

2019 Pool Information and Forms

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Pool Emergency Action Plan

Whistle Alert. Lifeguard will sound a long, loud **whistle** blast.

Out of Pools. All swimmers must immediately get **out of both pools** and wait on the grass until further instruction.

Action. If instructed by Lifeguard, an adult (or the oldest child present) will:

911. Call 911 and tells operator that there is a medical emergency at the **Bryant Woods HOA Pool, 18275 Indian Creek Drive**. The pool phone number is (971)713-2989.

Gate. Direct someone to **guard and open gate**. If there is no other person available to guard the gate, it should be propped open.

Children. Instruct all **children to leave the pool area**. Only adult residents, pool staff and emergency personnel are allowed inside the pool gate after this time. The pool is CLOSED.

Lifeguard Sign. Put “**No Lifeguard on Duty**” sign on Lifeguard chair.

Notify. Contact **Pool Chair, Board Members** or **Pool Volunteers** in this order until they reach someone who agrees to immediately come to the pool:

Dick Audley (510) 332-2962 – Pool Chair

JD Taylor (971) 275-0717

Linda Fuchs (503) 515-5955

Kathy Taylor (503) 709-3598

Document. Using forms in Lifeguard Binder, Board Member or Pool Volunteer will:

Fill out the top section of **Accident Report Form**.

Call injured person’s contact as listed on **Pool Emergency Form**.

After the rescue is complete, Lifeguard finalizes **Accident Report Form**.

Submit all forms to Head Lifeguard.

Lifeguards. Lifeguard **notifies Head Lifeguard** and goes off duty for the rest of the day.

Lifeguard is paid for the remainder of the shift.

De-brief. Head Lifeguard and Pool Chair schedule **de-briefing** with all Lifeguards as soon as possible.

Follow-up. After the incident the Pool Chair, Board Member or Pool Volunteer:

Follows up with injured person and their family.

Notifies Board about the incident.

Pool Information

Your Responsibility. Pool rules are the responsibility of residents and guests. Swimmers' safety is your Lifeguard's primary responsibility, not enforcing pool rules. However, when Lifeguards request you change your behavior, residents must immediately comply. Lifeguards may submit a written report that may result in loss of pool privileges and/or fines whether the resident was warned or not.

Sign-in Required. All members and family members are required to sign in so that the Lifeguard has access to contact information if needed in an emergency. This is the member's obligation, it is not up to the Lifeguards to enforce this policy.

Safety.

Never swim alone

Listen to and obey Lifeguards

Know pool rules and etiquette

Have fun and be kind to others at the pool

In Case of Emergency Call 911 – A Lifeguard may ask you to call, but do not wait if you see a situation that may be an emergency.

Hours for Pool and Picnic Area.

10 am to 10 pm after Memorial Day Weekend

10 am to 9 pm after Labor Day to September 15

After September 15 pool will be open dependent upon weather conditions.

The pool is off limits outside of these times. Anyone in pool area after hours is trespassing and legal action will be taken. A second Lifeguard may be scheduled during swim lessons.

Lifeguard Hours. 2 pm to 10 pm Monday through Saturday, Sundays 1 to 5 pm. Lifeguard coverage begins the weekend following the end of the Lake Oswego school year and ends after Labor Day weekend.

Security Cameras. Cameras monitor for guest and Lifeguard safety, and security of the premises.

Pool Rules

Lifeguards/Board Members. Lifeguards/Board Members may forbid any unsafe behavior and use of any item that may cause harm or risk, including but not limited to the items listed below. Failure may result in a Pool Violation.

Key Required for Entrance. Lifeguards may not open the front gate for residents and guests.

Sign In and Sign Out. Everyone must sign in/out when entering or leaving pool facility. This has not been enforced in the past, but it will be in the future. Fines may be imposed.

Showers. Everyone must take a cleansing shower prior to entering the pool.

Guests. Resident must log the number of guests being hosted and must supervise guests. Guests may not to be left unaccompanied at the pool once they are signed in. Also see guest restrictions for children. Guests must follow all pool rules.

Allowed in Pool. Approved flotation devices include:

Arm floats

Noodles

Small float rings for non-swimmers, children

Kick boards

Vests

Small pool sponge balls in good condition (Nerf type)

Not Allowed in Pool.

Squirt guns

Air mattresses

Food or drink

Water balloons

Frisbees

Surf boards

Floating chairs

Sports balls

Toys 3" in diameter or less.

Bryant Woods Homeowners Association

Not Allowed in Pool Area. Baby floating chairs	Pets Smoking	Food or drink (4' perimeter) Improper attire or swimwear	Glass items Littering
Disruptive or Unsafe Behavior. Diving in small pool Behavior prohibited by Oregon Revised Statutes including public intoxication (ORS 430.420).	Horseplay Diving in shallow end of big pool	Public displays of affection	Running
Pool Furniture. All pool furniture must be kept on the decks or cement. Caution is needed when moving furniture to prevent damage, especially lounge chairs. No furniture is allowed on grass or berm.			

Pool Access

Children Under 18

Adult Swim Only. When Lifeguards are on duty, all children under 18 must be out of the pool and away from the pools for 15 minutes from a quarter to the hour to top of the hour. (i.e. 2:45 to 3:00). At the discretion of Lifeguard, Adult Swim may be imposed at any time.

Non-swimmers. Children who are unable to swim unassisted must always be within arm's reach of an accompanying adult when in the pool.

Under 4 years old and other children not potty-trained. All children not potty-trained and all children under 4 years of age are required to wear a **swim diaper** and **waterproof diaper cover** with elastic at the waist and leg openings (Oregon State law).

Children under 10 must be with an adult at all time. This may be a parent, another adult resident or, if a Lifeguard is present, an adult caregiver/babysitter.

Children age 10 to 13 must be with an adult at all times, unless they have passed a swim test and been granted a Swim Bracelet.

Swim Bracelet Application. Submit Swim Bracelet Form. Parent must be present for swim test with a Lifeguard. Child must be able to tread water for 2 minutes, swim 2 lengths of the large pool and answer pool rules questions.

Children with Swim Bracelet. Children with a swim bracelet may swim when **Lifeguard** is present. If Lifeguard is off duty, child must be with an adult resident or Caregiver/Babysitter.

Children without Swim Bracelet. Children must be accompanied by resident adult or approved babysitter/caregiver at all times.

Guests. An adult resident must be present if children under 14 bring guests.

Children age 14 to 17

Lifeguard Present. Resident children may swim.

Guests. Resident child may bring 2 (two) guests who are 14 years old or older.

No Lifeguard. If Lifeguard is off duty, child must be with another resident child over 14 or adult resident.

Guests. If there is no Lifeguard, resident child may not bring guests.

Bryant Woods Homeowners Association

Caregivers/Babysitters, Siblings

Pool Emergency Form. Only House Sitters, Caregivers/Babysitters & resident siblings named on the form will be allowed to use the pool.

Update. If information changes, submit an updated the form to Lifeguard. Forms can be downloaded from www.BWHOA.org

Caregivers/Babysitters & Older Siblings – must be 16 years old to bring resident children to the Pool

Lifeguard must be present.

Caregivers/Babysitters may only access the pool accompanied by resident children.

For Older Siblings, all siblings must be on the Enrollment form.

Caregivers/Babysitters & Older Siblings who are:

Under 18 years old may bring no more than 2 (two) resident children.

18 years or older may bring no more than 5 (five) resident children.

Guests. Caregivers/Babysitters may not bring guests to the pool.

House Sitters

House Sitters. A house sitter who is physically staying in a resident's home may use the pool.

Homeowner must notify pool personnel regarding house sitters and fill out an Emergency Form.

Someone from outside the neighborhood occasionally checking on a resident's home (such as a pet sitter) is not considered a house sitter for the purposes of these rules and may not use pool facilities.

Guests. House sitters may not bring guests are to the pool.

Pool Emergency Form

Pool Access Limited. Resident children, house sitters, caregivers and babysitters may not use the pool until homeowner completes a Pool Emergency Form. Turn in this form when you exchange your key in May.

Update Forms. If information changes, submit an updated the form to Lifeguard. Forms can be downloaded from www.BWHOA.org

Pool Activities

Water Aerobics

Classes. During June - August Water Aerobics classes are available. Classes are 1 hour long and taught by a Certified Fitness and Aquatics Specialist. Classes are for fitness levels. Age 14 and older.

Minimum Class Size. If pre-sales are not adequate to offset the cost of instruction, the program will be cancelled.

Form. Submit Water Aerobics form by email to pool@bwhoa.org (see BWHOA.org) or in person if Walk-In.

Fee. Sessions are purchased in advance. See application form for rates. Pay by check. Fees are not refundable.

Walk-in. Anyone not registered may attend. An application is required and walk-in fee payment.

Bryant Woods Homeowners Association

Swim Lessons

Swim Lesson. Two sessions are scheduled. One in July, the other August. Check www.BWHOA.org for exact dates. Lessons are available for both residents and non-residents.

Form. Submit a Swim Lesson form (see www.BWHOA.org) by email to pool@bwhoa.org **7 days prior** to the date of the first lesson so that instructors may be scheduled. Check schedule at BWHOA.org.

Fee. See application form for rates. Payment by check secures your student's place in class in the order received. Payment must be received 48 hours before the first lesson. Fees are not refundable.

Age. Children must be 3 years old and potty trained.

Classes & Levels. Maximum size of class is 5 students; 4 levels of training are offered.

Each session is 10 days over 2 weeks.

Classes are 30 minutes.

Classes are Monday – Friday from 10:00 AM – 12:00 PM.

Instructor. Trained instructors will assess each child to determine placement for the most effective training.

Weather Cancellation. Class will be rescheduled by the instructor.

Absences. Make-up classes are not available to students who are absent.

Pool Parties

Pool Party. Homeowners wishing to use the pool and/or picnic area for **7 or more guests** must comply with the following pool party rules.

Maximum. Pool parties are limited to a maximum of 25 people.

Form. Submit a Pool Party Reservation Request form (see BWHOA.org) by email to pool@bwhoa.org. Must be received **7 days prior** to the date of the party.

Fee. See Pool Reservation Application for fee information. Once the reservation is approved, an invoice will be emailed to the homeowner, which may be paid by credit card or by check. Payment must be received **3 days prior** to the party.

Reserved Area. A table near the pool or the picnic area may be reserved for Pool Party. Pool use is non-exclusive during pool parties; other homeowners have full access to pool and facilities that are not reserved.

Lifeguard. A lifeguard is scheduled for pool parties. If no guards are available, Homeowner and Pool chairman/Head Lifeguard will discuss alternatives.

Leave Area and Furniture Clean & Tidy. A cleaning deposit is not required. Pool area must be left as it was when the party arrived including remove all trash & recycling, return furniture to proper positions, clean tables and chairs, etc. A minimum \$50 cleaning/damage fee will be billed to homeowner.

Foul Weather. In case of foul weather, homeowner may contact the Pool Committee at least 4 hours in advance of the event to reschedule or request a refund.

Pool Violations Policy

Pool Rule Violations. Safety is our primary concern for pool users. Unsafe behavior that constitutes a danger to swimmers or guests, or that distracts or hinders Lifeguards is not allowed. This includes rowdiness and intoxication on the part of adults and/or minors. Other violations include, but are not limited to, tampering or abuse of property, vandalism, disturbing other patrons, and littering.

Failure to Sign-in. All members and family members are required to sign in. Failure to do so may be considered a pool violation. Responsibility to sign in belongs to the residents and children.

Homeowners. All members are encouraged to alert Lifeguards, pool personnel and board members about safety and pool rule violations.

Infractions. Lifeguards, pool personnel and board members have the authority to enforce rules and may require violators and their guests to immediately leave the pool. The Pool Chair will determine the duration of the suspension which may last until the next board meeting is convened.

Loss of Pool Privileges.

A written report will be submitted to the Pool Committee and/or Board by Lifeguard, pool personnel or a board member.

Homeowners will be notified and asked to submit a written response.

Loss of pool privileges and/or fines will be decided by the Pool Committee and/or Board based on severity of the incident.

At the discretion of the board, the suspension may include a portion of the next year's pool season.

First Infraction. Suspend family's pool privileges for **Two Weeks** and/or fine.

Second Infraction. Suspend family's pool privileges for **One Month** and/or fine.

Third Infraction. Suspend family's pool privileges for **Three Months** and/or fine.

Trespassing. Police will be called, and violator(s) will be charged with trespass if seen on the pool premises after pool hours or if their pool privileges have been suspended. Pool personnel have copies of the notices of suspension and are required to call the police.

Pool Emergency Form

Resident Information

Name _____
Address _____
Phone(s) _____
Email(s) _____

In Case of Emergency

Name _____
Phone _____ Relationship _____

Children under 18 living at the Residence

Name & Initials (age 10 & older)	Age	Birthdate
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

House Sitter, Caregivers/Babysitters (must be 16)

Name	Age (if under 18)	Resident (Yes/No)	Dates
_____	_____	_____	_____
_____	_____	_____	_____

My family and I have read **Pool Emergency Action Plan, Pool Information, Pool Rules, Pool Access, Pool Activities and Pool Violation Policy**. We understand that regardless if there is a Lifeguard present, we are responsible for the behavior of our family and our guests while they are at the pool. If we have questions or concerns about any of the pool rules and policies, we will contact a Lifeguard, pool personnel or board member before our family or our guests enter the pool.

My family and I agree to be good patrons of our pool.

Homeowner Signature(s) _____ Date _____

Bryant Woods Homeowners Association

Swim Lesson Application Form

- Session 1: TBA (Mon-Fri) 10-12 pm
Session 2: TBA (Mon-Fri) 10-12 pm

- BWFOA Resident
Non-Resident

To be completed by applicant's parent or guardian
Minimum age is 3 years old and swimmer must be potty trained

Name Age Birthdate Swimming Ability

Name Age Birthdate Swimming Ability

Name Age Birthdate Swimming Ability

I agree to follow the Bryant Woods Pool Rules during my time at the pool. I will explain these rules to my child.
Non-residents only: You are asked to limit your stay at the pool to your child's swim lesson time.

Parent Name Signature

Address

Phone Email

Emergency Contact Phone

Resident fee \$60 Non-Resident fee \$75

Return form and check (no cash please) payable to Bryant Woods Homeowners Association, 18275 Indian Creek Drive, Lake Oswego, OR 97035.

Check will secure student's place in class in the order received. Maximum size of class is 5 students. Each session is 30 minutes. Lessons offered for 4 levels of ability.

Student's level will be determined on the 1st day of class. Please do not discuss your child's placement or lessons with the instructors or lifeguards if they are on duty.

Classes cancelled due to foul weather will be made up by the instructor. We regret there are no make-up classes offered to students who are absent.

For administrative use:

Received by Date Received Amount Received

Level: Beginner Adv. Beginner Intermediate Advanced

Bryant Woods Homeowners Association

Water Aerobics Application Form

Classes for all fitness levels
Age 14 and older

Sixteen 1-hour classes – Thursday and Saturday at 10:30 AM
Make up classes, as needed, on Thursday

June 27, 2019 to Aug 17, 2019

Table with 2 columns: Lessons and Price. Rows include 16 lessons (\$112), 8 lessons (\$64), 4 lessons (\$36), and 1 lesson (walk-in) (\$10).

- BWHOA Resident
Non-Resident

Instructor. Classes are taught by a Certified Fitness, Aquatics Specialist.

BWHOA Pool Rules. I agree to follow the Bryant Woods Pool Rules during my time at the pool.

Waiver of Liability and Informed Consent Agreement. By submitting this application for the water aerobics program, I affirm that I am in good physical condition and do not suffer from any disability that would prevent or limit my participation in this exercise program.

Minimum Class Size. By June 20, 2019, if sales are not adequate to offset the cost of instruction, the program will be cancelled.

Name _____ Signature _____

Address _____

Phone _____ Email _____

Emergency Contact _____ Phone _____

Return form with check payable to Bryant Woods Homeowners Association.
Mail to BWHOA, 18275 Indian Creek Drive, Lake Oswego, OR 97035.

Bryant Woods Homeowners Association

Pool Party & Picnic Area Reservation

Date Submitted _____ (minimum 7 days in advance of event)

Date Requested _____ Start Time _____ End Time _____ (3-Hour Maximum)

Number of Residents & Guests (25 Maximum) Over 18 _____ 12 to 18 _____ 3 to 12 _____

Submit Reservation. Email this completed form to reserve a time to Pool@BWHOA.org or mail to BWHOA, 18275 Indian Creek Drive.

Payment. Once reservation time is confirmed. Mail a check for \$60 to BWHOA, 18275 Indian Creek Drive. Payment must be received 3 days in advance of event.

Name _____ Signature _____

Address _____ Phone _____

Emergency Contact _____ Phone _____

Space and Lifeguard Availability. Approval is dependent upon space and Lifeguard availability.

Weather or Closure. In the event of inclement weather or unexpected pool closure, reservation may be rescheduled, or fee refunded.

Reserved Area. The west patio next to the pool shed will be reserved for the party, if possible.

Non-Exclusive Use. The pool remains open to BWHOA pool patrons. Please be considerate of those not in your group.

Limited Furniture. Guests should be encouraged to bring their own chairs.

Supervising and Clean-Up. The BWHOA resident making the reservation is responsible to:

- Supervise guests at all times,
• Inform guests of Pool Rules and insist on their compliance,
• Clean up the pool and/or picnic area before leaving,
• Remove all trash from the premises.

Cleaning Charge. A deposit is not required. The resident will be invoiced if the area requires maintenance. Minimum fee is \$50.

For administrative use:

Request Received by _____ Date Received _____ Lifeguard Scheduled _____

Payment Received by _____ Date Received _____ Amount Received _____