

Oakleigh Forest

2017 Pool Sponsored Membership

Dear Oakleigh Forest Sponsored Guests,

We are looking forward to a great summer and hope you will join us as pool members. The 2017 pool season begins Saturday, May 27th and ends on Monday, September 4th.

Your 2017 Pool Board Committee:

Tim Staines	Kim Goodman	Jennifer Hirt
Kerrie Heydt	Lisa Hussey	Des O'Grady
Jennifer Roberts		

Pool Membership Registration:

You can complete your pool membership application online! Visit <http://bit.ly/ofcapool> to sign up and pay using our quick and easy online store. To register offline, complete the appropriate membership form and submit with your pool dues by May 15. Make your check payable to **Oakleigh Forest Civic Association (OFCA)** and submit your membership form and check to 1 Emerson Road.

You can also register at the combined sign up opportunity at the pool on Sunday, April 30th from 5:30pm -6:30pm for: (a) pool membership, (b) swim team sign-up and (c) swim suit fitting

Upcoming pool activities *(check the pool calendar on oakleighforest.org for updates):*

Memorial Day weekend picnic: Monday, May 29th (sponsored by Swim Team Boosters)

End of School Party: Thursday, June 8th (pending final day of school)

Adult Social: Saturday, July 8th, 8:00pm

Back to School Party: Saturday, September 2nd

Labor Day Fun Run/Ride & Brunch: Monday, September 4th

Family fun nights: Bring dinner on Friday nights & enjoy dinner with your community. There will be fun activities planned several times during the summer.

We need volunteers to help get the pool area ready for opening. Please consider stopping by to help. Even just an hour will go a long way! There will be family "work" parties on these scheduled days and times:

Sunday, April 30th 10:00 AM to Noon
Saturday, May 13th 3:00 – 6:00 PM

Wednesday, May 17th 5:00 – 8:00 PM

Your volunteer support is needed and appreciated!

This registration package includes the following sections:

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Oakleigh Forest Pool Charter

ARTICLE I ***Name & Purpose***

The name of the organization shall be the Oakleigh Forest Pool, which is established and operated for the recreational benefit of its members, under the by-laws of the Oakleigh Forest Civic Association (OFCA).

The OFCA objective is to provide a well-maintained family recreational facility at affordable prices to all community and sponsored non-resident members.

The purpose of this document is to define some of the guidelines needed to manage and operate a community pool. These guidance statements are to provide a consistent set of rules or procedures to be administered and followed by an annual changing board of Civic Association and Pool Committee members.

This document should be distributed to all pool committee and resident / non-resident members for any upcoming season. It is important to understand the administrative, operational, and membership responsibilities of all parties involved each year. This document shall be a "*living document*" meaning with each new pool season, these guidelines should be reviewed and updated consistent with implemented changes.

ARTICLE II Membership

The proceeds of the annual assessment shall be used solely to finance the costs of the operating budget and the pool capital reserve requirements.

Section 2. Non-Resident Sponsored Membership

The Board of Directors may enter into agreements with families, which are not residents of Oakleigh Forest, to provide for a Non-Resident Family Membership subject to the following terms and conditions:

- a) The Non-Resident Family shall submit an application containing such information as shall be required by the Board of Directors.
- b) **The Non-Resident Family shall be recommended to the OFCA Pool Committee by an Oakleigh Forest Pool Member in Good Standing, who shall be responsible for the conduct of the Non-Resident Family.**
- c) The Non-Resident Family shall pay an annual assessment fee and non-refundable application fee which shall be greater than the annual fee charged to Oakleigh Forest Pool members. The specific amount of the annual fee for the Non-Resident Family shall be recommended by the Pool Committee and approved by a simple majority of the OFCA Board of Directors.
- d) The Non-Resident Family shall be defined as the head of the household, the spouse, children who reside in the household, or other household residents; and/or in the case of an individual non-resident membership shall be defined as a single adult being at least 21 years of age - all such persons to be named on the application for membership.
- e) The Non-Resident Family shall be subject to all applicable provisions of this Charter and any rules and regulations adopted pursuant thereto.
- f) No tenants of the Non-Resident Family members shall be eligible for Non-Resident Family membership.
- g) The Non-Resident Family members shall have no voting rights but may attend any meetings of the Pool and shall receive any such or information distributed by the Pool Committee.
- h) The Non-Resident Family membership shall not be transferable.
- i) Applications for Non-Resident Family memberships shall be considered on a first-come, first-served basis.
- j) Under no circumstances shall the total number of Non-Resident Family Members plus the Oakleigh Forest Resident Family Members exceed the maximum allowable number of family memberships determined by the Pool Committee each year.
- k) The rights of the Board of Directors of the OFCA, to enter into agreements with Non-Resident Family Members, subject to the terms and conditions stated in this Charter, shall be approved each year (as part of the Pool budget approval process) by a simple majority of the OFCA Board of Directors based on the recommendation of the Pool Committee.
- l) Based on this yearly assessment process, Non-Resident Family Memberships in Good Standing the previous year shall receive first priority in membership renewal.
- m) After maximum authorized membership has been reached, applications will be placed on a waiting list in the order in which the Pool Committee receives them.
- n) Long-term houseguests of members, either resident or non-resident, will not be considered members of the household (unless legally designated) and shall be required to use daily guest passes for pool use.

2017 Pool Rate Structure

Sponsored Non-Residents

Membership Type - Non Resident	Cost	Membership Notes
Individual Sponsored Membership (over 18)	\$395	A non-resident individual must be sponsored by the OF Pool Committee or an Oakleigh Forest Pool Resident pool member.
Basic sponsored membership (2 adults)	\$525	A non-resident family must be sponsored by the OF Pool Committee or an Oakleigh Forest Pool member.
Child	\$85	Only available in combination with above memberships. Non-resident memberships will also be charged for no more than three children.
Guest Passes (Required for Friday, Saturday Sunday and Holidays)	\$20	<p>Guest passes can be purchased in books of 6. Each pass is good for one guest over the age of two to use the pool facilities for one day. 6 Free Passes will be provided with each paid pool membership. Pass must be presented to lifeguard upon entering.</p> <p>*Note: Baby-sitters will be exempt from the guest fee when they substitute for the paid pool member. However, any friends of the baby-sitter will be subject to guest fees. Baby-sitters may have access to the facility only while accompanying the child in their care.</p>

2017 Pool Operating Hours

May 27th – through June 8th

Monday – Wednesday:	11:00am – 4:30 pm	Open
	4:30 – 7:00 pm	<i>Closed for Swim Team Practice</i>
	7:00 - 8:00 pm	Open
Thursday - Friday:	11:00am – 4:30 pm	Open
	4:30 – 7:00 pm	<i>Closed for Swim Team Practice</i>
	7:00 - 9:00 pm	Open
Saturdays:	11:00 am – 10:00 pm	Open
Sundays:	12:00pm – 8:00 pm	Open

June 9th – September 4th:

Monday – Wednesday:	11:00am – 8:00 pm	Open
Thursday / Friday	11:00 am – 9:00 pm	Open
Saturday	11:00 am – 10:00 pm	Open
Sunday	12:00 pm – 8:00 pm	Open

Notes: Adult swim time will occur for 15 minutes every hour beginning at 45 minutes past the hour during open swim periods. When one guard is on duty, the pool may be cleared of all swimmers for 10 minutes to allow the guard to make water quality checks, bathroom inspections and to take a brief personal break. The pool will not be cleared during the final hour.

One Lane will be reserved for lap swimming from 6 - 8 PM during weekdays. Normal pool hours will be suspended for home swim meets, other swim team or social activities.

2017 Swim Meets @ Oakleigh Forest Pool

- TBD - Time Trials (Pool closes at 4:30)
- Saturday, June 24th (Pool opens after swim meet finishes, usually by noon)
- Tuesday, June 27th (Pool closes at 4:30)
- Saturday, July 8th (Pool opens after swim meet finishes, usually by noon)

Oakleigh Forest Pool Rules & Regulations

1. All pool members and guests must sign in to use the pool
2. All guests must have a valid guest pass for pool admission.
3. All guests must be introduced to the lifeguard on duty and accompanied by the same pool member during the duration of their visit.
4. Non-paying Oakleigh Forest Residents **may not** use the pool as a guest.
5. Children must be at least **10** years old and pass the swim test in order to remain at the pool unaccompanied by an adult. (*Lifeguards primary responsibility is pool safety, not baby-sitting*)
6. Children under **10** years of age must be accompanied by a pool member at least 13 years of age.
7. Children must be at least 2 years old and toilet trained to use the main pool. NO diapers are allowed in the main pool.
8. An adult must supervise children in the baby pool.
9. An adult must accompany all non-swimmers into the main pool.
10. Only approved flotation devices are permitted in the pool.
11. You must be 18 years of age to swim during Adult Swim.
12. NO running or horseplay near the pool.
13. NO hanging onto or playing on the diving board.
14. NO swimming in the diving area when the board is in use.
15. NO glass containers in the pool area.
16. NO gum or food in the pool.
17. NO Foul Language is permitted.
18. NO Smoking is permitted within the Pool Area
19. No pool furniture may leave the fenced-in pool area.
20. Appropriate attire is required when utilizing the pool
21. The Lifeguards have **FULL** discretion in dealing with violations of pool rules.

Please address all guard related issues with a pool board member.

Guest Policy

The pool guest policy works through the **HONOR SYSTEM** to ensure our pool continues to be the excellent facility our community enjoys.

- Guest passes are required on Friday, Saturday and Sunday and Holidays. All guests must have a valid pool pass for pool admission. Guests must be identified to the lifeguard on duty and then recorded on the guest pass list next to the sign in sheet.
- No more than 5 guests per pool member household are permitted free of charge on Monday, Tuesday, Wednesday, and Thursday. Additional guests over 5 must have a guest pass.
- A guest pass is required for non-swimmers as well as swimmers.
- Guests must be accompanied at all times by the same pool member for the duration of their visit.
- Please be reminded that our Guest Policy works on the honor system. It is the pool member's duty to sign guests in on the guest pass list, rather than wait for the lifeguard to ask.
- Oakleigh Forest residents who are non-pool members **may not** use the pool as a guest of any pool member.
- Long-term houseguests of members are NOT considered members of the household for pool membership purposes. These guests must also use guest passes.
- Families and Individuals renting a house in Oakleigh Forest are warmly welcomed to join the pool as "resident members" as long as the property they are renting is in "good standing" with the Oakleigh Forest Civic Association. Renters may not utilize the pool as guests under any circumstances. Renters are not permitted to sponsor non-residents as pool members. However, if there is a request to sponsor a non-resident, this request can be brought to the Pool Board.
- The guest pass policy may not be used to provide regular access to the pool for guests. Such guests must be encouraged to become non-resident pool members by their pool member host/hostess.

Pool Use Infractions

Pool members are expected to abide by the rules and regulations for use of the pool. Infractions may lead to:

- "Time out" administered by any lifeguard on duty
- Expulsion from the pool for that day
- Suspension of membership privileges for a time to be determined by the pool committee
- Revocation of membership privileges, upon determination by the pool committee

Oakleigh Forest Civic Association

Non-Resident Pool Membership Application

Adult:		
<u>Name</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
Children:		
<u>Name</u>	<u>Birthday</u>	<u>Special Medical Information</u> <i>(Allergy, diabetes, etc.)</i>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Name of Oakleigh Forest Resident Sponsor: (Must be pool member in good standing): _____

In case of emergency, please notify:

_____ at Home: _____
 (Name) (Phone)

or Cell _____, or _____ at _____
 (Phone) (Name of child's Physician) (Phone)

Please provide your e-mail address: _____

To be added to the Oakleigh Forest pool email distribution list (for Oakleigh Forest use only).

Please list any medication, which your children cannot take, or any other information that may be helpful in the event of an emergency. *(Use back of form if necessary)*

The above information is complete and accurate. I authorize the pool committee and their designees to access this information in an emergency. I understand that I and my household members are expected to abide by the pool rules and regulations which have been put in place to promote safety and responsible use of the pool. I understand that my membership may be suspended or revoked, as determined by the pool committee, if I or they do not follow these rules.

Please initial _____

SIGNED: _____ **DATE:** _____

2017 Pool Rate Structure

Sponsored Non-Resident Dues Calculation Worksheet

(Please indicate how your dues were calculated)

Check-Off	Membership Type	Cost	Work Area <i>(Please fill in totals)</i>
<input type="checkbox"/>	Individual Sponsored Membership	\$395	
<input type="checkbox"/>	Basic Sponsored Membership (2 adults)	\$525	
<input type="checkbox"/>	Child (each)	\$85	Number _____ @ \$85 = \$_____
<input type="checkbox"/>	Guest Passes: 6 Passes Per Book 6 free guest passes are included with paid membership	\$20	Number of Books: ____ =

I will help on the following clean up dates:	
<input type="checkbox"/>	Sunday, April 30 th 10:00 AM to Noon
<input type="checkbox"/>	Wednesday, May 17 th 5:00 – 8:00 PM
<input type="checkbox"/>	Saturday, May 13 th 3:00 – 6:00 PM

Date: _____

TOTAL: \$ _____

Dues Calculation Examples

2017

Example 1: Family of 4 Sponsored Non-Resident Membership

2 Adults	\$525
Children (2 @ \$85)	<u>\$170</u>
Total Membership Cost:	\$695

Make your check payable to **Oakleigh Forest Civic Association (OFCA)** and submit with your membership form (pg 8) and dues calculation worksheet (pg 9) to 1 Emerson Road.

Oakleigh Forest
(Pool Member Option)

Guest Pool Pass Request Form

Guest pool passes will be issued in books of 6. Each pass is good for one guest over the age of 2 to use the pool facilities for one day. This option is open only to pool members. Guest books will also be available for purchase during the pool season.

**Note: 6 free guest passes will be issued with paid membership.*

[] I would like to purchase ____ book(s) of guest pool passes. **\$20.00 per book of 6.**

Name: _____ Total: \$ _____

Oakleigh Forest

Pool Party Information

Private pool parties

- The pool can be rented for private parties from Sunday to Friday outside of regular pool hours. Saturday is not available for private pool parties.
- The pool is rented on first come, first served basis.
- Fees for the pool party guards must be paid at least two weeks ahead of time.
- It is the host's responsibility to remove all decorations, rubbish and recycling from the pool area and restore the pool area to a condition better than how you found it.

Cost for private parties

There is a flat fee of \$50 to utilize the pool for a private party. In addition, the guard fees must also be covered at the rate of \$29.95/hr per guard.

Procedure for planning a private party

Email the pool board with your request. If the desired time slot is available and you would like to proceed, a life guard reservation form will be emailed to you to be filled out and returned with a signed check for the full amount at least two weeks ahead of time. Checks received with less than two weeks prior to the party may be returned and the schedule will be reopened. This is to provide adequate time for the pool service company to arrange the afterhours guard coverage.

Small parties during regular hours:

- The pool can be used for small parties (defined as 6-15 non-member guests) during the following hours:
 - Monday - Thursday (all times)
 - Friday before 5pm
 - Sunday after 5pm
- No parties may be scheduled on holidays.
- Parties must be scheduled through the pool board.
- Guest passes must be provided for all non-member guests beyond the limit set forth in the guest pass policy.
- All parties during regular hours will require an additional lifeguard. Fees for the additional lifeguard (\$29.95/hr) are due at least two weeks in advance.
- Parties are scheduled on a first come, first served basis.
- It is the host's responsibility to remove all decorations, rubbish and recycling from the pool area and restore the pool area to a condition better than how you found it.

Please email ofcapool@gmail.com to book a party or for more information.