hill, NJ 08034

Phone: 856-429-9641

Web Site: www.kingstonswimclub.com



Home of the Seals

Rules and Regulations

March 2017

Hours of Operation

The club will be open from Saturday of the Memorial Day weekend through Labor Day.

Scheduled hours, weather permitting

Memorial Day weekend to the closing of Cherry Hill public schools

Monday --Thursday	4 pm. - 8 pm.
Friday	4 pm.- 10 pm.
Saturday	12 pm. - 10 pm.
Sunday	12 pm. - 8 pm.

Close of Cherry Hill public schools through Labor Day

Monday-Thursday	12 pm. - 9 pm.
Friday & Saturday	12 pm. - 10 pm.
Sunday	12 pm - 8 pm.

Note: Main and wading pools close 15 minutes prior to Club closing.

The above hours of operation may be modified for BOD approved events (swim meets, socials, etc.). When necessary, the club, pool(s) or any recreation areas may be closed for inclement weather, maintenance operations, competitive activities or for the safety, health and welfare of the members.

This document is created using Microsoft Word application.

*The "KESC Rules & Regulations" is available electronically on the internet at:
www.kingstonswimclub.com/kesc_rulesregulations.pdf*

A printed copy is available by request.

Kingston Estates Swim Club

Rules and Regulations

CLUB OPERATIONS

The KESC managers are selected by the Board of Directors to serve as its direct representative in the operation of the KESC facilities. The manager on duty, hereinafter referred to as “the manager”, is in full charge of the club and all of its facilities, with direct supervisory responsibility over the operations staff. Any question as to the meaning and/or interpretation of these Rules and Regulations shall be determined by the manager.

RULES and REGULATIONS

The following Rules and Regulations have been established and approved by the KESC Board of Directors (BOD) in accordance with the KESC Bylaws to assure the safe and sanitary operation of the pools and facilities and for the safety, protection and benefit of all members and their guests. The BOD reserves the right to revise these Rules and Regulations at any time. In the event of revision or addition, the membership will be appropriately and timely informed. All members are requested to familiarize themselves, their children and guests with these Rules and Regulations, to observe them and obey all instructions of the managers and staff. Failure to comply will be considered sufficient cause for disciplinary action as specified herein. Grievances concerning these Rules and Regulations set forth by the BOD, and/or their application or lack thereof should be submitted in writing to the BOD for review and appropriate action, if required.

The KESC managers and staff have the authority and responsibility to enforce these Rules and Regulations and are empowered to make decisions concerning safety. Managers have the authority to take appropriate remedial action up to temporary suspension of club privileges of any member or guest. A written statement is to be filed with the BOD within twenty four (24) hours if such action is taken.

Members observing violations of these Rules and Regulations should report them to the manager immediately.

ADMISSION

1. **Admittance** to KESC grounds and its facilities is permitted only to the following groups:

Members in good standing (see By-Laws)	Child Day Care participants
Guests	Visiting athletic teams and their boosters
Summer House Guests	Persons attending Board-approved social functions
Child-sitters	

2. **Check-In Procedures**

- Each family member must check in at the control booth and submit an ID card with a recent member photograph affixed.
- ID cards are issued in the following six colors:

White	for adults 18 years and over
Green	for children 14–17 years of age
Orange	for children 12–13 years of age
Purple	for children 11 years of age and under
Yellow	for child sitter
Blue	for day-care child

3. **Member Children (17 and Under) (excludes swim team practice. All swim team members must leave the club at the conclusion of their practice session)**

- Children 12-17 years of age shall be admitted without an adult sponsor (18 years and over).
- Children 11 years of age and under shall not be admitted unless accompanied by an adult member sponsor or child sitter.
- A child 11 years of age or under must leave the club when their parent, adult sponsor or child sitter leaves the club unless another adult member sponsors the child and assumes responsibility for the child.

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4. Guests

- a. Members may sponsor guests by registering them at the control booth and paying the appropriate guest fee. Payment must be made in cash or pre-purchased guest passes. No credit will be extended for guest fees. Violations are subject to fines and sanctions as specified herein.
- b. All guests must be accompanied by the sponsoring member and when the sponsoring member leaves the club, the sponsored guests must also leave or have their sponsorship and cards transferred to another member sponsor.
- c. Guests residing in Cherry Hill and the surrounding communities, to include children and seniors, are permitted as guests a maximum of six (6) times during a season. They may participate in unlimited social functions. Grandparents have unlimited guest privileges.
- d. Guests members of another Cherry Hill Swim Club are not limited in their guest privileges provided they can show identification proving their current membership at the other Swim Club. (i.e. membership card).
- e. Members who are 14 to 17 years of age may sponsor one guest .
- f. Members shall, at all times, be held liable for the actions of their guests.
- g. The manager or the BOD, for the welfare of KESC, may limit guest privileges afforded each member.
- h. Guest Fees are set by the Board of Directors annually and are available upon request at the Control Booth.
- i. Special discounted rates are offered to seniors and Grandparents.
- j. Children under 2 years of age are always allowed in for free.
- k. Guest fees are not charged for participants and spectators at most scheduled social and athletic events.
- l. Guest pass books are available at a reduced rate.

5. Summer House Guests

- a. A houseguest is a person who resides in the member family home for the summer but whose permanent legal residence address is different. Houseguests are **NOT** individuals who live in the Cherry Hill area whose families are not members of KESC.
- b. A member family may sponsor summer house guests for the fee set in the Annual Dues Form. Proof of date of birth and permanent residence address of house guests are required. Each application will be reviewed by the Board for final approval.
- c. House guests have the same age admission privileges as members.

6. Child Sitters

- a. A child sitter is a non-member, age 15 or older, employed by a member family to supervise the member's children, age 0 - 11 years.
- b. A member family may sponsor a child sitter for the fee set in the Annual Dues Form. Proof of date of birth and permanent residence address of a child sitter is required. Each application will be reviewed by the Board for final approval. A special ID card will be issued.
- c. A child sitter will be admitted as a child-sitter only while supervising and caring for the sponsor's children. The child sitter may enter other times in accordance with the guest policies defined above.

7. Child Day-Care

- a. A member family may sponsor a maximum of two non-member children 11 years of age and under that are under their day-care for the fee set in the Annual Dues Form. For each child being sponsored under this provision, proof of date of birth and permanent residence address is required. A statement signed by both the child's parent/guardian and the sponsor family attesting that they are providing day care and the days child-care will be provided, must also be submitted. Each application will be reviewed by the Board for final approval. A special ID card will be issued.
- b. The children are allowed entry as day-care only with the sponsoring family, and only those days the parent/guardian is at work and must leave the children with the sponsoring family. Sponsorship cannot be transferred. The children may enter at other times in accordance with the guest policies defined above.

8. Parties

- a. All parties are to be coordinated and reserved with the Party Coordinator at least two (2) weeks in advance for proper staffing. (Party reservations are accepted on a first come basis).
- b. All parties of over 25 non-member guests must have Board approval.
- c. No parties are permitted during club social events.
- d. Parties are limited to 4 hours in duration.
- e. Parties must request use of the porch or pavilion with the Party Coordinator.
- f. Party request forms and guidelines are available at the Control Booth.

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9. Athletic Events

- a. Scheduled athletic events shall be under the supervision of a BOD member, or delegate.
- b. The BOD member, or its delegated team representative will assure that the home and visiting team members, coaches and boosters conform to applicable rules and regulations and appropriate standards of conduct.

10. Social Functions

- a. Scheduled social functions shall be under the supervision of a BOD member or delegate.
- b. The BOD member or its delegate(s), may restrict the frequency of entrance and exit from the club grounds by social function attendees or require changes in the conduct of a social function, such as lowering noise levels, or terminating an event. Members and guests are expected to conform to appropriate standards of conduct

GENERAL

1. All persons, including children and guests, using the club facilities, to include pools, recreational or parking facilities, do so at their own risk.
2. Smoking is not permitted on or within 10 ft. of the pool decks (main & wading), in any building, including the open and screened pavilions. Smoking is not permitted anywhere inside the club grounds during swim team practice and swim meets .
3. Cigarette and cigar butts are to be placed in the sand containers provided.
4. All trash and recyclables are to be disposed of in containers provided for that purpose.
5. All injuries, however slight, and/or incidents must be reported immediately to the manager, and recorded in the accident/incident log book and an Injury Report Form or Incident Report Form must be filed by the manager.
6. Rowdy or disruptive behavior, fighting, profane language, inappropriate messages or images on apparel, or other conduct affecting the safety and comfort of others is prohibited.
7. Bicycles, scooters, skateboards, roller blades/skates and water balloons. are not permitted inside the club grounds.
8. Loitering, congregating or visiting at the entrance, control booth, managers office, staff room or first aid room is prohibited.
9. Notices or items are to be posted only on the bulletin boards and must be approved by the manager or an appropriate BOD member.

HEALTH and SAFETY

[* ref: N.J.A.C. 8-26-5.4(a)]

1. *Any person showing evidence of any communicable skin disease, sore or inflamed eyes, cold, nasal or ear discharges or any other communicable disease shall be denied admission.
2. *Any person with excessive sunburn, open blisters, cuts or bandages shall be denied admission.
3. *Do not enter the water if you are experiencing or recovering from diarrhea or have had any signs or symptoms of a gastrointestinal (stomach) disease in the past seven days.
4. *All children in diapers must wear plastic pants with snug elastic waist and leg bands. Do not wash out soiled diapers in the bathing water.
5. *Children should be encouraged to use the restroom before entering the water. Immediately report any "accidents" you observe in the bathing waters to a lifeguard.
6. *No animals, except for service animals, shall be allowed in the swimming pool, wading pool area, dressing rooms or other parts of the enclosure.
7. *Glass containers, to include baby bottles and baby food jars, or breakable objects of any kind are prohibited in the club grounds. This includes all social functions.
8. *For personal health, all persons shall shower before entering the water.
9. *Conduct which endangers the safety and comfort of others is prohibited.
10. *All water activities are prohibited during an electrical storm.
11. *Persons suspected of being under the influence of alcohol or controlled substances or under suspension of privileges shall be prohibited from entering or shall be removed from the facility.
12. Individuals will not defecate, urinate, expectorate, clear nose, spout water or otherwise contaminate or put foreign substances in the pools. Violation will result in immediate suspension of membership privileges.
13. Any safety hazard should be reported immediately to the manager.

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POOLS

1. General

- a. No person may enter the main pool unless a lifeguard is on surveillance duty at pool side.
- b. Lifeguards are on duty for everyone's safety. Do not talk to or distract them from their duties or congregate around the lifeguard stand.
- c. Running on the pool decks, pushing, dunking, rowdy behavior, dangerous or disruptive ball playing, profane language, splashing or other conduct affecting the safety and comfort of others as deemed inappropriate by a lifeguard or manager is prohibited.

2. Main Pool

- a. The pool is divided into five areas marked by floating lines:

(1) Swimming area 3 ft.	(3) Lap Lane	(5) Diving Well
(2) Swimming area 5 ft.	(4) Swimming area 7 ft.	

- b. Proper swim attire must be worn in the pools.
- c. Non-swimmers, whether children or adults, are not allowed beyond their safe pool depth. Children's parents or a responsible individual are responsible for keeping non-swimmer children within their safe pool depth.
- d. Small children, incapable of handling themselves even at the shallow ends of the pool, can only be taken into the pool by their parents or a responsible individual. The child must remain within arm's length of the adult at all times. The adult assumes the risk.
- e. Parents or responsible individual have the primary responsibility of seeing that small children do not wander near, or fall into the swimming pools.
- f. No hanging, sitting or standing on lane lines or safety lines.
- g. No type of flotation devices (anything used for support) are allowed in the main pool except during authorized instruction times. **ABSOLUTELY NO EXCEPTIONS!** This includes: water wings, arm cuffs, bubbles, one-piece flotation (tube) suits, and any other flotation devices.
- h. Food and drinks or placing of chairs or tables inside the gray drain line bordering the pool is prohibited.
- i. During all raft and tube times, only the one person rafts or tubes are allowed. No boats are permitted, and the manager has full discretion regarding which device members are permitted to use.

3. Diving Well

- a. The diving area is limited to diving from the diving boards only, unless the area is closed for diving and open for general swimming or aquatic games.
- b. Only one person shall be on a diving board at any time.
- c. Only one bounce is permitted on the diving board and the diver must go straight off the end of the diving board and swim directly to and immediately leave the pool by the nearest ladder.
- d. Diver must wait until the previous diver is at the ladder.
- e. Dives deemed dangerous by a lifeguard or manager are prohibited.
- f. Lifeguards have the authority to revoke diving privileges for repeat violations of diving rules.
- g. No diving is allowed from the side of the pool except along the 5-ft. wall and the 7-ft. section. **Obey the "NO DIVING" signs on the edges of the pool.**
- h. Starting blocks are only to be used during swim meets, swim team practice or sanctioned swim lessons under the supervision of a swim coach or swim instructor. Sitting on or other use of the starting blocks is not permitted.

4. **7 Foot Area:** The 7-ft. area is restricted to adults only except during adult swims.

5. Lap Lane

- a. The lap lane is intended for the serious swimming of consecutive laps. There may be a maximum of two swimmers in the lap lane at any one time. Lap lane courtesy requires a person entering the lap lane to advise the swimmer already in the lap lane that they are entering the water.
- b. The lap lane is not to be used for swim lessons. Extra lanes will be added for this purpose when lessons are scheduled.
- c. The lap lane is normally open during regular pool hours, except weekdays while school is in session. On those days, the lap lane will open at 6 p.m. The lap lane may be temporarily closed for swim band testing, pool maintenance, etc. as deemed necessary by the manager.

Kingston Estates Swim Club

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6. Swim Proficiency (Band) Test

- a. All children 5 to 11 years of age must complete an annual swimming proficiency test before entering the 5-ft., 7 ft. or diving well areas of the pool unattended. Those who pass the test will be issued a band which must be worn at all times when they are in the pool.
- b. Tests will be administered by a manager and the successful completion of the test will be at the discretion of the manager.
- c. The test is to be completed without rest and on the first attempt.
- d. **5-foot Proficiency (Band) Test:**
 1. Swim 25 meters (one length of pool) using a strong and consistent stroke with alternating arms reaching over the head and body in a horizontal position. Swimmer must complete the lap without stopping.
 2. Tread water continuously for 2 minutes in 7-ft. section.
- Diving Well Proficiency (Band) Test:**
 1. Swim 50 meters (two lengths of pool) using a strong and consistent stroke with alternating arms reaching over the head and body in a horizontal position. Swimmer must complete the laps without stopping.
 2. Tread water continuously for 2 minutes in 7-ft. section.
 3. Dive or jump from the diving board.
- e. Any child unable to successfully complete the series will have a one-day waiting period before attempting the test again. However, a child who satisfactorily completes the 25 meter swim but unsatisfactorily attempts the 50 meter swim, and completes the tread requirements shall be awarded the 5 foot band.
- f. A child who has satisfactorily passed the 5 foot test is only required to swim 50 meters and dive or jump from the diving board to be awarded the Diving Well band.
- g. Any adult entering the water to assist in a child's completion of the test will result in the disqualification of that child.
- h. The cost for a swim band is \$1.00.
- i. Test times are usually scheduled daily at 1:30 p.m. and 3:00 p.m. and/or other times at the managers discretion.
- j. Only those with diving well bands may participate in approved and supervised games held in the diving well.
- k. Any child forgetting or losing their swim band will be confined to the 3-foot section of the pool. Replacement bands may be obtained for \$1.00. Replacement band cost is not refundable.

7. Special Use

- a. Adult swims are typically scheduled daily at 1:30 p.m. and 3:00 p.m. and other times at the managers discretion. Adult swim will be approximately 15 minutes in duration at which time the diving boards will remain open for banded children.
- b. Group swimming lessons and other scheduled lessons will be given at times specified by the BOD and posted on the bulletin board.
- c. A section of the pool will be reserved for swim team practice, in addition to scheduled meets, as follows:
 - (1) Until summer vacation: weekday after-school practices - 3:30 p.m. to 7:00 p.m.; and Saturdays - 7:15 am to 11:50 am.
 - (2) During summer vacation: weekdays and Saturday mornings - 7:15 a.m. - 11:50 a.m.
- d. Water walking is scheduled weekdays from 12:15 p.m. to 01:00 p.m. in a designated area of the 3-foot section of the pool. Water walking is permitted on weekends and holidays when there are no other scheduled pool events/activities. This activity is open to all members and guests.

8. Wading (Kiddy) Pool

- a. The wading pool is intended for children who are non-swimmers and are incapable of handling themselves in the shallow end of the main swimming pool. Banded swimmers are not permitted in the wading pool.
- b. Children using the wading pool are to be under the direct supervision of a parent or responsible individual. **Children are not under the supervision of a lifeguard.**
- c. Small rubber and plastic toys are permitted in the wading pool. No sharp, breakable or hard objects, such as metal buckets or shovels, are permitted

9. Play Area

- a. Children using the play area and equipment must be under direct supervision of a parent or responsible individual. **Children are not under the supervision of a lifeguard.**
- b. Appropriate behavior will be strictly enforced in the play area.

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FOOD & REFRESHMENTS

1. Members and guests may bring food, beverages, or other refreshments on the club grounds.
2. **No glass containers of any kind are permitted.** This policy will be strictly enforced and may require inspection of coolers by the manager.
3. Food and beverages are permitted in the picnic areas, pavilions and on the pool decks outside the gray drain line only. We ask that members help the staff by cleaning up spills, food and trash anywhere on club grounds.
4. The Snack Bar will be open for food and refreshments during a majority of normal pool operating hours. It may also be open at other times at the discretion of the BOD.

USE and CARE of PROPERTY

1. Club Property

- a. The cost to repair or replace any damaged property will be charged to the responsible member. If damage is caused by a guest or minor, the sponsoring member will be charged.
- b. Deck chairs, umbrellas and picnic tables are provided on a first come, first serve basis. Reserving them for others is not permitted and members should use only one deck chair per individual. Please inform the manager of any problems.
- c. Members may check out athletic equipment and return same to the control booth after use. A deposit may be required and refunded upon return of the equipment.
- d. Members using benches, chairs, tables or other property for picnics, parties or similar social events should clean them and the grounds around them before leaving.
- e. Use of the barbecue pit must be under the direct supervision of an adult (age 18 or over). Safety rules posted at the barbecue pit must be adhered to.

2. Personal Property

- a. KESC is not responsible for loss of, or damage to, personal property.
- b. KESC has no facilities for checking valuables or storing clothes.
- c. Unclaimed found items will become the property of the club and disposed of on the 15th and 30th of each month.
- d. Storage of personal property, such as lawn/deck chairs, lounges, rafts, tubes, children's toys, etc. are at the owner's risk and will be stored only in designated storage areas.
- e. All personal property remaining at the Club after closing day will be disposed of.

SANCTIONS and DISCIPLINE

1. Disciplinary action, as appropriate, may include any of the following:

- a. Written warning.
- b. Suspension of club privileges for a period not to exceed one month, at the discretion of the BOD.
- c. Suspension or revocation of club membership privilege in accordance with the KESC Bylaws.
- d. Any other penalty, or combination of sanctions listed above, deemed appropriate by the BOD.

2. Unauthorized admission (non-paid guests)

- a. First offense - \$25.00 fine which must be paid before sponsor member may reenter.
- b. Second offense - Suspension of club privileges for one week.
- c. Third offense - Suspension of club privileges for the remainder of the season.

3. Discipline Policy for Children (17 years of age and under)

- a. Unsafe or inappropriate behavior includes, but is not limited to, rowdy or disruptive behavior, fighting, profane language, running, pushing, rough play, dangerous or disruptive ball playing, making unnecessary disturbances or other conduct affecting the safety and comfort of others.
- b. Lifeguards will notify children of any unsafe or inappropriate behavior and request that the behavior stop immediately. If the behavior continues, lifeguards have the authority to sit the child out of the pool for a period of time deemed appropriate by the lifeguard.
- c. If the child is issued a third warning for any reason or for fighting, the child may be directed to leave the club for the remainder of the day. This action may carry over to the next day, depending on the time of day. Parents will be immediately notified by the manager.
- d. If the child is required to leave the club three times, that child may be suspended for one week. Parents will be notified in writing by the BOD.
- e. If after returning from a one-week suspension, a child again begins to cause trouble, that child may be suspended for a month. Parents will be notified in writing by the BOD.

4. False/Misleading Information on Membership Application/Dues Forms

Providing false or misleading information on a membership application form or annual dues form may result in penalties of up to 1 year suspension of the family membership, at the discretion of the BOD.

Kingston Estates *Swim Club*

Rules and Regulations

Approved by the KESC Board of Directors, April 2012

Kimberly Hussey /s/
Kimberly Hussey
Secretary

Scott Peters /s/
Scott Peters
President

Changes approved by the KESC Board of Directors, March 2017

Nancy Douglas /s/
Nancy Douglas
Secretary

Robert Scott /s/
Robert Scott
President