



MOUNTAIN SPRINGS SWIM CLUB, INC
Home of the Stingrays

Operations Handbook

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REVISION HISTORY

DATE	REVISION	DESCRIPTION	AUTHOR
5 February 2007	New		Jeff Weitenbeck
10 June 2007	A	Add "No Smoking" on Pool Property	Jeff Weitenbeck
15 May 2014	B	Format Changes, Clarifications, Add Table of Contents, Consolidation with Maintenance Handbook, Addition of Appendices/Forms	Kimberly Cockrell
15 May 2015	B.1	Updates to Pool Rules, Unsupervised Child Policy, Maintenance Instructions	Kimberly Cockrell
17 August 2015	B.2	Updates to Maintenance procedures and Winterizing, Off Season and Opening the Pool	John Schmitt
30 Sept 2015	B.4	Updates to Rules, Severe Weather procedures, fall maintenance instructions	Paul Tidwell
15 Aug 2015	C	Appendix on Chemistry added	John Schmitt/Kimberly Cockrell
15 April 2016	C.1	Format Changes, Redline Incorporation	Kimberly Cockrell
15 May 2016	C.2	Addition of Instructions for Operating Chemical Automation Equipment	John Schmitt
DRAFT	C.3	Update to Rules, general formatting	Kimberly Cockrell
25 May 2022	D	Update to Rules, general formatting, Responsibilities, Party Request form	Barry Schrimsher

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MOUNTAIN SPRINGS SWIM CLUB RULES

GENERAL RULES

1. **Only current Members and their paid Guests will be admitted**, excepting special events.
2. **The staff on duty have complete control and authority over all actions on swim club property.** Failing to follow the rules and instructions from the staff will result in disciplinary action, up to and including suspension of membership.
3. **The Swim Club is not responsible for loss or damage to personal property.** Members shall reimburse the Swim Club for any damage to its property caused by them or their guests.
4. **No firearms or illegal drugs allowed on any part of the property.**
5. **No smoking, tobacco, or vapor products within 35 feet of fenced area.**
6. **No profanity, lewd language, vulgar behavior, or excessive displays of affection.**
7. **No bicycles, skate boards, roller blades, or roller skates inside fenced area.**
8. **Only members and their guests of legal drinking age are permitted to have alcoholic beverages in their possession. Beverages must be kept in discreet, non-glass containers, sized for personal consumption only.** Irresponsible use of alcohol will result in disciplinary action, up to and including suspension of membership and engagement of Huntsville Police.
9. **Child Supervision:** The lifeguards/managers on duty are responsible for the safety of all members and guests. They cannot serve as a babysitter while on duty.
 - a. **Member children between the ages of 9 and 18 may attend the pool without an adult** if they are able to pass a basic swim test and have a current, signed Unsupervised Child Policy form on file (*also see "Guests", if applicable*).
 - b. **Children under the age of 9 must be accompanied by a responsible individual** (parent/guardian or employed babysitter) **at least 14 years of age.** Babysitters under the age of 18 must also have a signed Unsupervised Child (or Guest Child) Policy form on file.

SANITATION AND SAFETY

10. **No running on pool deck or in the buildings.**
11. **No violence or rough play**, including spitting, hitting, wrestling, and/or slapping. This also includes **no banging/slapping of objects** such as noodles, kick boards, towels, etc.
12. **No glass containers.**
13. **No animals inside fenced area.**
14. **Clean up after yourself and your guests.** Dispose all trash in trashcans or recycle bins.
15. **Do not use the pool (including playing in the water) when:**
 - a. You have had diarrhea, fever, or other symptoms of illness in the last 24 hours.
 - b. You have a contagious disease or open wounds/sores.
16. **All children that are not fully potty trained must wear a swim diaper at all times.**
17. **Notify the pool staff immediately if an accident occurs with respect to bodily waste.**
18. **A Lifeguard's #1 job is SAFETY.**
 - a. No socializing with guard on the stand. Conversations with lifeguards should be minimized.
 - b. No obstructing lifeguard's view, or diverting his/her attention from the pool, unless the issue is for the safety of a member/guest.

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19. Only lifeguards or managers on duty are allowed on the stand.
20. Guards may call a **10 minute Safety Check (rest break) each hour**. Safety Check is to remind swimmers to drink water, use the restroom and reapply sunscreen.
- Ages 15 and under must exit pool. Swimmers may sit on coping with legs hanging in the pool, but must otherwise be completely out of the pool (e.g. not on steps).
 - Ages 16 and above, or infants in the arms of parents, may swim during safety check.

SWIMMING POOL (ALSO SEE “SANITATION AND SAFETY”)

21. No eating or chewing gum allowed within 10 feet of the pool. Drinks must be in spill-proof containers to be poolside.
22. No walking, standing, or sitting on the partition wall between the diving well and the shallow area.
23. No hanging from the basketball goal or backstroke flags.
24. When the pool is crowded (per lifeguard’s judgment) certain activities may be suspended (Examples: throwing objects in/across the pool, large floats in pool, etc.)
25. When lane ropes are present, lap lanes are for lap swimming only.
26. All games played must be safe and reasonable (per lifeguard’s judgment).
- Players should begin all games in the water or from the pool coping.
 - Absolutely no running and diving into the water at any time.
27. Lap swimmers receive priority status during Safety Check. Basketball games must be stopped immediately and deep end area cleared.
28. Additional rules are posted at the Baby Pool, Slide, and Diving Boards. Please see the signs posted in those areas or find the complete list on our website.

OFFICE

29. All members must sign-in at arrival (also see “Guests”, if applicable).
30. Only staff members on duty should be in the office at any time.
31. Calls on pool phone should be limited to 2-3 minutes.

BATHROOMS

32. Keep the restrooms neat and clean. Ensure toilets are properly flushed after use and used paper products are placed in trashcans.
33. Keep the diaper changing area clean and properly dispose of all diapers, wipes, etc.
34. The bathrooms are cleaned daily, with regular spot checks throughout the day. Report any problems to personnel on duty.

GUESTS

35. Guests must be signed in by the hosting member and all guest fees paid at time of arrival.
36. The host member agrees to be responsible for his/her guests, inform guest of pool rules, and must be present at all times during their visit.
37. Guest children between the ages of 9 and 18 may attend the pool with a member child without an adult if they are able to pass a basic swim test and have an Unsupervised Guest Child Policy waiver signed by both their parent/guardian and the sponsor member.

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PARTIES

- 38. All parties should be scheduled with the manager in advance.** Reservations are on first-come, first served basis.
- 39. Party fees must be paid prior to the conclusion of the event.** Please check with the manager for current party fees.
- 40. The member(s) hosting the party are responsible for cleaning up any areas impacted by party activities.**

BABY POOL RULES

- 1. Baby Pool is reserved for younger swimmers** (typically 5 years of age and younger).
- 2. Parents must be within fenced area of baby pool to provide supervision and safety.**
- 3. Maximum of 15 swimmers allowed in Baby Pool.**
- 4. All children that are not fully potty trained must wear a swim diaper at all times.**
- 5. Notify the pool staff immediately if an accident occurs with respect to bodily waste.**
- 6. Do not use the pool (including playing in the water) when:**
 - You have had diarrhea, fever, or other symptoms of illness in the last 24 hours.
 - You have a contagious disease or open wounds/sores.
- 7. No eating or chewing gum allowed within 10 feet of the pool.** Drinks must be in spill-proof containers to be poolside.
- 8. No glass containers.**
- 9. Clean up after yourself and your guests.** Dispose all trash in trashcans or recycle bins.
- 10. All other Mountain Springs Swim Club Rules apply.** Please see the sign at the main entrance or find the complete list on our website.

DIVING BOARD RULES

- 1. The diving board has a weight limit of 250 lbs.**
- 2. Only one (1) person allowed on the diving board at any time.**
- 3. Dive or jump straight ahead only.** No diving/jumping to the side. Divers that come too close to the board during a dive/jump (per lifeguard's judgment), will be instructed to cease that dive/jump.
- 4. Only one (1) bounce per dive.**
- 5. Diving area must be clear before the next diver follows.**
- 6. Members wanting to use the boards for diving or jumping receive priority status.** All games must be stopped immediately and diving area cleared.
- 7. All other Mountain Springs Swim Club Rules apply.** Please see the sign at the main entrance or find the complete list on our website.

SLIDE RULES

- 1. The slide has a weight limit of 250 lbs.**
- 2. Only one person at a time allowed on the slide (including ladder).** The next person in line must wait at the bottom of the ladder until the pool area beneath the slide is clear.
- 3. No stopping or climbing inside the slide.**
- 4. Slider must slide feet-first.**
- 5. Slider cannot carry anything down the slide** (e.g., kickboard, water gun, tube float, etc).
- 6. All other Mountain Springs Swim Club Rules apply.** Please see the sign at the main entrance or find the complete list on our website.

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POLICIES & GUIDELINES

PARTY GUIDELINES

- All parties must be reserved and coordinated with a Manager on duty.
- All parties will be logged and a confirmation number will be issued. See *Appendix E – Party Reservation Form*.
- Management has the right to reschedule or cancel the party due to any extenuating circumstances. Deposit returns will be handled on a case-by-case basis.
- Approximate number and general ages of swimmers is needed at booking to ensure adequate staffing
- Fees are calculated on a per person basis, regardless of member status and regardless of whether or not the attendee swims
- Management has the right to reschedule or cancel the party due to extenuating circumstances
- Host Member is responsible for informing guests of pool rules and for clean-up

Parties During Pool Hours

- A non-refundable \$25 reservation fee is required to book facility at least two weeks prior to the party and will be deducted from the final balance at the conclusion of the party.
- Party Rental fee includes a two-hour party rental for either the lower deck extension located on the NE corner of the pool deck or the covered deck.

Party Size	Lower Deck Extension	Covered Deck
≤ 25 people	\$50	\$75
26 – 50 people	\$75	\$100
> 50 people	See after hours rates	See after hours rates

Parties After Hours—Rental of Entire Facility

- A non-refundable rental fee of \$100 is required to book facility at least two weeks prior to the party.

Party Size	Rental Fee
≤ 25 people	\$75/hour
26 – 50 people	\$125/hour
> 50 people	Contact pool manager for pricing.

- The Host member must sign an additional “Acknowledgement of Responsibility” form. Member accepts responsibility for guests, alcohol-age requirements, damage coverage, acceptable conduct, noise ordinance, etc.
- After-hours parties shall end no later than 10:30pm.

GUEST FEES & GUIDELINES

- A membership is for a single household. All persons not permanently residing in that household are guests.
- All guests are \$5 per swimmer per visit, unless a Covered Exclusion applies.

- Covered Exclusions
 - a. **Age 4 and under** are free.
 - b. **“Out of Town” guests**
 - An “Out of Town” guest is defined as living outside of the County of Madison.
 - In general an “Out of Town” guest would be expected only 1 or 2 visits per summer. Recurring “Out of Town” guests should purchase a Summer Guest Pass.
 - c. **Babysitter**
 - A babysitter is free when escorting children of current member ONLY.
 - d. **Divorcees**
 - One divorcee is the member with all rights thereof.
 - The other divorcee has free access in the capacity of a babysitter ONLY (i.e. must be escorting children of current member)
 - e. **Grandparents**
 - Multi-generation families living in the same household are considered “members” within the membership.
 - Grandparents who are not members have free access in the capacity of a babysitter ONLY (i.e. must be escorting children of current member)
 - Grandparents who are the paying member
 - may bring non-member grandchildren under the age of 18 for free.
 - may make arrangements with the pool manager to allow visiting “Out of town” adult children and grandchildren to attend the pool unescorted (Unsupervised Guest Child Policy must be on file for age 18 and under)
 - f. **Guest Passes**
 - Some levels of pool sponsorships include guest passes. These passes are good for a single admission to the pool. The pass will be recorded in the membership database under the hosting membership.
 - A Board member may approve a family pass for a prospective member to try the pool one time for free.
 - A **Summer Guest Rider** may be purchased for 1 named individual for \$50 (maximum of 4 passes/membership). The name of that guest is recorded in the membership database under the hosting membership. The Summer Guest Rider offers unlimited use of the pool in the presence of a member, but is not subject to any other membership privileges such as Swim Team, attending the pool without the escort of a member, or bringing their own guests.
- *All other family, extended family, and guests must pay a guest fee.*

SWIM LESSONS

- Swim lessons may be offered by lifeguards during the season.
 - Lessons will typically consist of up to four, 30-minute sessions each week for up to ten weeks.
 - Lifeguards are paid at their standard rate while teaching lessons with the possibility of an end-of-season bonus.
 - Lesson fees will be determined each year. Fees will be collected by the Manager at the beginning of each week.
 - Student-instructor ratio shall not exceed 5 swimmers per guard.

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- A member may hire someone who is a non-member to conduct a class.
 - Lessons must be during regular operating hours and on a non-interference basis with normal operations (i.e. no area of the pool will be shut down and dedicated to lesson).
 - The external coach must provide the pool with proof of current instructor certifications and insurance coverage, as appropriate. No lessons will occur without proof of insurance.
 - The external coach agrees to provide Mountain Springs Swim Club with a payment of 10% of their instructional fee for all lessons provided at the pool.
- Swim Team coaches are not allowed to offer private lessons directly to swim team members during the Swim Team season. Special arrangements for additional stroke instruction may be coordinated through the Swim Team Reps only.

JOB DESCRIPTIONS AND RESPONSIBILITIES

SEASONAL STAFF (PAID EMPLOYMENT)

LIFEGUARDS

1. Maintain current Red Cross Lifesaving, CPR and First Aid Certifications on file.
2. Address all members and visitors with respect. Be courteous and helpful at all times. Remember we work for the members.
3. Know the pool rules, policies and procedures and be willing to enforce them in a courteous and polite manner.
4. Perform other related duties as assigned. This includes, but is not limited to:
 - a. Opening/closing and daily duties (e.g., office, pool deck, bathrooms, upper deck, front walk, recycling, trash cans)
 - b. Weekly/periodic duties (e.g. parking lot, sidewalks, skimmers, tiles and buoys, landscaping/yard maintenance – mow, weed, mulch)
5. Arrive to shift on time and do not depart early without authorization.
6. Wear pool uniform while on duty. Note: This suit should not be worn if you are at the pool for recreational purposes and are not officially working. All swimsuits for recreation should be appropriate. You are a role model to the children.
7. No visitors while on duty.
8. No congregating in the office. Only on-duty lifeguards, managers, or board members to be in the office and behind counter.
9. Ensure one employee in office, behind counter, at all times.
10. No excessive use of cell phones, including text messaging, while on duty.
11. No hanging out after pool hours.
12. No inappropriate behavior, including drinking alcohol, smoking, fighting, stealing, running, yelling, cursing, vulgar language, engaging in gossip, public displays of affection, etc.
13. Attend all training sessions and staff meetings as required.
14. Communicate with manager or assistant managers if you are unable to work an assigned shift. (Including if you are going to be late).
15. Make sure time sheet is accurate. Falsification of time sheet will be grounds for immediate dismissal.
16. Use common sense at all times
17. Staff members on duty are responsible for all office business (unless on stand). This includes member verification (including waivers on file), collecting guest fees, answering phones, ice cream sales, and other administrative duties as assigned.
18. Number of guards required:
 - a. On Stand: 1 guard up to 25 swimmers, 2 guards at 25 swimmers or more
 - b. Over 50 swimmers, add a walking guard (or 2 if deck is also crowded)
 - c. Minimum staff on duty:
 - i. Peak Hours: 4 employees working

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ii. Non-Peak Hours: 2 employees working with 1 on-call

iii. Parties and Movie Night: 3 employees working

19. No shoes or street clothing to be worn on stand. (Only approved pool uniform).

20. No socializing on the stand. Keep all conversations to a minimum.

21. Must be able to watch for potential problems or safety issues both in and around the pool.

Must have whistle while on the stand and must be willing to use it in order to maintain control of the pool.

ASSISTANT/SUBSTITUTE/SHIFT MANAGER

1. Must be able to perform all Lifeguard duties and responsibilities (see above).
2. Must be able to perform and/or ensure that all duties are completed as required, including but not limited to: opening and closing duties and daily duties, (e.g., pool deck, bathrooms, upper deck, front walk, parking lot, office, skimmers, trash cans, yard maintenance, tiles and buoys when needed) as well as all procedures as they relate to the operation of the pool (e.g., super-chlorination, algaecide treatment, chlorine level adjustment, vacuum pool, backwash filter, clean hair catcher, cleaning skimmers, fecal matter accidents, vomit / spit-up accidents, weather procedures, etc.).
3. Must possess thorough knowledge of all pool equipment (pumps, filters, chlorinator, lights, diving boards, slide, etc.).
4. Must possess thorough knowledge of the chemical balance of water and how to correct for deficiencies.
5. Schedule Pool Parties (members wanting to reserve parties at the pool)

MANAGER

1. The Manager is responsible for supervising and administering all activities at the swimming pool in order to provide a quality swimming experience for the members of Mountain Springs Swim Club.
2. The Manager reports to the Board of Directors and is responsible for supervision and administration of the swimming pool. This includes, but is not limited to:
 - a. Maintaining facilities to ensure the pools, decks, buildings and grounds are safe and clean. Inspect facilities daily to ensure safety standards are maintained.
 - b. Scheduling and/or advertising activities/events with coordination of the Board of Directors.
 - c. Manage pool facility and staff.
 - i. Supervise pool staff to ensure that staff are qualified and performing duties in a safe and courteous manner
 - ii. Know the pool rules, policies and procedures and be willing to enforce them in a courteous and polite manner.
 - iii. Know and enforce all Lifeguard and Assistant Manager duties and responsibilities.

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- iv. Ensure that the Pool and its Staff operate as dictated by the Personnel Job Descriptions, Pool Rules, Pool Duties, Pool Policies and procedures established by the Board of Directors.
- d. Develop a schedule for pool staff (i.e., Assistant Managers, and Lifeguards) based on “Available Hour Schedule” provided by VP-Personnel
- e. Ensure daily and weekly/periodic duties are distributed fairly and performed consistently.
- f. Maintain office files, including but not limited to all forms contained in this Handbook.
- g. Maintain Ice Cream and vending services (coordinate with the respective vendors)
- h. Maintain Cash/Check Box – monies to be delivered to the Treasurer or President on a regular basis (i.e., weekly or more often if required). Monies except for adequate change for the next day should be removed daily.
- i. Maintain and disseminate pool keys to Manager, Assistant/Shift Managers, Swim Coach and Lap Swimmers
- j. Perform related other duties as required.

Candidates for the Manager position must:

1. Have proficient knowledge in the following areas:
 - a. Life guarding and swimming pool administration
 - b. Must have CPR and First aid certifications
2. Demonstrate the following skills:
 - a. Team leadership and management skills
 - b. Supervisory skills
 - c. Decision making skills
 - d. Effective communications skills
3. Demonstrate the following personal attributes:
 - a. Maintain standards of conduct
 - b. Be respectful, consistent and fair
 - c. Be flexible
 - d. Demonstrate sound work ethics and a dedication to the position

ASSISTANT SWIM TEAM COACH

1. Must be able to teach technical aspects of strokes, starts, turns, etc
2. Attend all team building functions and practices

SWIM TEAM COACH

1. Must be able to perform all Assistant Coach duties and responsibilities (see above).

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2. Plan and execute practices and meets
3. Must be able to coordinate and direct swimmers, parents and Assistant coaches
4. Perform and/or ensure all duties are completed as required, including, but not limited to:
 - a. Creating and executing workout schedules, meet rosters, and recognition events
 - b. Ensuring that equipment is used safely and stored properly after use

BOARD OF DIRECTORS (VOLUNTEER)

OFFICERS

1. The Officers are defined in the Bylaws of the association as follows: President, Vice President, Secretary, Treasurer and Comptroller.
2. The primary duties of the Officers are defined in the Bylaws of the association.
3. The officers ensure the pool is a viable organization in respect to finances, safety, and general operations. As such, there are many secondary duties and responsibilities for each position, which include but are not limited to:
 - President
 - Vice President
 - i. Hiring Committee – consists of the Vice President and no less than 3 other members. Hiring Committee ensures applications for employment are posted in February with applications received by March. Interviews are conducted for Manager, Assistant Managers, and Head Swim Team Coach. Lifeguards and Assistant Swim Team Coaches may be selected based on application only. In the case that all qualifications are equal, priority should be given to members. Any Hiring Committee participant that is related to an applicant must disclose the conflict of interest and recuse themselves from the selections activities that impact that applicant.
 - ii. Nomination Committee – Consists of the VP and no less than 2 other members. Nomination Committee ensures that all positions on the board are filled, and seeks qualified members to fill anticipated vacancies in time for proper transition between outgoing and incoming personnel.
 - Secretary
 - i. Insurance – The corporation currently maintains the following six (6) insurance policies:
 1. General liability
 2. Property
 3. Directors and Officers
 4. Worker's Comp
 5. Accident
 6. Swim Team Liability
 - ii. Huddle – The Secretary shall ensure that the Huddle (sharepoint) site stays organized and up to date with all records of the corporation.
 - Treasurer
 - Comptroller

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DIRECTORS

1. The Directors are appointed by the Board, per the Bylaws of the association. Currently, the Directors consist of the following: Swim Team, Facilities, Master Planning, Fundraising, Hospitality and Publicity.
2. SWIM TEAM. The Swim Team Representatives are the association's liaisons to the Rocket City Swim League. They ensure a fair and fun summer swim activity for coaches, swimmers and parents.
3. FACILITIES. The Facilities Director ensures that the pool, buildings and grounds are safe and well maintained for use.
4. MASTER PLANNING. The Master Planning Director serves as the committee chair for the Master Planning committee, which is responsible for the planning and oversight of all major capital improvements of the association. The Committee should assemble and maintain a 5-year and 10-year projection of all facilities needs and budgetary goals (aka the "Master Plan"). The process begins with solicitation of ideas for design and funding, and continues through the implementation of the planned improvement.
5. FUNDRAISING. The Fundraising Committee chair is responsible for all capital campaign and major fundraising efforts.
6. HOSPITALITY. The Hospitality Committee chair oversees efforts to ensure pool social events are properly planned and staffed.
7. PUBLICITY. The Publicity Committee chair coordinates the creation and maintenance of all marketing content. Current marketing includes flyers, brochures, business cards, posters, a website and a Facebook page.

OPERATION & MAINTENANCE PROCEDURES

GENERAL CLEANING AND OPERATION

Lifeguard duties:

- **Staff members on duty are responsible for all office business (unless on stand).**
This includes member verification (including waivers on file), collecting guest fees, answering phones, ice cream sales, and other administrative duties as assigned.
- Clean deck (hose, broom or blower).
- Clean bathrooms (toilets, sinks, showers).
- Scrub floor with granular chlorine twice per week.
- Clean front walk (hose, broom or blower).
- Clean upper deck area.
- Clean office.
- Clean skimmers.
- Scrub tile and buoys approximately once every 2 weeks.
- Monitor garbage and trash areas.
- Clean parking lot area (garbage-type debris).

Manager and assistant manager duties:

- Opening and closing pool daily.
- One of these must always be present at opening and closing.
- Chemicals checked and balanced.
- Vacuuming pool weekly (Sunday).
- Backwashing pool as needed—typically after vacuuming.
- Cleaning hair catcher daily.
- Scheduling events – Manager or Assistant Manager.
- No monies or checks should be left in the office over night except 10 one dollar bills and some change for the next day's opening – monies and checks given to Comptroller, Treasurer, Vice President, or President.
- All doors and gates to the pool should be locked at closing.
- The water supply at slide should be turned off in order to prevent algae and scum.

OPENING AND CLOSING DUTIES

OPENING

Follow Appendix A - Opening Checklist. Manager to initial list daily at completion.

CLOSING

Follow Appendix B – Closing Checklist. Manager to initial list daily at completion.

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AT ALL TIMES

- Professional Attitude and behavior is a must.
- Keep the Pool Safe – know the rules and enforce the rules.
- Cleanliness is a must – Keep the pool, apron, upper deck, bathrooms, sidewalk, parking lot, and yard tidy.

PROCEDURES FOR EARLY DISMISSAL/CLOSURE

In the event that the pool or is overstaffed or must close early due to an unexpected condition (weather, contamination, etc), the following steps should be taken:

1. Notify Board Member. Start with the Vice President then the President. If unable to reach either, contact any other Board member.
2. Post notice to Facebook group page.
3. Post notice to Twitter.
4. Dismiss lifeguards in the following order:
 - First, ask for volunteers
 - Then, begin dismissing staff based on the highest number of hours worked/scheduled the rest of the pay period. Exceptions are as follows:
 - i. Over 21: One individual over age 21 should be present at all times.
 - ii. Specialized Skills: Individuals with any specialized skills are reasonably expected to be needed in the remaining hours of operation should stay.
 - iii. Male-Female mix: In the event that only 2 staff members remain, it is preferable that they are the same gender whenever possible.

WATER LEVEL

Verify the water level daily, this will ensure proper circulation through the pump system. The overflow drain at the far Northwest corner (by the short diving board) is the best guide. Water level should be no more than an inch below that at the start of each day. Turn on the manual fill to return it to the proper level. Set a timer or set your keys on the valve as a reminder, because it is extremely easy to forget to turn it off.

SKIMMER BASKETS

Empty skimmer baskets daily. Ensure that each skimmer door is open. Whenever the pump is shut off, some doors will close and this will introduce air into the filter, aerate the water which can cause cloudiness as well rapidly deplete alkalinity, chlorine and raise pH.

CONTAMINATIONS

For FECAL CONTAMINATION or VOMIT/SPIT-UP, follow the “Periodic Maintenance Operations” Appendix.

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WEATHER

More lightning fatalities occur from current travelling across the ground than from a direct strike. The pool will be cleared immediately if any thunder or lightning occurs. The pool area will remain closed for a minimum of 30 minutes following the final sight of lightning or sound of thunder.

The deck around the pool (especially metal chairs/tables) and covered pavilion (metal roof) are not safe in a thunderstorm. The bathhouse offers only limited protection, and the showers should not be used during a thunderstorm. The best place to take shelter is in a vehicle with the doors and windows closed.

Also see Procedures for Early Dismissal/Closure.

Severe Thunderstorm Watch:

Severe thunderstorms are possible in and close to the watch area.

Action: These conditions may close the pool. Management and staff will monitor the weather via radio and/or internet during this time. If thunder and lightning are detected, the pool will be closed, and members will go to safe areas for at least 30 minutes.

Severe Thunderstorm Warning:

A severe thunderstorm is occurring and you should move to a safe place immediately. *The safest place is in a car.*

Action: These conditions will close the pool. Management and staff will monitor the weather via radio and/or internet during this time. Members will go to safe areas, their cars and/or home for at least 30 minutes.

Reopening the Pool: Once conditions have improved to a point considered to be reasonably safe, the pool will be re-opened for use based on established pool hours. If the pool is closed late towards the end of normal operating hours, the pool may not re-open for that day/night.

APPENDIX A – Opening Checklist

Week of: _____

Daily

Duty	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Raise umbrellas							
Clean deck (blower, hose, or broom)							
Straighten Chairs							
Check water level and chemicals (see Appendix C - Chemical and Service Log)							
Clean-up the Parking Lot, Front and Side lawn – pick up bottles, papers, cans, etc.							
Clean front walk (blower or broom)							
Clean upper deck area (blower or broom)							
Tidy Lost & Found items (t-shirts, towels, goggles, etc.)							
Clean and straighten office							
Clean skimmers							
Monitor garbage and trash areas							
Clean Hair Catcher							
MANAGER INITIALS @ COMPLETION:							
TIME:							

Weekly

- Garbage Pick-up day – Roll empty cans to appropriate location at close on Sunday. Space cans at least three feet apart.
- Scrub bathroom floor with bleach or granular chlorine - (one to two times per week)
- Scrub tiles and buoys – (every two to three weeks)
- Vacuum pool weekly (Sunday morning) followed by backwash.
- Yard Work – mowing, weeding, string trimming, sweeping gravel from street-side sidewalks (generally done prior to opening – one to two times per week when needed)

Note: All major cleaning (Pool Apron, Upper Deck, Office, Front Sidewalk, bathrooms, parking lot (pick up trash), any yard work, and the “Like” should be done 1 hour prior to the pool opening) - there should always be a manager or assistant manager at the pool one hour before General Membership Opening (this person is responsible for the cleaning). Please note: The mowing and string trimming should be done at least once per week – this can be done wherever it fits into the schedule – generally should be done prior to the pool opening, before members arrive. Any lifeguard or assistant manager can perform.

APPENDIX B – Closeout/Lock-out Checklist

Duty	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Announce a 15 minute warning prior to closing							
Lower umbrellas							
Clean deck (blower, hose, or broom)							

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Straighten Chairs							
Check water level and chemicals (see Appendix C - Chemical and Service Log)							
Clean-up the Parking Lot, Front and Side lawn – pick up bottles, papers, cans, etc.							
Clean scum areas at drain locations – hose and granular chlorine							
Clean bathrooms (toilets, sinks, showers) – add toilet paper and paper towels							
Tidy Lost & Found items (t-shirts, towels, goggles, etc.)							
Turnoff water supply to slide							
Clean and straighten office							
Clean skimmers							
Complete Cash Tracking Form. All monies, checks, etc. given to Manager, Comptroller, Treasurer, or President (see Appendix D – Cash Tracking Form)							
Remove garbage and empty trashcans. If garbage pick-up is next day, roll cans to street.							
Turn off stereo equipment, bathroom and lights							
Lock all doors							
Ensure North and East Gates are locked							
Lock Southwest Gates (2)							
Close and lock parking lot gates							
MANAGER INITIALS @ COMPLETION:							
TIME:							

APPENDIX C – Chemical and Service Log

WEEK OF: _____

<i>Initial Observations:</i>	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Date							
Guard Initials							
Main Drain Secure							
Weather							
Water Clarity							
Water level							
<i>Water Chemistry</i>							
<i>Opening Reading(s)</i>							
	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Main Pool Chlorine							
Main Pool pH							
Wading Pool Chlorine							
Wading Pool pH							
Bather Load in/out	/	/	/	/	/	/	/
<i>Mid Afternoon Reading(s)</i>							
	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Main Pool Chlorine							
Main Pool pH							
Wading Pool Chlorine							
Wading Pool pH							
Bather Load in/out	/	/	/	/	/	/	/
<i>Closing Reading(s)</i>							
	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Main Pool Chlorine							
Main Pool pH							
Wading Pool Chlorine							
Wading Pool pH							
Bather Load in/out	/	/	/	/	/	/	/
<i>Maintenance Performed:</i>							
	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Skimmed Pool							
Brushed Walls							
Vacuumed Pool							
Furniture Straightened							
Bathrooms Cleaned							
Bathrooms Stocked							
Deck Blown							
Cleaned Waterline Tiles							
Empty Skimmer Baskets							
Empty Pump Strainer Basket(s)							
Backwashed Filter(s)							
<i>Operations Records:</i>							
	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Chlorinator Setting - Main							
Chlorinator Setting - Wading							
Flow Meter Reading - Main							
Flow Meter Reading - Wading							
P.S.I. Gauge Readings - Main							
P.S.I. Gauge Readings - Wading							

IF CHLORINE READING DROPS BELOW 1.0 PPM, CALL A BOARD MEMBER!!

APPENDIX D – Cash Tracking Form

Date	Shift (AM/PM)	Opening Count	Additions/Subtractions		Closing Count	Manager’s Initials
			FOR	AMOUNT		

FOR = Description (Ice Cream, Guest Fee, Withdrawal, Etc.)

APPENDIX E – Party Reservation Form

APPENDIX F – Chemicals

Check water chemistry of both the main pool and the baby pool at least twice daily. Check and record findings in Appendix C and keep as a record in the manager's log book.

The automation equipment greatly reduces hands on chemical maintenance by constantly monitoring and adjusting both pH and chlorine. Adjustment to the system should only be accomplished by the facilities board member and in accordance with the owners manual. To operate properly, the Pool Pilot must be set at 0, the pumps be operating normally and the staff must ensure at the end of each day:

1-ACID: The 15 gallon drum feeding the system is not empty. If it is empty, using gloves and eye protection, switch the feeding tube into a new barrel. Immediately call our pool supplier to deliver a replacement.

2-SALT: Salt needs to be checked and maintained at 3100ppm as shown on the chlorine generators (press up or down arrow to wake up the system).

- Add salt as needed (160 lbs or four 40lb bags to increase by 100ppm) to return to 3100ppm.

3-CLARIFIER: Chlorine in a commercial pool with our bather load should be maintained between 3-5ppm. If the pool appears cloudy, and pH and chlorine appear in normal ranges, consider adding clarifier as directed on the packaging at the end of the day. Add no more than half the prescribed amount for a 225,000 pool at a time as excess can cause its own problems. Cloudiness will increase with bather load and seems to peaks during swim team days.

If the automation equipment is not operational, the following must be done manually:

1-ACID: Target pH is between 7.3-7.6.

- If pH is 7.7 or above at closing, add ONE gallon of muriatic acid to the main pool (or 0.5 oz to the baby pool).
- If pH is above 8.0 or off the scale, add TWO gallons of muriatic acid to the main main pool (or 1 oz to the baby pool).
- DO NOT try to measure acid for the baby pool, transferring the acid can be very dangerous. Just think of 1 oz as about a 1 second pour... it doesn't have to be perfect.
- If pH is too low, think twice before adding anything. It will come up naturally by the PoolPilot system creating chlorine. Only if it is below 7.0, should you adjust by the addition of chemicals. Approximately 63 lbs of borax (next to the laundry detergent at the grocery store) 32 lbs of soda ash (also found as ARM&HAMMER Super Washing Soda Detergent Booster) will raise pH from 7.0 to 7.3. Products such as "pH up" can be purchased from the pool supply store but are much more expensive.

3-CHLORINE: Chlorine in a commercial pool with our bather load should be maintained between 3-5ppm.

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- If free chlorine is off the scale (above 5), turn down each generator by 3%.
- If free chlorine appears below 3 ppm, increase each by 3%. (substitute 1 light for 3% when applying to baby pool chlorine generator).
- If it is below 1... we are in a dangerous zone. In addition to adjusting the generators, immediately add 12 cups of Dichlor granuals (2 teaspoons for the baby pool).

INFREQUENT CHEMICAL ADJUSTMENTS

In addition to the above daily maintenance, alkalinity and CYA (stabilizer) will need to be adjusted in accordance with bi-weekly water analysis recommendations. Compared to chlorine, salt, and pH, they will rarely need to be adjusted, but maintaining them in proper range is critical to the health of the pool. Great care should be made when making these two adjustments. Too much CYA can cause skin irritation as well as other problems to the pool equipment. Too much alkalinity makes it incredibly difficult to maintain within prescribed pH ranges. If you are not comfortable making the adjustments, add half of what is recommended and have the water retested. Change in any one of them will effect the rest, do not get caught in the trap of chasing adjustments; always adjust alkalinity first, then pH.

SUPER-CHLORINATION (AKA "SHOCK")

Super-chlorination should be done rarely, if ever, as long as daily chemical maintenance is upheld. However, the pool does need to be super-chlorinated (with manager supervision) under any of the following circumstances:

- Combined Chlorine (CC) exceeds 0.5 ppm
- The pool becomes contaminated with feces or vomit
- Algal growth is suspected (usually seen as green, yellow, or orange patches on pool surfaces or tint in the color of the water)
- The water becomes so cloudy that one dose of clarifier does not make a significant difference overnight

If any of these situations occur, the manager on duty will have to assess whether to shut down the pool (e.g. in compliance with vomit or fecal accidents described in earlier sections of this manual). For most of the above, super-chlorinate to 10 ppm of Free Chlorine (FC). The only exceptions are in the cases of some algae, which may require up to 15-20ppm to kill and should fecal contamination involve diarrhea, the pool must be super-chlorinated to 20ppm for a minimum of 13 hours or 40ppm for 6.5 hours. Center for Disease Control guidelines point out that diarrhea is a significantly higher-risk situation and should be treated seriously.

Apply "Shock" containing 65% calcium hypochlorite or "cal-hypo" or household bleach, if "shock" is unavailable. Shock is generally sold as 65% "cal-hypo" and bleach is generally sold as 6% or 8% hypochlorite at most stores. Use the following table as a guide to raise to the appropriate FC level.

	65% cal-hypo shock	Bleach 6% hypochlorite	Bleach 8% hypochlorite
Raise 2.5 ppm	Add 7 lbs	Add 9 gallons	Add 7 gallons
Raise 5 ppm	Add 14 lbs	Add 18 gallons	Add 13 gallons
Raise 10 ppm	Add 29 lbs	Add 36 gallons	Add 26 gallons

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Raise 20 ppm	Add 58 lbs	Add 72 gallons	Add 52 gallons
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Consider turning off the PoolPilot before super-chlorinating at 10ppm, because most contaminants will be sanitized within hours and the pool can return to a safe level as soon as possible. However, for diarrhea, consider maxing out the PoolPilot to 100% and monitoring after 12 hours before reducing.

With the pump continuing to circulate, allow the pool to disinfect. Levels will drop over time and you may need to test and reapply to maintain the proper level for the required time period.

Reopening after Shocking. Generally, the 24 hour health department requirement allows enough time for Free Chlorine levels to return to normal. However, do not allow swimmers back into the pool until Free Chlorine levels return to a safe range. Also, ensure the PoolPilot chlorinators are operating at the appropriate level and the system is backwashed before reopening the pool.

ALGAECIDE TREATMENT

Proper daily pool chemical maintenance will prevent an algal breakout. If one occurs, it is an indicator that proper chlorination and/or pH is not occurring. The manager will need to assess and remedy any daily maintenance not occurring. You can assume algal growth if you notice green, yellow, or orange patches on pool surfaces or a tint in the color of the water. If this is observed, in addition to the Super-Chlorination steps above, treat the pool as directed on the directions of a high quality algaecide treatment for our pool volume of approximately 225,000 gallons. And continue to treat for at least two weeks as directed on the bottle.

WADING POOL CONSIDERATIONS

The wading pool, because of its small volume will inherently respond to changes (ie. Rain, urine, spills, etc.) very dramatically. Daily maintenance is important. NEVER USE A HOSE to “top off” the pool due to splash-out or evaporation: always use pool water.

If fecal contamination occurs, it will be much easier to drain the wading pool than attempt to shock and rebalance.

1. Drain the wading pool by turning off the skimmer valve in its pump house and turning the filter handle to “waste.” This will drain the water all the way to the bottom skimmer.
2. When you hear gurgling, turn off the pump, either by unplugging it or hitting the red “emergency off” button.
3. Scrub the pool with bleach and a broom and rinse with hose water.
4. Turn the pump back on to expel the bleach water you just created and turn off when you hear the gurgling again. You will need to return the filter handle to “filter”, fill the wading pool with clean pool water and turn on the pump. Don’t forget to turn the skimmer valve back on.
5. Refill the wading pool with main pool water; either use a sump pump or hold a hose over a jet nozzle of the main pool.

WATER ANALYSIS

Water analysis / chemistry should be performed by a qualified Pool Business, (e.g., Leslie's, Ander's, etc.) on a 2 week interval during operation (May-Sept) – this task should be performed by the Manager. The Manager should take a sample of the water (typical water bottle will suffice ~ 16 ounce – filled with the current sample of the pool's water) to the Pool Business for the analysis. Adjustments to water should be performed based on the analysis of the water sample and the salt sensor recalibrated on the PoolPilot if off by more than 100 ppm. Note: The main (big) pool holds 225,000 gallons of water. The baby pool is approximately 500 gallons of water – The qualified Pool Business will need this information.

GENERAL POOL CHEMISTRY PRINCIPLES**Alkalinity Target Range: 80-120 ppm**

Alkalinity is critical for establishing a “buffer capacity”, meaning that it stabilizes the chemical balance and provides protection from extreme swings in other chemical properties, like pH. It is raised by adding sodium bicarbonate (baking soda), and lowered by adding acid. For our pool, 50 lbs of Sodium BiCarb will raise alkalinity by approximately 17 ppm, which will cause the pH to rise as well. It is important to establish alkalinity first, then pH. Aeration also reduced alkalinity, due to “off-gassing” of carbon dioxide, so it is important to make sure the skimmers are working properly, and are not obstructed, to avoid unintentionally introducing air into the system.

pH Target Range: 7.3-7.6

A high pH above 7.0 is considered “basic” and a low pH is “acidic”. In order to lower pH, you have to add more acid such as hydrochloric (also known as muriatic) acid. The pH is raised by adding a strong base. A salt system is naturally basic, which is why we will always have to add acid to neutralize. If pH remains too high, chlorine is less effective as a sanitizer and it causes corrosion and scaling to the pumps and equipment. Adjusting the pH depends on how strong the alkalinity is (after all, that is the job of the buffer: to resist change). The guidelines below for daily maintenance are not perfect, but they will keep us in the right range.

Free Chlorine Target Range: 3-5 ppm

Free chlorine (FC) is the amount of chlorine available to sanitize. Combined chlorine (CC) is the chlorine that is bound to organic matter and unavailable to sanitize. Total chlorine (TC) is a combination of the two. When you smell chlorine at a pool, that is actually the combined chlorine off gassing, and that's a bad sign and may be an indicator that there is an imbalance between FC and CC, and the pool may need to be shocked. The effectiveness of chlorine to sanitize is heavily dependent on pH.

Salt Target Range: 3000-3200 ppm

In a salt system, the salt granules are broken down for chlorine generation. A chlorine generator is simply an electric plate which breaks the salt (sodium chloride) into what we think of as chlorine. If the available amount of salt is low, the output of chlorine will be low.

CYA (stabilizer) Target Range: 60-80 ppm

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This is a chemical which stabilizes FC and keeps it from degrading in the sunlight. It is a weak acid and can skew total alkalinity readings. Too much causes problems too, so it is best to keep it right around 60 ppm.

Monthly Chemical Consumption Rates

Exact consumption will depend on bather load and water temperature, but generally during the swim season we consume the following amounts monthly:

- 120 lbs of salt
- 25 gallons of muriatic acid
- 25 lbs of sodium bicarbonate
- 25 lbs of CYA
- 2-3 bottles of clarifier (peaks during swim team use).

APPENDIX G – Periodic Maintenance Procedures

BACKWASH FILTER

You need to backwash once a week. Typically, you will do this after you vacuum the pool. If the gauges for each tank show a difference of 10 or greater, you need to backwash.

- 1) Clean out all skimmers.
- 2) Turn off the water going to the slide.
 - a. This can be found by going in the 4th door from the guard desk.
 - b. In the back corner closest to the tanks is a lever labeled “Slide”. It should be in line with the pipe. Close this one.
- 3) While you are back in turning off the slide water, turn on the “Manual Fill.” It is labeled “Manuel Fill”
 - a. After you backwash both cycles, you need to come back and switch these back to what they originally were before.
- 4) Turn off the pump.
 - a. When you turn off the pump, you will hear beeping coming from the PoolPilot salt systems (blue control boxes). This is normal. They only beep when there is no flow of water going through the salt cells. Turn off both PoolPilot consoles (this reset will also allow for a periodic self-test and clear any false faulty indications).
- 5) To start the first backwashing cycle, reverse the handles on the left first.
 - a. Valve 1 should go from open to closed.
 - b. Valve 2 should go from closed to open.
- 6) On the back wall, behind the tanks, there is a blue and black handle pointing to a PVC pipe. Turn that lever so that it is pointing to the wall. This will close that pipe. If you turn it in line with the pipe, you are pumping the dirty water back into the pool.
- 7) Now look for a red handled handle in front of the tanks. It should be perpendicular with the pipe. Turn it to be in line with the pipe.
- 8) Go turn the pump back on.
- 9) You need to let this run for 3-5 minutes.
 - a. While this is going on, go behind the diving boards and see if there is a heavy flow of water flowing out of the pipes at the base of the hill.
- 10) After 3-5 minutes, turn the pump off.
- 11) Go back to Valves 1 and 2.
 - a. Open Valve 1
 - b. Close Valve 2
- 12) To start the second backwashing cycle, reverse the handles on the right.
 - a. Valve 3 should go from open to closed.
 - b. Valve 4 should go from closed to open.
- 13) Turn the pump back on.
- 14) Run this cycle for 3-5 minutes.
 - a. While this is going on, go behind the diving boards and see if there is a heavy flow of water flowing out of the pipes at the base of the hill.
- 15) After 3-5 minutes, turn the pump off.

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- 16) Go back to Valves 3 and 4.
 - a. Open Valve 3
 - b. Close Valve 4
- 17) The red handle in front of the tanks needs to be closed (pointing towards the back wall of the pump house).
- 18) The blue and black handle behind the tanks needs to be moved so that it is pointing to the PVC pipe at a 45 degree angle.
- 19) Once everything has been returned to its original state, turn the pump back on, including both PoolPilot consoles.

CLEAN HAIR CATCHER

The hair catcher basket should be emptied and cleaned no less than 3 times per week (up to once per day). This should be done by one of the managers.

- 1) Make sure the pump is off. Behind you are four pipes on the front wall of the pump house.
- 2) All of the handles need to be perpendicular to the pipe. This will close all of them.
- 3) The 4th pipe (the main drain) has a knob that you have to turn so that the arrows on the box are perpendicular with the pipe.
- 4) Once all 4 pipes are closed, you can unscrew the screws on top of the hair catcher.
- 5) The lid will be hard to take off because of the vacuum seal.
- 6) Once you remove the lid, take out the basket and clean it out with your hand.
 - a. DO NOT BANG THIS AGAINST ANYTHING OR IT WILL NOT FIT CORRECTLY.
- 7) Using your finger, clear off the rim of the surface the lid sits on to remove any debris.
- 8) Screw the screws back in place.
 - a. These only need to be hand tightened. Do not over tighten them.
- 9) Open the main drain using the dial.
- 10) Open the skimmer handles in the middle.
- 11) Keep the vacuum handle closed.
- 12) Turn the pump back on.

VACUUM POOL

The pool should be vacuumed every week, at a minimum. The robotic vacuum should be used overnight on an appropriate program, but coordination must be done to insure the morning shift recovers the robot before pool opening, including swim team and lap swimmers. If the robot is unavailable, manual vacuuming must be accomplished.

Manual Vacuuming

- 1) Clean out all skimmers.
- 2) Turn off the pump.
- 3) Open the vacuum pipe.

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- a. It is the first pipe (from left to right) in the series of 4 pipes behind you. It is also the skinniest pipe of the four. The handle on it is a white handle.
- 4) Close the skimmer handles.
 - a. These are the middle two handles in the series of 4 pipes.
- 5) In the pool, you need to open one of the vacuum ports.
 - a. These are silver, circular ports in the pool.
 - b. One is on the side of the pool opposite of the slide.
 - c. Another is between the diving boards, closest to the higher board.
 - d. The last one is right outside the pump room door.
 - e. Make sure the vacuum tube is completely submerged in the water.
- 6) Turn the pump back on.
- 7) When you are done with one section, you need to turn off the pump and move to a different vacuuming port.
 - a. Make sure you close the one you were just using and open the one you are going to be using.
- 8) Turn the pump back on once you have done the above step.
- 9) Continue doing this until the pool is completely vacuumed.
- 10) When you are finished vacuuming, turn off the pump.
- 11) After you vacuum you need to clean out the hair catcher.

Robotic Vacuuming (only to be operated by trained staff)

- 1) Clean out all skimmers.
- 2) Operate the robotic vacuum in accordance with the owners manual.
 - a. Never remove from the the robot by the blue chord, use the handle at all times
 - b. When untwisting or putting away the blue chord, do not allow the end to scrape on the concrete.
 - c. Ensure the extension chord used to plug it in has a ground

VOMIT / SPIT-UP

Vomiting is often a result of swallowing too much water and is probably not infectious. However, if the full contents of the stomach are vomited, respond to the vomit accident with the same procedures used for a formed stool fecal contamination – see Fecal Accident Procedure.

If the full contents of the stomach were not vomited, the following procedures would apply:

- 1. Direct everyone to get out of the water.
- 2. Remove as much of the waste products from the pool as possible using a net or scoop and dispose of it in a sanitary manner. Clean and disinfect the net or scoop.
- 3. Super-chlorinate or shock the pool in the affected area as soon as possible immediately following the spit-up accident.

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4. Notify Board Member.
5. Allow for at least a 30-minute break after the affected area has been super-chlorinated.

FECAL CONTAMINATION

A pool may act as a medium for the transfer of diseases such as Pseudomonas, Hepatitis, Giardia, Legionella, Staphylococci, or Cryptosporidium, among others and fecal matter in a pool can be a source of such contaminants. The following procedures must be followed to lessen the potential for the transfer of infections.

1. Close the pool whenever fecal matter is observed or suspected in the pool. Direct everyone to leave the pool. Do not allow anyone to enter the contaminated pool until all decontamination procedures are completed.
2. Remove as much of the waste products from the pool as possible using a net or scoop and dispose of it in a sanitary manner. Fecal contamination in a swimming pool should be treated according to the type.
 - **Solid stools should be removed without breaking it apart.** Formed stools can act as a container for germs. If the fecal matter is solid, removing the feces from the pool without breaking it apart will decrease the likelihood of pool contamination. **The pool may reopen in less than a 24-hour period depending on the circumstances, which should be documented carefully and reported immediately to a Board member.**
 - If the fecal matter in the pool is not formed, it may indicate the person responsible is ill. Question the person responsible, or their guardian. Have they been ill? From what? Do they have a communicable disease? Diarrhea is much more likely than formed stool to contain germs. For this reason, chlorine level and closure time will be greater for diarrhea contamination.
3. Clean and disinfect the net or scoop (e.g., after cleaning, leave the net or scoop immersed in the pool during disinfection).
4. Super-chlorinate or shock the pool per directions in the “Periodic Maintenance Operations” Appendix.
5. Notify Board Member. If pool will be closed for extended period, post closure on signs at gate and on Facebook.
6. Backwash the filters thoroughly after 16 hours of continuous filtration and replenish water in pool.
7. Balance pool chemical residuals at the required levels.
8. Swimmers may be allowed back into the pool after 24 hours once the chlorine level has been returned to the normal operating range.
9. Document each fecal accident by recording date and time of the event, note whether formed stool or diarrhea, and note the chlorine levels at the time or observation of the event. Before reopening the pool, record the pH, the procedures followed in response to the fecal accident.

Also see Procedures for Early Dismissal/Closure.

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APPENDIX H – Fall Maintenance, Winterizing, and Opening the Pool

INTRODUCTION

In the off season, we have an opportunity to reduce maintenance and utility costs. When the water gets too cold for lap swimmers, there are two extreme maintenance postures we could take. On one hand, we could turn off everything, lock the gates, and not show back up again until it was time to reopen the pool. This is undesirable, because the pool would incorporate thousands of pounds of organic matter from leaves and debris, causing staining, and creating a challenge to reopen. On the opposite side of the spectrum, we could attempt to maintain the pool in a “swim ready” status by running the pumps 100% of the time and maintain chemical balance. The workload of this is immense as well as the cost of utilities. The right answer is somewhere in the middle, and at least weekly checks on the property need to be a regular occurrence and there are some things to consider:

- The off season is not a lock-the-door-and-forget operation. It needs weekly, and sometimes more frequent, monitoring and adjustment.
- Most salt generators no longer produce chlorine below around 60-65 °F
- Algae will not grow below 60 °F
- In the fall, there are thousands of pounds of leaves that will enter the pool.
- Leaves on the deck will make it into the pool every time. Better to collect them dry then have to fish them out of the pool.
- Utility costs to run the pumps at 100% are somewhere north of \$500 a month. Consider 8 months of potential cost avoidance.
- Standing water and pipes will freeze, but moving water does not.
- Kids will break in and cause trouble. We need to look for signs of break-in and mitigate future break-ins as best we can and remedy vandalism immediately (items thrown into pool, bricks thrown on the roof, etc.)

FALL MAINTENANCE

In the fall, the pool is maintained for lap swimming only. The pool must be fully closed and winterized when the water gets too cold for lap swimmers and before the first hard freeze. The average date for the first hard freeze is Nov 11.

General

- Unplug all vending machines. Coordinate with vending machine supplier for machine pick-up (if needed).
- Clean out and unplug freezers and refrigerators ensuring they air out and are COMPLETELY dry before closing the door for the season.
- Call the non-emergency police line and ask for increased surveillance of the pool during off hours.
- Install “video surveillance in progress” signs around property.
- Stack and cover with a tarp all folding chairs, tables, and chairs under the covered porch.
- Secure basketball hoop in pump house.
- Remove visible rust from light poles and re-coat with matching exterior metal paint.

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- Lower and secure awning at life guard station.
- Clean all salt cells with 1:4 muriatic acid solution to dissolve any scale and replace (lots of YouTube videos out there, but the most effective seems to plug one end of each with a 1 1/2" pvc plug and let soak.
- Organize facilities and swim team closet. Ensure perishable items are thrown out.
- Take down all banners and signs. Place in storage.
- Move guard desk/bar, stools and guard stands.

Deck and Grounds

- Keep deck blown off or leaves on the deck will end up in the pool.
- Mow grass as required.
- Blow leaves off parking lot
- Maintain gravel berm at parking lot entrances. The berm keeps runoff from washing gravel into the street, which is a costly lost of material and bothers the neighbors.

Baby Pool

The baby pool, when not in use becomes a leaf and debris magnet. Drain and secure it as soon as possible after the season concludes by doing the following:

- Turn off baby pool circuit breaker in the main pump house.
- Rotate filter handle to waste (consider backwashing first)
- Turn off skimmer valve once the skimmer runs dry to isolate bottom drain
- Continue draining until the pump runs dry
- Unplug pump, ozonator and chlorine generator
- Turn filter valve to "winterize"
- Remove sight glass, pressure gauge, and drain plug from filter and store in a ziplock bag
- Remove drain plug from pump and also store in ziplock bag

Now that the baby pool is dry it needs to be securely covered to prevent water intrusion, mosquito breeding, etc. or someone will need to empty leaves, re-drain after every rain, etc. As of 2015, we haven't figured out the best way to do that but plan on building a waterproof wooden cover this year. No configuration of only tarps seemed to work.

Main Pool

- Turn off the slide water. Disconnect and drain above-ground pipes.
- Remove all skimmer covers and store in a safe place with all screws in a single container.
- Keep skimmers free of leaves (or they will sink to the bottom).

WINTERIZING

The pool must be fully closed and winterized when the water gets too cold for lap swimmers and before the first hard freeze. The average date for the first hard freeze is Nov 11.

- Turn off water that feeds the bathrooms and drinking water at the street and turn on all faucets to drain the line.
- Turn off circuit breaker to hot water heater. Drain hot water heater.
- Disconnect and drain supply lines to sinks and toilets.
- Remove valve cartridge from showers.
- Remove the drinking fountain and store in a safe place.
- Cover exposed hose bibs with freeze covers.

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- Change pad locks each year after lap swim is complete to maintain access control. Recover as many old keys as possible for future use.

Chemicals: For the sake of the equipment and corrosion, pH and alkalinity need to be loosely maintained to where pH remains less than 8.0. Because of the number of heavy sun days, CYA does not need to be maintained. At water temperatures above 60 °F we are still concerned about algae, so it is important to keep Free Chlorine (FC) somewhere between 1 and 3 ppm. Below 65 °F, it becomes much less important.

With the salt generators off FC can be maintained by adding household bleach. 3 gallons of 6% or 2 gallons of 8% will raise FC by 1.0 ppm. Bleach is the most cost effective. However, if there is Dichlor or Trichlor remaining in the pool house, use them. It takes approximately 3 1/2 lbs of dichlor or 2 lbs of trichlor to raise FC by 1.0 ppm.

Pumps: Above 60 °F we could get away with circulating the water once a day for 2-4 hours at a time. Below 60 °F, we could never circulate and probably be fine. However, without the pumps on, the skimmers will not collect leaves and they will sink to the bottom which makes them much more difficult to remove and causes staining etc. Decisions to leave the pumps running will have to be made each season. During the fall, it is best to just leave the pumps running while leaves are falling and empty leaves from the skimmer baskets frequently. The pumps must be running during periods of freezing temperatures to keep pipes in the pump house from freezing over; both circulating water and the heat generated from the pumps will keep exposed supply lines from freezing.

Salt Generators (PoolPilot): Generally, chlorine generators will not generate chlorine below 60-65 °F. However, above that temperature and without a bather load, adjust the PoolPilot output to maintain between 1 and 3 ppm. As long as the salt generators are the sole source of chlorine, salt level will have to be maintained around 3100 ppm. However, for periods when the pumps are off, the salt generators should be off. For simplicity, when the deliberate decision to not run the pumps full time occurs, turn both PoolPilot units off and leave them off until pool opening maintain chlorine by other means (bleach, dichlor or trichlor).

OPENING THE POOL

In the spring, the pool is maintained for lap swimming when the water gets warm enough. Average last hard freeze is March 18th.

General

- Connect supply lines to sinks and toilets.
- Install valve cartridge in showers. Use grease on threads and hand tighten.
- Turn off all faucets and Close water heater drain.
- Turn on water that feeds the bathrooms at the street, then turn on circuit breaker to water heater.
- Install drinking fountain
- Check for leaks.

Main Pool

Pool chemistry needs to be reestablished in earnest around 60-65 °F. Pumps should be returned to close to 100% operation by early spring to ensure pollen and debris is caught in the skimmers.

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- Reestablish alkalinity first to 80-120 ppm. A 50 lbs sack of baking soda will raise Total Alkalinity (TA) by approximately 17 ppm. Note: Costco sells baking soda at a fraction of the cost of a pool supply house.
- Add acid to establish pH.
- Add CYA to establish around 60 ppm. Generally, 18 lbs will raise CYA by 10 ppm.
- Turn on PoolPilot units. Without a bather load with cool water to establish 1-3ppm, this will be about 10-20%.
- Consider reinstalling skimmer covers, but spring pollen and flower petals are almost as bad as fall leaves and must be emptied constantly.
- Many hours of vacuuming will need to occur as well as using the hose driven leaf baskets to recover large debris from the bottom of the pool.

Baby Pool

The baby pool is a magnet for debris in the spring. Open the baby pool as close to pool opening as possible. It does not take more than about two hours.

- Remove cover from baby pool and store.
- Fill the baby pool with chemically balanced water from the main pool using a sump pump. Do not fill with hose water, it will create another unnecessary chemical balancing headache.
- Reinstall sight glass, pressure gauge and both the drain plug to the filter and the pump, using teflon tape as appropriate.
- Move filter handle to "filter."
- Turn on circuit breaker at main pump house and plug in ozonator, chlorine generator, and pump.
- The pump has a tough time priming with the skimmer valve open. Close it until water is flowing and then open. If water does not flow within about a minute or two, you will need to prime the pump. Generally, you never want to run a pump dry for very long or it can overheat and seize up. The fact that the pump is higher in elevation than the wading pool water makes this challenge inevitable for this particular pump. To manually prime the pump, unplug the pump, remove the top site glass and put a hose in the cavity until water overflows. Quickly return and tighten the sight glass to establish a vacuum seal and plug the pump back in. You may have to do this a few times.

Deck and Grounds

- Keep deck blown off or leaves on the deck will end up in the pool.
- Mow grass as required.
- Blow leaves and debris off parking lot
- Maintain gravel berm at parking lot entrances. The berm keeps runoff from washing gravel into the street, which is a costly lost of material and bothers the neighbors.
- Clean gutters
- Have vending machines delivered.
- Plug in freezers, refrigerators and vending machines.

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APPENDIX I – Employee Memorandum of Understanding

I, _____, have read and understand the duties for which I have been hired. I agree to abide by and enforce all pool rules.

Signature

Date

APPENDIX J – Unsupervised Child Policy

Children between the ages of 9 and 18 are allowed to attend the pool without adult supervision, provided there is a signed Unsupervised Child Policy (liability release) on file, and the child passes a basic swim test. Members are required to read and acknowledge receipt of the information below.

In the event that an Unsupervised Child engages in a behavior prohibited by the Mountain Springs Swim Club Rules, the offense will be subject to disciplinary action. For repeat offenses, disciplinary actions will increase in consequence. An example progression is as follows:

- 1st offense: the child will be required to sit out for 10 minutes.
- 2nd offense: the child will be required to sit out 20 minutes.
- 3rd offense: the parent will be contacted and the child removed from the pool premises for the day.
- 4th offense: the parent will be contacted and the child removed from the pool premises for three (3) days, including the day that the offense occurred.
- 5th offense: the child shall not be allowed to return to the pool without an adult supervisor for the remainder of the pool season.

The lifeguard/manager may choose to skip one or more of the progressive steps above based on the severity of the offense.

By signing below, I, _____(name), acknowledge receipt of the "Mountain Springs Swim Club Rules" (hereinafter referred to as "Rules") and agree to ensure that my child(ren) are familiar with, and able to comply with, the Rules.

_____(Initial) I certify that my child(ren), listed below, is (are) able to swim and has (have) no known medical or health condition that would prevent him/her from safely enjoying the pool.

_____(Initial) In the event that my child engages in a behavior prohibited by the Rules, I understand that the offense will be subject to disciplinary action as defined in the Unsupervised Child Policy.

_____(Initial) I understand that the Mountain Springs Swim Club staff is responsible for the safety of all swimmers, and is otherwise not responsible for the supervision of my individual child(ren). I am aware that the Mountain Springs staff does not monitor any activities outside the fenced pool area and is not liable for the actions of my child in any capacity other than ensuring pool safety.

I have read and understand the policy with regard to unsupervised children at the pool.

Signature	Date	Emergency Phone
Children who will be attending unsupervised:		<p><i>TO BE COMPLETED BY STAFF</i></p> <p>Date that Child passed Swim Assessment and Staff Member Signature</p>
Name	Age	
_____	_____	
_____	_____	
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APPENDIX K – Unsupervised Guest Child Policy

Guest children between the ages of 9 and 18 are allowed to attend the pool without adult supervision, provided there is a signed Unsupervised Guest Child Policy (liability release) on file, and the child passes a basic swim test. Members are required to read and acknowledge receipt of the information below.

In the event that an Unsupervised Guest Child engages in a behavior prohibited by the Mountain Springs Swim Club Rules, the offense will be subject to disciplinary action. For repeat offenses, disciplinary actions will increase in consequence. An example progression is as follows:

- 1st offense: the child will be required to sit out for 10 minutes.
- 2nd offense: the child will be required to leave the pool premises, the parent and member listed below will be notified, and the child may not return for three (3) days, including the day that the offense occurred.
- 3rd offense: the child shall not be allowed to return to the pool without an adult for the remainder of the season.

The lifeguard/manager may choose to skip one or more of the steps above based on the severity of the offense.

By signing below, I, _____ (name), acknowledge receipt of the “Mountain Springs Swim Club Rules” (hereinafter referred to as “Rules”) and agree to ensure that my child is familiar with, and able to comply with, the Rules.

I certify that my child, _____ (name), is able to swim and has no known medical or health conditions that would prevent him/her from safely enjoying the pool. In the event that my child is injured, I agree to assume any financial obligation, either through my health insurance, or through some other means, for any medical costs that I incur. I understand and acknowledge that Mountain Springs Swim Club, Inc assumes no responsibility for any medical expenses, injury or damage suffered by my child in connection with his/her use of the facility.

_____(Initial) In the event that my child engages in a behavior prohibited by the Rules, I understand that the offense will be subject to disciplinary action as defined in the Unsupervised Guest Child Policy.

_____(Initial) I understand that the Mountain Springs Swim Club staff is responsible for the safety of all swimmers, and is otherwise not responsible for the supervision of my individual child. I am aware that the Mountain Springs staff does not monitor any activities outside the fenced pool area and is not liable for the actions of my child in any capacity other than ensuring pool safety.

I have read and understand the policy with regard to unsupervised children at the pool.

Signature

Date

Emergency Phone

SPONSOR MEMBER

By signing below, I _____ (name), acknowledge that I am hosting the herein named guest child, and that I am responsible for my child(ren) and my guests.

Signature

Date

Emergency Phone

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APPENDIX L – Wi-Fi Release

MOUNTAIN SPRINGS SWIM CLUB, INC. WI-FI/INTERNET WAIVER AND RELEASE

At its convenience and for the benefit of its members, Mountain Springs Swim Club, Inc. (MSSC) offers free password-protected Wi-Fi services to its members. The Wi-Fi password may be changed from time to time and the Wi-Fi services may be interrupted or discontinued at any time and for any reason without prior notice.

Children under the age of eighteen (18) years old may use the Wi-Fi services and have access to the Wi-Fi password only if their adult MSSC member parent/legal guardian reviews and signs this waiver and release. MSSC will maintain a file of signed waivers/releases in the event that a permitted child needs the Wi-Fi password. Children are expressly prohibited from sharing the Wi-Fi password with any other person.

I understand that some material on the Internet may be offensive or disturbing to some individuals, including my child, or may be illegal. I understand that MSSC does not monitor or control access to any material that may be accessible from the Internet. By signing this Waiver and Release, I agree that I will take no legal action, now or in the future, against MSSC, its officers, board members, employees, agents, and volunteers, caused by or resulting from my access, or my child's access, to the Internet. I hereby release MSSC from any liability, whatsoever, which may arise as a direct or indirect result of my access, or my child's access, to the Internet.

PRINTED NAME: _____

SIGNATURE: _____

_____(initial) I hereby consent to the above conditions and request that my child(ren) listed below be provided access to the Wi-Fi services and Wi-Fi password.

Name	Age
_____	_____
_____	_____
_____	_____

APPENDIX M – Medical Condition Disclosure Form

My child, _____, has experienced the following medical conditions
(please check all that apply):

- Heart condition
 Back Injury
 Seizures

- Asthma
 Concussion
 Other _____

The extent of the condition is: Mild Moderate Severe

PLEASE SIGN ONE OF THE FOLLOWING:

I certify that the condition has been treated by a doctor or certified clinician and is fully released to engage in a physical sport such as swimming and diving.

 Print Member Name

 Signature

 Date

---OR---

I certify that the condition is under the treatment of a doctor or certified clinician, and **he/she** is released to engage in a physical sport such as swimming and diving, with the following restrictions:

 I further certify that I understand that Mountain Springs Swim Club will use this information only in the event that my child is injured and requires medical attention. I recognize that the pool staff and its officers are not medically trained beyond the minimum Lifeguard, CPR and First Aid certifications required by law. It is my responsibility to take all necessary precautions to safeguard my child from harm that could arise from his/her condition.

 Emergency Contact (other than Membership info)

 Phone

 Pediatrician/Primary Care Physician

 Phone

 Print Member Name

 Signature

 Date

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Appendix N – Lap Swim Release of Liability

In consideration for authorization to use the property and facilities of Mountain Springs Swim Club, Inc., for the purpose of lap swimming only, effective **01-May through 01-October of _____(year)**, I agree to the following:

1. I agree to observe and obey all posted rules and warnings.
2. I recognize that there are certain inherent risks associated with the above described activity and I assume full responsibility for personal injury to myself and/or injury that I may cause to another and further release and discharge Mountain Springs Swim Club, Inc. for any injury, loss or damage arising out of my use of or presence upon the facilities of Mountain Springs Swim Club, Inc., whether caused by the fault of myself or other third parties.
3. I assume all risks in using the pool facility and voluntarily indemnify, release from liability, agree to defend and hold harmless Mountain Springs Swim Club, Inc. and any of its officers, directors, employees, agents, insurance carriers, and representatives for any accident, injury, illness, death, loss, theft, damage to person or property, or other consequences suffered by me arising or resulting directly or indirectly from my use of the pool facility, including but not limited to, claims arising or related to Mountain Springs Swim Club Inc.'s negligence .
4. In the event that I am injured or should die from this activity, I agree to assume any financial obligation, either through my health insurance, or through some other means, for any medical costs that I incur. I understand and acknowledge that Mountain Springs Swim Club, Inc. assumes no responsibility for any medical expenses, injury or damage suffered by me in connection with my use of the facility. This release shall be binding on my estate, my successors, and assigns.
5. I am aware of the potential dangers incidental to the use of the facilities, that this is a release of liability, waiver of my legal right to collect damages in the event of injury, death or property damage, and a contract between Mountain Springs Swim Club, Inc. and me, and I sign it of my own free will.
6. I expressly agree that this release is intended to be as broad and inclusive as the State of Alabama will allow and that if any portion is held invalid, I agree that the balance shall, notwithstanding, continue in full legal force and effect.
7. I understand that there will be no lifeguards present during the period stated hereinabove and that I will be assuming the risk of swimming unattended.
8. I understand that my access is being granted for lap swimming only. I agree that I will not use any portion of the facility that is not directly related to lap swimming (excepting restroom use), including diving boards, water slides, grills, etc. I further understand that the pool is not open to guests during these hours, and that NO minors shall be allowed at any time.
9. I certify that I have no known health risks that would prohibit me from engaging in lap swimming without supervision by a certified lifeguard.
10. I acknowledge that a key is being provided for my personal entrance only and that I am not authorized to allow another person into the pool area during this period. Further, I acknowledge that it is my responsibility to lock the gate upon my entry into the pool and upon my exit and that if I fail to do so, these privileges will be revoked.

I HAVE READ, FULLY UNDERSTAND AND ACCEPT THIS RELEASE, WAIVER OF LIABILITY AND ASSUMPTION OF RISK FOR THE USE OF THE SWIMMING POOL AND FACILITIES AT MOUNTAIN SPRINGS SWIM CLUB, INC.

Signature of individual participating

Printed Name

Date

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Appendix O – Acknowledgement of Responsibility

By signing below, I, _____ (name), acknowledge that I have reviewed the “Mountain Springs Swim Club Rules” (hereinafter referred to as “Rules”) and agree to ensure that my guests are familiar with, and able to comply with, the Rules.

_____(Initial) I understand that I am personally responsible for cleaning up after my guests and will pay any financial obligation for damage or loss induced by my guests (member or non-member).

_____(Initial) I understand that I am responsible for ensuring responsible alcohol consumption by myself and my guests, and ensuring that only adults of legal age are permitted to have alcohol in their possession. I further understand that if any guest (member or non-member) at my party intends to bring alcohol in a quantity that is greater than that for personal consumption, it is my responsibility to limit the party to adults over the legal age only, and I hereby agree to actively enforce the age limit at the event.

_____(initial) I acknowledge that I have been advised to provide plastic cups for my guests, as they will be required to remove/dispose of any glass containers brought on property.

_____(Initial) I understand that the City of Huntsville has a noise ordinance that must be followed, and I am responsible for responding to any complaints or citations that arise from my event.

I understand that the Mountain Springs Swim Club staff is responsible for the safety of all swimmers, and I agree to follow and enforce their directions at all times.

I have read and understand the policy with regard to the Acknowledgement of Responsibility for my party.

Signature

Date

Emergency Phone