

Killarney Farms Swim Center

Welcome to Killarney Farms Swim Center! KFSC is a non-profit corporation composed of dues paying families who enjoy the use of its facilities. KFSC prides itself on being a family-oriented club; it is operated for the enjoyment of all family members regardless of age and offers a variety of aquatic activities.

This handbook is intended to be a basic guide to the club and the programs it offers. If, after reading through the pamphlet, you have questions, please contact the pool manager or email the board of directors at info@killarneyfarms.org.

We hope that you will enjoy the swimming season at KFSC. We also appreciate your comments and suggestions as these help us continue to make improvements.

<u>FACILITY LOCATION</u>	<u>Mailing Address</u>
575 Pomeroy Avenue	PO Box 2416
Santa Clara, CA 95051	Santa Clara, CA
(408) 564-5298	95055-2416
www.killarneyfarms.org	

General Information

Membership

KFSC membership is limited to 255 families. A member is defined as anyone living at the address given on the membership application. There are no partial memberships for either partial season use or limited family membership.

Membership fees for the season are set by the board of directors prior to the opening of the swim season. Payment is due in full at time of registration, unless otherwise offered by the presiding board of directors.

At the Board of Directors discretion, reduced "early bird" fees may be available. Information on the yearly fees is published in the March newsletter.

Use of the pool is prohibited until at least the first payment has been received. Any family opting to use the installment plan and failing to make their second payment on time, forfeits their right to membership. That membership may then be offered to the first family on the waiting list. In addition, any family with outstanding dues to the club forfeits their right to renewal until the debts are paid.

Each member family must have a current liability form on file at the pool before their membership is considered valid.

Pool Hours

The pool hours are posted on the bulletin board and website; in general, they are as follows:

April: Saturdays and Sundays, 1-7 pm

May through mid-June: Mon-Thu, 6-7 am lap swim (16+)

Mon-Fri, 3-5 pm

mid-June through Labor Day: Mon-Thu, 6-7 am (16+)

1-7:30 pm

Fri-Sun, 1-8 pm

September: Mon-Thu, 6-7 am (16+)

Sat-Sun, 2-6 pm

All hours subject to change, due to weather or other activities.

Swimming Lessons

KFSC's swim lesson program focuses on the teaching of stroke mechanics as well as water safety. Class offerings range from Tadpoles through Stroke Improvement. Private and group lessons are available. Children must be at least 4 years old by JUNE 1st to take lessons at KFSC. The MAY newsletter will usually have a complete lesson schedule, as well as information concerning registration procedures and fees.

Group lessons, when offered, typically consist of 4 half-hour sessions. Private lessons typically consist of six 20 minute lessons and must be arranged with the pool manager on an individual basis.

A lap lane is open at various times during the day to be used exclusively for lap swimming.

Swim Team

KFSC has supported a low-key competitive swim team since the early 1960's. The team is open to youngsters between the ages of 4 and 18 who pass a basic water test. Stroke technique, endurance, and speed are stressed in work-outs. Effort, sportsmanship, and a positive attitude are emphasized. We try to provide a place for every qualified youngster regardless of natural ability. We hope that this venture into competitive sports is a positive experience for the participants and will lead to a life-long commitment to regular exercise.

The team participates in a league with other seasonal clubs. Meets usually are held on Saturdays in June and July. Because of the leagues scoring structure, it is possible for every youngster to contribute to the team's score. Points and ribbons are awarded not only to the fastest swimmers, but also to anyone improving a previous personal best time.

In addition to the league meets, KFST schedules several non-swimming social activities throughout the season. Among these are a pizza party, a pool over-night, and a "Green and White" inter-squad meet.

The summer team begins workouts in mid-April, and the season runs through July. We also have a Fall team that begins the day after Labor Day and concludes in late October. Information on the Summer team is available in the March newsletter, and information on the Fall team is posted on the pool bulletin board in early July.

Guest Passes

Club members in good standing may purchase Guest passes for the going rate as set by the board of directors. A block of passes is good for 10 guests; individual guest passes are not sold. Any unused portion of the guest pass may be carried over to the following year. A member family may bring a maximum of 2 guests on any given day unless prior arrangements have been made with the pool manager.

Guest passes are kept at the pool under the supervision of the gate checker. All guests must have a current liability form on file at the pool before being allowed to use club facilities. Every liability form requires an adult or

legal guardians signature. Liability forms may be downloaded from killarneyfarms.org or are available at the pool office.

Members are responsible for their guests while they are at KFSC. Please see the attached rules for additional information concerning guests at KFSC.

Social Activities

The club sponsors several parties and social events during swim season. The first such activity is usually held in early June. It is a family party and get acquainted time for members and employees. There are various water activities, a BBQ, and door prizes. This party has been very popular and has proven to be a lot of fun for all family members.

During the summer, special events are held on selected evenings. Advance notice will be given on the bulletin board, through email, and on the website.

Miscellaneous

The pool hours are posted and updated on the bulletin board throughout the season. All times are weather dependent. There will be several times during the season when the pool will either open late or close early, usually due to a team function, etc. These dates are usually noted on the website, and posted on the bulletin board well before the actual date.

Fifteen minutes of every hour is for adult swimming only. Anyone under the age of 16 must clear the pool during these breaks, as denoted by a long whistle blow.

The club newsletter is mailed 2 times a year, usually in early March and early May. The newsletter is a way of keeping the members informed as to what is happening at KFSC. Be sure to read your copy!

The newsletter is also posted on the club website.

If you move, change your phone number, or change your emergency number, please notify the pool manager in writing or email info@killarneyfarms.org. It is extremely important that we have current addresses and phone numbers for all members.

Finally, this is your facility. We expect every member to do his or her part in keeping the pool, deck area, showers, bathrooms, BBQ, etc. looking nice. Garbage cans are provided in the bathrooms and around the pool deck. There is a separate can for aluminum products and one for plastic. Be sure to use these and to clean the BBQ after using it. Parents are expected to supervise their children to see that they are not misusing the facilities.

Please do not hesitate to report to the manager any misuse or abuse you may see. The only way that we can continue to maintain a clean, safe, and relatively inexpensive club is for everyone to do his or her part in keeping it so.

Please read the attached pool rules and by-laws for additional information regarding the swim center.

KFSC POOL RULES

Purpose:

These rules are made and shall be enforced so that all members and guests may enjoy safe and pleasant use of KFSC's facilities.

General:

1. The pool manager shall be in complete charge of KFSC and shall have full authority and responsibility to enforce these rules.
2. All appeals, complaints, comments, or commendations should be directed to the pool manager. Any item that is not satisfactorily resolved through appropriate contact with the manager may be brought to the attention of the Board of Directors by contacting the President.
3. Members must identify themselves and their guests when entering KFSC, by way of a sign in sheet. Signing in consists of stating the member family's last name, number of patrons using the pool, and declaring any guests with a phone number as well as a completed liability form.
4. No person may use KFSC's facilities unless they have a current and valid Liability Release Contract on file at KFSC. Phone authorizations will not be accepted. A new form must be filled out at the start of each swim season.

Health and Safety:

1. The following are **prohibited**:
 - a. Running, wrestling, pushing, towel snapping, and other horseplay or dangerous practices, including hitting and sitting or standing on shoulders ("chicken fighting")
 - b. Pushing, shoving, throwing, or otherwise forcing any person into the pool

- c. Hanging, standing, swimming over, or playing on the ropes, lane lines, entry gate, or pool cover storage area.
- d. Diving or jumping backwards from the pool deck.
- e. Throwing rocks, trash, or any other sort of foreign objects not intended for pool use into the pool.
- f. **GLASS** containers of any sort
- g. Pets, except for bona fide helpers to disabled persons
- h. Persons with contagious or communicable diseases, or open wounds
- i. Loitering in the bathrooms, including taking excessively long showers
- j. Squirt guns, tennis balls, water polo balls, sharp or hard-edged toys
- k. Any and all other behavior which the pool manager or lifeguards deem unsafe or obnoxious to others.

2. Diving board regulations:

- a. Only one person is to be on the board or ladder at any time.
- b. Hanging from the end of the board is not permitted.
- c. The diving area must be kept clear; the diving area is defined as the area from the diving board to the ladders on each side of the 9 foot section.
- d. After going off the board, swim to the ladder on the office side of the pool. DO NOT swim back toward the board or through the lap lane.

3. Items such as snorkels, fins, kickboards, pull buoys, etc. are only to be used by adults in the lap lane.

4. Rafts, inner tubes, and other such pool toys are only permitted when deemed safe by the on duty staff, who reserve the right to ask for them to be removed from the pool at any time.

- a. When in use, any such toys must be kept clear of the diving area.
- b. At no time, will equipment with hard metal or plastic parts be allowed in the pool.

5. Subject to the behavior of the attending child and the ability of the babysitter to maintain control of his or her charges:
 - a. Children who are 12 years old, or entering the 7th grade in the fall, may be at the pool without adult supervision.
 - b. Children who are at least five years old, but not old enough to be at the pool by themselves, may be at KFSC under the supervision of a sitter at least 15 years old.
 - c. Children between the age of 5 and 12 years old require a parent or sitter at least 15 years old.
 - d. The pool manager may prohibit any child, regardless of age, from attending KFSC alone if that child does not behave appropriately. Likewise, the pool manager may prohibit a babysitter from supervising children at KFSC if that sitter cannot maintain control of his or her charges or who does not behave appropriately himself/herself.
6. Children wearing water wings or other flotation devices must stay in the shallow area unless an adult is in the water with the child.
7. Diving or jumping from the racing blocks is prohibited except during supervised team activities or swim lessons.
8. Only the lifeguards are permitted in the guard chairs.

Maintenance:

1. Swimmers must wear clothing designed for swimming. Cut-offs or other street attire are not permitted in the pool.
2. All trash is to be placed in the containers provided for that purpose.
3. Aluminum cans and plastic bottles are to be placed in the appropriate recycling containers
4. All members and their guests shall clean up their own spills and trash. Brooms, sponges, etc. are available from the manager.

Personal:

1. Intoxicated persons will not be permitted on the premises.
2. KFSC is not responsible for lost or stolen articles. Members and guests are advised to not bring valuables with them.
3. No person shall remove any article or property belonging to KFSC without permission from the pool manager or board member.
4. Excessive yelling, splashing, or profanities will not be tolerated.
5. During open swim hours, the pool shall be cleared for 10-20 minutes of every hour for adult swimming.
 - a. Only persons 16 years of age and older will be permitted in the pool at this time, with the following exceptions-
 1. Children 2 and younger may be in the shallow end of the pool with an adult.
 2. Children receiving swim lessons from an employee may be in the pool with an instructor.
 - b. All persons under the age of 16 must remain completely out of the pool at this time.
6. The lap lane is reserved for those who are consistently swimming laps, not for playing or hanging out.
7. Smoking is not permitted at KFSC.
8. Children who are not potty-trained must wear a swim diaper while in the pool. Disposable diapers are not permitted, as they tend to disintegrate in the pool.

Guests:

1. A guest is anyone who is not a member of KFSC.
 - a. Members may bring guests to KFSC by purchasing a block of guest passes
 - b. Members must accompany their guests to the pool and remain with them throughout the entire stay
 - c. Members may bring no more than 2 guests at one time.
 - i. On busy days, the manager may restrict the number of guests allowed to ensure members adequate access to the facilities.
 - ii. Small parties with up to 10 non-member guests total must be arranged with the pool manager at least 2 weeks in advance.
2. Children age 2 and younger and non-swimming adults will not be subject to guest passes.
3. Guardians of member's children will also not be subject to guest passes;
 - a. A signed note from the parent, authorizing the sitter to bring children to KFSC must be presented
 - b. The guardian must remain on the premises as long as his or her charges are using the facilities.
4. Guest passes are sold in blocks of ten.
 - a. Individual passes are not sold.
 - b. Guest passes will be kept on file at KFSC.
 - c. Unused guest passes remain valid for the following year
5. All guests must have a valid liability release contract on file at KFSC, prior to being allowed to access the facilities.
6. Members are responsible for their guests knowledge and adherence to the rules of KFSC.

Enforcement

1. FIRST INFRACTION: A warning will be given explaining the rule being broken and the consequences if the rule continues to be ignored.

2. SECOND INFRACTION: The person breaking the rule will not be allowed to use the pool for a specified amount of time, not to exceed one hour.

3. THIRD INFRACTION: The person will be required to leave KFSC for the remainder of the day; if it is after 5 PM, the person will not be allowed to use the pool for the following day as well. In the case of a minor, his/her parents will be notified.

4. REPEATED INFRACTIONS: The person will be barred from KFSC for a period of one to seven days at the discretion of the manager. In the case of a minor, the parents will be contacted.

5. If the problem persists, the pool manager will petition the Board of Directors to terminate the membership. No refund of membership dues or any other fees will be made.

By-Laws
Of
KILLARNEY FARMS SWIM CENTER, INC.

Article I
Name and Principle Office

Section 1-- The name of the corporation is "Killarney Farms Swim Center, Incorporated".

Section 2-- The principle office of the corporation shall be located in the County of Santa Clara, State of California, at such place as shall from time to time be fixed by resolution of the Board of Directors.

Article II

Membership

Section 1-- This organization can accept 255 paid family memberships. Acceptance of membership in this corporation and club constitutes a covenant and condition on the part of each member to conform to and abide by these By-Laws and all amendments and changes thereto in every respect, and all rules and regulations duly adopted and promulgated by the Board of Directors.

Section 2-- The membership of this corporation shall consist of only those entitled to such membership as stated in these by-laws.

Section 3-- Membership shall be during the months of April through October. Membership fees are renewable each year. Continuing membership is dependent upon these fees being paid in accordance with the By-Laws. Failure to renew membership by specified date will constitute termination of said membership.

Payment in full of membership fee entitles any member of the family household (living at member's address) to all privileges provided by the By-Laws and pool regulations.

Section 4-- A regular general meeting of the members of the corporation shall be held prior to the opening of the center each year at such hour and place as shall be designated by the Board of Directors. Written notice of said meeting shall be giv-

en via email, Facebook page, and/or other online medium to each current member not given less than ten (10) days prior to the date of such meeting. No further notice need be given of such meeting unless ordered by the Board of Directors.

Only duly active or adult family or Board members registered upon the books of the club shall be entitled to vote. On any given issue, there will be a maximum of one vote per member family. Voting may be by voice, show of hands, or ballot.

Section 5-- Any guest must accompany a current member in accordance with the rules adopted by the Board and management.

Section 6-- The full membership fee is determined yearly by the Board of Directors. Any member failing to make full payment by the date specified by the Board of Directors shall be in default of their membership and will be dropped from the membership rolls.

Section 6a-- Pro-rated memberships, including but not limited to "summer special" and "end of season" incentives can be decided upon (should the Board see a need) and be priced at any point during the season. However, these rates are for new memberships only, and do not affect existing memberships and their respective fees.

Section 6b -- Swim team memberships shall be available for those wishing to 1) participate in swim team only and 2) not purchase a full family membership. The swim team membership shall apply only to the individual swimmer, should they qualify for the team, and not the family or household. Multiple swim team memberships may be purchased under one family or household.

Section 6c-- A swim team membership entitles the individual paid for to participate in all swim team activities, but does not entitle them to any regular free swim hours or to receive any other family membership benefits.

Section 6d-- Swim team membership may be discounted by an amount determined annually by the Board, should the family also own a full membership.

Section 6e-- Swim lesson membership shall be available for those wishing to 1) participate in group or private swim lessons only, and 2) not purchase a full membership. The swim lesson membership shall apply only to the individual swimmer, should

they qualify for lessons, and not the family. Multiple swim lesson memberships may be purchased per family.

Section 6f- Swim lesson memberships may be purchased as a week-long session for group lessons (whereas a group lesson week is defined as Monday through Thursday), and a total of 2 (two) hours of instructed lessons shall be provided, generally 30 minutes per day. A swim lesson membership may also be purchased for private lessons at a higher rate, and therein also 2 (two) hours of instruction shall be provided in a one on one setting during regular operating hours. The schedule and breakdown of the total time of instruction shall be flexible, upon the agreement of the instructor and swimmer. A swim lesson membership entitles the individual paid for to participate in all swim lesson activities but does not entitle them to use the pool during any regular free swim hours, or receive any other full member benefits.

Section 6g- Swim lesson membership may be discounted by an amount determined yearly by the Board, should the family also own a full membership.

Section 7-- Any member may resign and terminate his membership at any time. This termination does not in any way relieve the member of any indebtedness to the club or entitle said member to any refund of moneys paid.

Section 8-- Any member may lose his membership by the unanimous vote of the Board of Directors for a violation of the By-Laws or of the rules and regulations adopted by the club or for other conduct which the Board of Directors finds detrimental to the welfare and interest of other members. In the event of such termination, the member shall be relieved of any indebtedness, but such termination does not entitle said member to a refund of monies paid.

Section 9- Rebates: Rebates or moneys back may be offered, at Board discretion, for members who refer new families to purchase a *full* membership. The incoming member must fill out the "referred by" section of their membership form at the time of payment for the rebate to be considered. Rebates will be given as paper checks to the designated family member, or as a credit towards guest passes, a swim team, or swim lesson membership.

Article III Directors

Section 1-- The governing body of this corporation shall be its Board of Directors. The executive part of the Board shall consist of the President, Vice President, Secretary, Treasurer, and Operations Officer. (The position of Operations Officer will be the pool manager. This position will be a paid position chosen by the executive of the board and a select committee. The Operations Officer will receive and receipt all monies paid to the pool and report them to the Board. The Operations Officer will oversee all functions of the center. The Operations Officer is a permanent voting member of the Executive Board.) The overall Board shall consist of the Executive Board and specific chairpersons appointed by the Executive Board (social, maintenance, ways and means, etc.). There shall be no less than six (6) nor more than ten (10) members on the Board. The number of directors can be changed by a two-thirds ($\frac{2}{3}$) majority vote of the membership present at the general meeting.

Section 2-- The Executive Board officers shall be elected for a two (2) year term. The President and Secretary shall be elected on the even year and the Vice President and Treasurer on the odd year. These positions shall be posted on the membership bulletin board to inform the general membership of positions available. At the annual general meeting, nominations will be accepted for Executive Board positions. Only persons who were members in good standing the year prior may run for office. Any officer not having his membership payment up to date can be replaced by a two-thirds ($\frac{2}{3}$) majority vote of the overall Board.

Section 3-- Board member dues shall be a reduced rate for full membership, in exchange for their time serving at Board meetings and fulfilling their duties. The amount of reduction is not to be more than half the current member dues. All other regular membership rules apply.

Article IV

Duties

Section 1-- President. The President shall be the Chairperson of the Executive Board and shall preside over all Board meetings, the annual general meeting, and any subcommittee meetings as needed.

Section 2-- Vice President. The Vice President must serve as a chairperson for any subcommittee and will preside over any meetings when the president is not available.

Section 3-- Treasurer. The treasurer shall be responsible for safeguarding all funds collected from the membership and will disperse payment for all bills incurred by the membership, will pay all payroll, taxes and insurance applicable, will provide a monthly accounting of these funds, and will submit an annual financial report at the general meeting.

Section 4-- Secretary. The Secretary shall keep a book of minutes of all Board meetings and any other meetings where minutes are appropriate and shall be responsible for all necessary correspondence.

Section 5-- Chairpersons. At the time of revision, August of 2019, the Board chair positions are titled as Maintenance chair, Social chair, Swim team chair, and Membership chair.

Section 5a-- Maintenance. The duties of the Maintenance chair shall include facility upkeep, repair, and preservation. Additionally, they shall coordinate and organize the pre-season volunteer cleanup as well as any off-season projects.

Section 5b-- Social. The duties of the Social chair shall include organizing and orchestrating social events, such as the opening party, movie nights, kid's nights, adult nights, etc. Additionally, they need to coordinate with the membership chair to hold events that will entice new families to join.

Section 5c-- Membership. The duties of the membership chair are to inform families within the local community of membership opportunities, should spaces still be available. This may be done via social media, mailers or postcards, or word of mouth.

Section 5d- Swim Team. The duties of the swim team chair are to coordinate swim team events, fundraisers, and activities, and be the liaison to the Board of Directors.

Article V Records

Section 1-- The records of this corporation shall consist of its Articles, these By-Laws, complete minutes of all meetings of the members, complete minutes of all meetings of the Board of Directors, roll of the members, statements completely reflecting the financial affairs of the corporation, and such other records as may be designated from time to time by the Board of Directors. All said records shall be opened to the inspection of any member of the corporation at any reasonable time.

Article VI Principles and Practices

Section 1-- Democratic principles shall govern, and this organization shall be cooperative.

Section 2-- All meetings of this corporation shall be conducted under "Roberts Rules of Orders" except otherwise provided herein.

Article VII Corporate Seal

Section 1-- This corporation shall have a seal in circular form having within its circumference the words:

**Killarney Farms Swim Center
Incorporated
California**

The date of such incorporation may also be included on said seal.

Article VIII Amendments

Section 1-- These By-Laws or any part thereof, except as herein stated, may be adopted, amended, or repealed by a two-

thirds ($\frac{2}{3}$) majority vote of the board or by the membership at a general meeting provided notice and purpose of such meeting shall have been given by the Secretary at least two (2) weeks in advance of said meeting.

Article IX

Liability

Section 1-- The corporation shall have no liability or responsibility, and no member, guest of a member, or any other person shall have any claim against the corporation for any personal injury to, or death of any member, guest, or persons using the facilities of the club, or for loss or damage to the property of any member, guest, or other person.

Section 2-- Any loss or damage resulting to any of the properties of the corporation from the acts or conduct of any member or the guest of a member, and any indebtedness to the corporation incurred by the guest of a member, shall be assessed to such member and shall be paid as in the case of dues or assessments.