

**Jackson Road & Tavistock Drive**

**DEER BROOK SWIM & TENNIS CLUB**

**Medford, New Jersey**

**MEMBERS HANDBOOK**

**Pool Rules  
&  
Policies**

Printed 2007

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## **1.0 POOL SCHEDULE**

### **1.1 Pool Season**

The Pool Season is from Memorial Day to Labor Day.

### **1.2 Pool Hours**

A. Prior to the closing of the Medford Township public schools, the pool hours will be as follows:

Monday thru Thursday & Sunday:	3 P.M - 6:00 P.M.*
Friday & Saturday:	12 P.M. (Noon) - 8:00 P.M.

**\*The Pool Manager may, at his discretion, extend pool hours during pleasant weather.**

B. After the closing of Medford Township schools, the summer hours will be as follows:

Beginning after the last day of school:

June: Sunday thru Saturday	12 P.M. - 8:00 P.M.
July: Sunday thru Saturday	12 P.M. - 9:00 P.M.
August: Monday thru Friday	12 P.M. - 8:00 P.M.
Saturday & Sunday	12 P.M. - until 9:00 P.M.

**Above hours are subject to change**

### **1.3 Pool Closings**

**A. Weather.** All pool operations are dependent on the weather. The Pool Management has the sole authority to close the pool during inclement or threatening weather. All pool members will be asked to leave the premises during stormy weather conditions. In the case of thunder or lightning, the pool will be closed until at least 30 minutes after the thunder or lightning dissipates.

**B. Pool Conditions.** The Pool Management has the sole authority to close the pool due to unsuitable sanitary or chemical conditions in the pool or due to mechanical equipment failure. If the closings are temporary, the pool will be cleared but members may remain within the pool grounds. However, if it is determined that the problem will require extended time for resolution, the pool grounds will be closed. **Defecation in the pool requires the pool to be closed for a minimum of three hours to comply with the Public Health Code. As this is extremely disruptive to the Members enjoyment of the pool, please stress the importance of this with your younger children.**

**C. Swim/Diving Team Practice.** Prior to the closing of school, the swim and diving teams will practice during the afternoon hours. These activities may require the use of several lanes in the main pool or the closing of the low diving board. The lanes devoted to the swim practice will be at the Pool Manager's discretion.

### **1.4 Communication**

The principal means of communication are: the main bulletin board as you enter the pool, the website: **[www.deerbrookonline.org](http://www.deerbrookonline.org)**, and newsletters issued from time to time. The pool manager will also leave recorded messages on the Club's answering machine (609-654-6147).

## **2.0 SWIMMING POOL AREAS**

### **2.1 BABY POOL**

The baby pool is designed for non-swimming children and ranges in depth from 1 to 2 feet. Because of the nature of the design of this pool, it is important that the steps and rails at each end be used to enter and exit the pool. **All children using this pool must have a parent or responsible person of at least 14 years of age monitoring them from within the fenced area at all times.** Siblings of a non-swimming child may use the pool if they are assisting the non-swimmer. The baby pool will also be lifeguard supervised whenever in use. **If the gate to the pool is locked and a member wishes to use the pool, please ask the staff to open the pool.**

### **2.2 MAIN POOL**

**\*Beginner's area:** The beginner's area is located in the southwestern corner of the main pool adjacent to the concrete steps. This area ranges in depth from 2½ feet to 3½ feet and is designed for non-swimmers who are completely toilet trained (**no swim diapers permitted**), and swimmers who have minimal swimming skills

**\*Intermediate area: SKILL LEVEL 1** - The intermediate area ranges in depth from 3½ feet to 5½ feet. This area is available for all swimmers except those with a red band. **One lane of the intermediate area is roped off as a lap lane. This lane may be used only by competent swimmers who are swimming laps.**

**\*Diving well area: SKILL LEVEL 2** -The diving well ranges in depth from 5½ feet to 12 feet and has a 1 meter and 3 meter diving board adjacent to the deepest section. This area is not to be used for swimming unless the diving boards have been closed for a special activity. Children with white bands are permitted to use the 1 meter (low) board and children with green bands are permitted to use the 3 meter (high) board.

## **3.0 SWIMMING PROFICIENCY LEVELS**

The swimming proficiency levels of all **children age 14 and under** must be demonstrated prior to admittance to the pool to ensure pool safety. Proficiency levels are indicated by colored bands (that will change every year) and are to be worn around the ankle during all pool hours. All swimming proficiency tests are to be conducted under the direct supervision of the pool staff and will be given during the opening weekend and as needed during the pool season.

**Unclassified children or guests will be limited to the beginner's area part** of the main pool until they are tested. The proficiency tests **MUST** be retaken each swim season. There are no exceptions. The swimming proficiency categories and the associated test requirements are as follows:

### **3.1 LEVEL 1 Proficiency Testing:**

Children passing the level 1 proficiency test will be permitted in the **Intermediate Area** of the main pool. The test requirements for a Level I test are as follows:

1. Jump from the deck into 5 feet of water;
2. Swim 25 meters consistently using **either freestyle or breaststroke** without assistance;
3. tread water for 30 seconds;
4. State the main safety rules; (No running, diving only in designated areas)

### **3.2 LEVEL 2 Proficiency Testing:**

Children passing the level 2 test will have access to the **Main Pool** and both the one meter diving board and the three meter diving board if they are over the age of 7. Children under the age of 7 will have access to the **Main Pool** and the one meter diving board. The test requirements for the Level II test are as follows:

1. Swim 50 meters consistently using either **freestyle or breaststroke** without assistance;
2. Jump from either board (depending on age-see above) into the diving well;
3. Tread water after jump or forward dive for 60 seconds and then swim to designated ladder;
4. State the main safety and diving well rules; (No running, diving only in designated areas, alternate low and high boards)
5. Parents **MUST** sign a release form

**3.3 Lost bands: If a band is lost or stolen, a new band may be purchased at a cost of \$2.00.**

## **4.0 CLUB ADMISSION PROCEDURES**

### **4.1 Registration Cards**

All members who have paid the annual membership dues in full will be issued a registration card. These cards are located at the front desk and serve as the members' ID card and Emergency Information card. Due to strict policies dictated by the club's insurance, members must fill out the registration card in its entirety before entering and using the pool facilities. ID/REGISTRATION Cards must remain on file at front gate at all times.

### **4.2 Entering at the Gate**

Before entering the club, Members are required to check in at the front desk with the Gate Guard. Members are to state their name and the Gate Guard will pull the members' ID/Registration card. **Only members who have paid dues in full for the current season will be issued a card.** The card must be filled out completely. Members are to sign their name in the daily register book. The members' signature is then verified and the member may enter. ID/Registration cards are not to be taken from the front desk.

### **4.3 Guests**

A. All guests must be accompanied by a member who is at least 18 years old.

B. All guests under the age of 14 must be given a swimming proficiency test by the staff. Once the test is completed, an appropriate color band will be issued to the guest to signify their swimming ability. In addition, an orange band will be issued to all guests to signify that they are guest of a Club member. A deposit of \$2.00 will be charged for the use of the bands, which will be refunded when the bands are returned.

C. **Guest Fees.** Daily guest fees are \$5.00 per person, payable by cash or check only.  
     No charge for children under the age of five;  
     No charge for grandparents.

D. **Guest Packages\*** The Club encourages the use of Guest packages which provide members with guest privileges at a reduced cost and helps to minimize the amount of cash handled at the gate. Guest packages can be purchased for \$3.00 per pass with a minimum purchase of 10 passes.

**\*Guest passes are invalid on special nights, and CANNOT be used,** (i.e. calendar holidays, Family Night, DJ, activities, etc.). Guests may enter paying the \$5.00 guest fee with cash or check w/proper identification.

E. **Visit Limitations to Guests** Individual guests who reside within the Lenape Regional School District are restricted to **no more than five (5) visits per season regardless of the sponsor** and only two (2) of those visits may be on Family Night Sundays. The names of guests are entered into the computer to determine when this limit is reached. Members are encouraged to check that their guests comply with this provision. The only exceptions to this rule are approved birthday party participants and registered baby-sitters.

F. **House Guests.** Extended houseguests may use the guest packages or may apply for adjunct membership. When using the guest pass, the houseguest must always be accompanied by a Club member.

- G. Any other guest situation shall be reviewed on an individual basis with the Pool Manager.
- I. The premises will not be rented for any private parties during the pool season.
- J. Specific areas of the pool (i.e. Pavilion) may not be reserved in advance. First come first serve of picnic areas.
- K. Guests may attend adult socials but may be charged a different entrance fee.

#### **4.4 Admission of Children**

A. All children 10 and under must be accompanied by a responsible person at least 15 years of age to enter the pool. The responsible person shall not leave the pool premises without the child unless responsibility is transferred to another adult (or pre-adult) with that individual's full knowledge and approval. Lifeguards cannot be used as the responsible accompanying adult at any time.

B. Children ages 11 to 14 years old are permitted to attend the pool unaccompanied by an adult during the day until 6:30pm. **After 6:30 p.m. children of this age group must be accompanied by an adult on the Club property.**

C. **Babysitters.** Children 10 and under may enter the pool accompanied by a baby-sitter provided that: **1)** written authorization is provided by a parent or legal guardian, and **2)** the baby-sitter is at least 15 years of age. If a nonmember, the baby-sitter will be required to pay a guest fee unless an adjunct membership (see below) has been obtained by the parents or guardians. The baby-sitter will be required to certify that he/she is fully knowledgeable of these Club rules.

#### **4.5 Adjunct Membership**

Members may apply to the Club for an adjunct membership for relatives or friends staying in the home of a member family for an extended period; baby-sitters employed by the family for most of the season. All other special circumstances the Board of Directors will decide whether there are sufficient grounds for the issuance of an adjunct membership. If approved, adjunct memberships will be issued for a fee of \$100.00. This membership is nontransferable and may be revoked by the sponsoring family or by the Club for cause. Adjunct members must be issued an ID/Registration card and kept on file at the front gate. Adjunct members will have the responsibilities of a Club member with the exception that they may not participate on swim or dive team or bring guests to the club.

#### **4.6 Group Party Requirements.**

Organized groups consisting of more than 10 guests (but not over 20 guests) are permitted to use the Club under the following conditions: **1)** the date for the group admission must be booked with the pool management at least one week in advance; **2)** the sponsoring member

must be in attendance at all times; **3)** all nonmembers must pay the required guest fees; and **4)** the sponsor of the group will be required to reimburse the Club for the wages of any additional staff needed to handle the party. A dedicated lifeguard to work with the party may be arranged with the pool manager at the rate of \$20/hr. **The club grills may be used by groups, but the clubhouse and kitchen are off-limits. Groups which exceed 20 guests may only use the Club with the prior approval of the Board. Alcohol may not be brought into the club.**

## 5.0 POOL RULES AND REGULATIONS

### 5.1 Swim Club Rules

- A. No alcoholic beverages of any type are permitted within the pool grounds. The only exception is during pool sponsored adult activity.**
  - B. No glass containers shall be used in the pool enclosure.**
  - C. Persons suspected of being under the influence of drugs or alcohol shall be prohibited from entering the swimming pool or pool enclosure.**
  - D. Smoking is not permitted within the fenced areas of the club or within the clubhouse. Those choosing to smoke outside the fenced areas are asked to properly dispose of discarded smoking materials.**
- E. Swimming is only allowed when a lifeguard is present in the designated chair. Provisions are also made for lifeguard protection during swim and diving team practice.
- F. Adult swim. Adult swims provide an opportunity for adults to use the pool and for children to take a respite. Adult swims will be scheduled by the staff and usually occur 15 minutes before the hour at least every other hour.
- G. Only toilet-trained members of the Club will be permitted to use the main pool. Diapered children are only permitted in the baby pool and must wear rubber pants over their diapers.**
- H. Swimmies/floaties, water wings, or any type of personal flotation devices, aiding in the ability of a child to swim, are not allowed in either the pool.**
- I. Food or gum shall be kept outside the pool apron area.
- J. No running, shoving, spitting, or general "roughhousing" is permitted on the pool deck or in the pool area.
- K. Members are asked to refrain from talking to lifeguards while they are on duty unless it is absolutely necessary.

L. Ball playing with soft foam splash balls or fabric covered inflatable balls is permitted in the pool area at the discretion of the pool management. Tennis balls are not permitted in the pool area.

M. No water pistols are permitted in the pool or pool area except for special events.

N. No snorkeling, flippers, or facemasks are permitted during recreational swim times. Diving sticks are not permitted at any time. Diving rings are permitted at the discretion of pool management.

O. Pool noodles or similar flotation devices are allowed in the main pool at the Pool Manager's discretion. Rafts are permitted in the pool on designated raft days. The use and size of rafts permitted on raft day will be at the discretion of the Pool Manager.

P. No hanging or sitting on the lane lines.

Q. Diving from the boards is governed by the proficiency tests and the following procedures: 1.) Only one person on a board at a time; 2) divers should not mount the ladder on the diving board until the previous diver is completely out of the water on the concrete deck; 3) only one bounce is allowed on the board; 4) All diving from the board must be straight off the end of the board into the deep well; 5) divers must exit the diving well from the side nearest the board they used.

R. No chairs are permitted on the pool deck.

S. No clothing or towels shall be hung on the fences or electric wires.

T. Snapping or cracking of towels is not permitted.

U. Unauthorized persons are not permitted in the gate area, guard room, snack bar, or the pool management offices.

V. Bicycles and cars shall be parked in designated areas only.

W. The Club is not responsible for lost, stolen, or damaged personal property.

X. Children 13 and over are not permitted on the play area equipment.

### **5.1 Health and Safety Regulations (N.J. Public Recreational Bathing Code)**

**A. No alcoholic beverages of any type are permitted within the pool grounds. The only exception is during Club sponsored adult activity.**

**B. Persons suspected of being under the influence of drugs or alcohol shall be prohibited from entering the swimming pool or pool enclosure.**

**C. No glass containers shall be used in the pool enclosure.**

D. Any person showing evidence of skin disease, sore or inflamed eyes, a cold, nasal or ear discharges, or any communicable disease shall be refused admission to the pool enclosure.

- E. Any person with excessive sunburn, open blisters, cuts or bandages shall be refused to admission the swimming pool or pool enclosure.
- F. No pets (except Seeing Eye dogs) or other animals shall be allowed in the pool or pool enclosure.
- G. Expectoration, roughness, rowdiness or other conduct affecting the safety and comfort of others shall not be permitted.
- H. Outdoor bathing shall be prohibited during an electrical storm.
- I. Diving is prohibited in five (5) feet of water or less. No diving areas are designated on the pool deck.

### **5.3 Disciplinary Action**

A. The pool management is authorized to require that any person or persons leave the club premises as a result of a discipline problem or rule violation.

B. The pool management is authorized to suspend member privileges for severe disciplinary problems for a period of up to three days. If the pool management recommends that the suspension extend beyond three days, the Executive Committee will conduct a hearing and decide whether further action is warranted.

### **5.4 Other Rules**

The pool management has the authority to establish additional rules and regulations as deemed necessary for the safe operation of the pool.

See also Tennis Rules and Regulations; Section 6.0

## **6.0 CLUB ACTIVITIES**

Family Night - Sunday nights are referred to as Family Nights, which are a combination of music, dancing, games, and food. Please refer to the calendar, bulletin board or the website for specific information.

Splash Parties - Splash parties are held for young to middle aged children (see calendar).

Snack Bar - The Club has a snack bar for the enjoyment of the membership. The hours of snack bar operation are generally 12-7 p.m. but may vary in response to pool activity.

Swimming & Diving Lessons - There are two types of swimming and diving lessons available at the Club: group lessons and individual (private) lessons. Group lessons are run by the Club for a two week consecutive period, (see calendar). Children will be grouped by their ability. A nominal registration charge is required for these lessons. The Pool Manager may waive or reduce the registration charge if special circumstances justify such action. In addition, the Club assists in arranging private lessons. Private lessons are given by the lifeguards during their off-duty hours. The charge for private lessons can be arranged for a child for each 30-minute session. See manager for rates.

Swim/Diving Teams- Deer Brook sponsors both a swim and diving team for the enjoyment of its members. The Swim Team competes in the Tri-County Swimming Pool Association. There are both "A" and "B" swim meets to provide the maximum opportunity for participation. The Deer Brook Swim Team practices during the afternoon hours prior to the closing of school and during the morning hours before the pool opens once school is out. Interested members are to pre-register for the team. There is a nominal registration charge. A separate handbook provides detailed information about this program. The Diving team competes in the South Jersey Diving Association. The program is divided into junior and senior levels of competition. The diving team practices at the same time as the swim team in the diving well. Interested members who have not registered for these programs should contact the pool management. There is a nominal registration charge. A separate handbook provides detailed information about these programs.

Arts/Crafts - The Club periodically holds arts and craft activities for young children. These activities are normally conducted on a Tuesday afternoon and will have a nominal charge to cover expenses. Please watch for announcements on the Club bulletin board. This program is run by volunteers who are members of the club. Volunteers are needed to help with this program. **Please contact the pool management if you are interested in running or assisting with an arts/crafts activity.**

Tennis Programs - Tennis activities include an organized tennis ladder for intramural competition; round robins on designated Friday nights; tournaments on Holidays; and tennis lessons. Watch for announcements regarding these activities or ask for more information at the gate office.

Raft Days - Thursdays are raft days at Deer Brook when approved rafts are permitted in the intermediate area of the main pool.

Adult Socials - Adult socials include the Season Opening Mixer, and the Annual Social.

## **7.0 TENNIS RULES AND REGULATIONS**

Members in good standing of the Deer Brook Swim and Tennis Club are permitted to use the tennis courts on a year round basis in accordance with these rules and regulations.

### **7.1 Court Access.**

A. During pool hours, access to the tennis courts is provided through the main gate in accordance with Club admission procedures. Keys are not needed during these hours. After the pool closes, access to the tennis courts is through the locked gate on the north side of the court area.

B. Each member family at their request can be supplied with a key when they first register as a Club member. Only one key is issued per family. **Replacement keys to the tennis court lock may be purchased for \$5.00. See Pool Manager for a key.**

### **7.2. Court Reservation/Availability**

A. The tennis courts have been designated as Court #1 and Court #2. Court #1 is referred to as the "reserved time court and Court #2 as the "open court" in these regulations.

B. Court #1. Playing time on this court is available on a "reserved time" basis. A sign-up sheet for this court will be kept in the gate office. Members are permitted to sign up for this court with the following limitations: 1) a member can only sign up for a time up to one week in advance; 2) the amount of reserved time per member family (including father, mother, and children) is limited to a maximum of two hours during any one calendar week. For example, if the father plays one hour on Monday and the mother plays one hour on Tuesday, the member family has used up its permitted allotment for that week. A family must use their own name when reserving this court and cannot reserve consecutive hours. The scheduled playing time is forfeited if players do not show up by 10 minutes past the hour. Only one hour of the family's reserved time can be used for "prime time" which is defined as the period from 7:00 p.m. to 11:00 p.m. on weekdays and all day Saturday and Sunday.

C. Court #2. Playing time on this court is available on a first-come, first-serve basis. Players using this court are required to post their "start time" when they begin to play. Total playing time is limited to one hour unless no one is waiting for the court. "On-court" players are required to relinquish the court to the arriving players if they have completed their one hour of play. Players who fail to post their "start time" must relinquish the court within 15 minutes after other players arrive to play.

D. Adult Preferred Time All evening hours between 7:00 p.m. and 11:00 p.m. and between the hours of 8:00 a.m. and 12 p.m. (noon) on Saturdays and Sundays are reserved for adult members (16 years of age and older). Children under the age of 16 may not play during adult preferred time unless neither court is occupied by an adult or a child accompanied by an adult. **Guests are not permitted to use the courts during the Adult Preferred Time.**

E. Special Events. Occasionally, the tennis courts will be reserved for club activities (tennis lessons, team competition, tournaments, holiday activities etc.). These activities will take

precedence over individual play. Notices of upcoming events will be posted on the Club and tennis bulletin boards.

### **7.3. Guests**

Members may bring guests but the guests must use the same court as the member-sponsor. Guests must also pay the regular guest fees during pool hours. Guests are not permitted to use the court during the adult preferred time. Members are responsible for the activities of their guests.

### **7.4. General Rules**

A. Rules of common courtesy are to prevail at all times.

B. When the courts are in use, the players are requested to enter between points to avoid disrupting the playing routine.

C. No food or smoking is permitted on the courts.

D. All trash and debris is to be disposed of in the trash containers provided.

E. Non-players are not permitted in the court area and should view play from the outside benches.

F. No chairs or benches are permitted on the courts.

G. No activities other than the playing of tennis are permitted on the tennis courts.

H. Security. After hours it is the responsibility of playing members to ensure that the gate is securely locked when leaving particularly when they are the last to leave the courts. If no one else remains, the court lights must be turned off. The lights are designed to automatically shut off at 11:00 p.m. at which time all tennis playing and social activities are to end.

I. No bare feet. Tennis shoes or other smooth soled sneakers must be worn by all persons entering the courts. Street shoes with hard soles, rough soled basketball sneakers, and/or bare feet are not permitted on the courts.

J. Proper attire for tennis play is required at all times.

K. Maintenance. All members are expected to take care of the tennis facilities. Any member who is found to be responsible for intentionally damaging the court surface, the fencing, or other improvements at the tennis facility will be subject to suspension from the Club and will be required to reimburse the Club for the damages.

### **7.5. Special Events**

All club sponsored leagues and/or ladders will be under the direction of the Director of Sports or a designated Tennis Coordinator. Organizational rules or play will be posted each year for the summer season and sign-ups will be announced in Deer Tracks as well as the Club bulletin board.

## **8.0 BOND HOLDERS INFORMATION**

## **INFORMATION ABOUT YOUR BOND DISPOSITION**

### **SELLING YOUR BOND - Bond Repurchase Policy**

The bond repurchase policy was created as part of the by-laws when Deer Brook Civic Association first opened the swim club in 1973. There is a specified wait time to repurchase bonds because the pool club's budget is developed in January each year. Requests sent in by December 31 allow the Board of Directors to know of all of the bond monies that need to be refunded. Then all requests from the year prior are worked into the new budget done in January.

The membership bond is non-transferable, non-interest bearing and can only be repurchased by DBCA. Placing your bond on the priority repurchase list by written request before December 31 of any given year would qualify the seller for payment in December of the following year. The club will send written acknowledgement of your request and will require return of the original bond before payment may be made.

### **SELECTING INACTIVE MEMBERSHIP STATUS**

Inactive membership status allows the bondholder the option of holding on to their bond but not renewing membership to the Swim and Tennis Club temporarily. As an Inactive Bondholder you not entitled to membership privileges of the Swim and Tennis Club until dues of the current season are paid in full. Inactive Bondholders are responsible for contacting the club of their desire to renew membership or sell their bond. Statements will not be sent to Inactive Bondholders.

If you have any questions contact us at: [www.DBSCmembership@yahoo.com](mailto:www.DBSCmembership@yahoo.com).