Las Trampas Pool Handbook

As of October 25, 2022

LAS TRAMPAS BEGINNINGS..... 1
ORGANIZATION..... 1
SWIM SEASON:..... 1
SAFETY:..... 1
MORNING ADULT LAP SWIM..... 2
SWIM TEAM:..... 2
MEMBER RESPONSIBILITIES:..... 3
GUESTS:..... 3
PARTIES / BBQ RESERVATION:..... 3
SNACK SHACK:..... 4
TELEPHONE:..... 4
ADMITTANCE:..... 4
COMMERCIAL ACTIVITY AND PRIVACY:..... 4
TERMINATING MEMBERSHIP:..... 5
BOARD OF DIRECTORS AND THEIR DUTIES..... 5
JOB DESCRIPTIONS FOR POOL EMPLOYEES..... 6

LAS TRAMPAS BEGINNINGS

This private pool located at St. Mary's Road and Glenside Drive was organized and operated by families in this area. After over a year of planning and construction, Las Trampas Pool was opened for use on August 17, 1958.

There was a wading pool for the little folk, a diving area for the ambitious, a long in-between waterway for plenty of swimmers, and much green grass for sunbathers. A picnic area was added later. Five hundred twenty-three people showed up that first day. The cost of the pool, wading pool, heater and filters was close to $22,000.00. The concrete decking was $4,500.00 and the bathhouse cost approximately $16,000.00.

There were two hundred original families, each contributing $270.00 toward the building of the pool with a later assessment to finish the parking lot. The land consisting of 1.2 acres was purchased from The Utah Construction Company for $15,000.00 and was once part of Rancho Laguna De Los Palos Colorados.

The Swim Team came into existence in 1964, joined the Diablo Valley Swim League in 1965 and has had active participation and interest ever since.

ORGANIZATION

Las Trampas pool is a non-profit California Corporation consisting of two-hundred-member families sharing equal ownership. A member is defined as those persons related by blood, marriage, legal dependency, or domestic partnerships residing together in a single household. The purpose of the corporation is to operate and maintain the pool and its related recreational and social activities for use by its members, their families and guests. The corporation is run by a Board of Directors whose members serve for a minimum of a two-year term with a renewal optional based on member interest in position. Board positions transition in October.

Over the years the board has developed specific duties for each board member to maintain the facilities and help the pool operate with efficiency and much family enjoyment each summer.

SWIM SEASON:

The hours of operation are posted on the Las Trampas Pool website but generally opens in May and closes in October, with hours varying based on school schedules and weather. Adult swims (Lifeguard rest periods) are called quarter to the hour every hour.

SAFETY:

- Other than the morning Adult Swim period, lifeguards shall be present and on-duty at all recreational swim hours.
- Lifeguards are there to watch the immediate pool area.
- Your children are your responsibility at all times when using the pool facilities.
- Children who are not water safe may not swim or hang out on the pool steps without a parent or dedicated adult supervisor in the water.
- Members under the age of 10 may **not** attend the pool without parental or adult supervision. Members and Non-Members must be **14** years of age to qualify as an adult supervisor (sitter/daycare provider).
- Pool covers are off at all times when the pool facility is open for rec swim or other events.

MORNING ADULT LAP SWIM

- Morning Adult Lap Swim is a privilege and is intended for participation by responsible adults who will safeguard the interest of the pool.
- Morning Adult Lap Swim is available to Las Trampas Pool Members ONLY. No guests allowed any time.
- Participants must be 18 years of age to participate.
- Adult lap swimming hours will be determined and communicated by the Vice President and may

vary based on the season and the swim team practice schedule.

- Swimmers must have a signed Adult Morning Swim Waiver on file at the pool office before their code can be activated allowing them access to participate. A new Adult Morning Swim Waiver must be signed yearly.

- No children under the age of 18 are allowed on the pool premise during Adult Morning Lap Swim.

- Participants may not swim alone. There must be at least two adults present at all times. There will be no lifeguard on duty. Participants are responsible for their own safety.

- No other activities besides lap swimming are allowed. No one may enter the pool while any covers are in place as required by Health Code. Participants are responsible for removal of ALL pool covers (when covered) and for proper care and use of covers and related equipment.

- Participants are responsible for putting all pool covers back on at completion of Adult Lap Swim hours unless directed otherwise based on weather or swim team schedule.

- Participants are responsible for proper care and use of the pool including closing and locking all door and turning off lights. Parking lot gate must be closed and re-locked. Entry gate must be closed and locked at all times while lap swimming.

SWIM TEAM:

- Swim team is a summer recreational program for children and young adults, whose 18th birthday falls within the date outlined by the Contra Costa County championship eligibility rules, who enjoy improving their swimming skills in a competitive atmosphere. Emphasis is placed on individual improvement, teamwork and team spirit.

- Members who can swim the length of the pool can join the swim team. Associate members may participate in swim team programming based on availability.

- The swim team season begins approximately mid-April and continues until early-August for post-season competition. Workouts are scheduled by age groups (or children are assigned to different work-out groups based on both age and ability) Swim meets are in Lafayette, Walnut Creek, Concord area. Normally these events are scheduled Wednesday evenings and Saturday mornings.

- Parent involvement is vital to the success of the team; parents are expected to support by assisting in organizing and running swim meets and social events.

MEMBER RESPONSIBILITIES:

- Attend the two general meetings held in March and October. Notices are sent in advance of the meeting.

- Pay current dues. (Amount determined at March meeting)

- Read and abide by all pool rules. Obey any instructions from lifeguards on duty pertaining to pool safety and posted rules.

- Remember that your children are your responsibility AT ALL TIMES when using the pool facilities. Familiarize them with the pool rules. Always be in the immediate area of the wading pool if your children are using it.

- Help keep your pool clean and safe by following the pool rules and reporting infractions to a lifeguard.

- Maintenance days: A $50 Maintenance Deposit is collected annually in addition to the annual dues. Members who attend one of the two scheduled maintenance days or otherwise arrange a maintenance task through the maintenance board member will receive their deposit back upon completion.

- Members are prohibited from sharing their gate code.

GUESTS:

- All guests must be accompanied by a member and informed of pool rules. A swimming guest will be designated as anyone over the age of 3. Any group containing over 10 guests must get a party reservation to ensure adequate staffing.

- You must sign in at the front desk as a family or individual. Please designate if you have a guest and present a guest ticket or pay $3.00 per person using the envelopes supplied in the office or via the posted Venmo account.

- An adult member must accompany guests under the age of ten.

PARTIES / BBQ RESERVATION:

- BBQ areas may be used whenever available but may also be reserved for parties. The snack shack is not available to parties. Lifeguards will make ice available to parties.

- Parties may not exceed 25 attendees to ensure that the pool remains available to the general membership.

- Any group from 10-25 people must pre-arrange for a party reservation to ensure we have adequate lifeguard staffing that day.

- Parties greater than 25 people will be considered but must be approved through the Las Trampas Pool Board of Directors.

- Members are responsible for collecting any guest fees.

- Members are responsible for leaving the BBQ areas clean after their use with the gas/propane turned off. Members can confirm instructions with the lifeguard(s) on duty.

- All inquiries should be directed to the Las Trampas Pool Manager.

SNACK SHACK:

Snack Shack is not for general use. Use of Snack Shack is by board approval only and must comply with Health Department Guidelines. All inquiries for use of Snack Shack should be directed to the Las Trampas Pool Board of Directors.

TELEPHONE:

The telephone is a convenience for all members as well as a necessity for emergencies. The phone is to be kept in the office.

ADMITTANCE:

- All members will be issued a code (1 per family).
- You must possess a code to gain entry to the pool. Do not share your gate code.
- Children under ten will not be permitted unless accompanied by an adult. The adult member must remain at the pool at all times.
- Waitlist families may not use the pool (unless they are invited guests) until they become Associate Members.

COMMERCIAL ACTIVITY AND PRIVACY:

- Use of Las Trampas Pool in conjunction with a for-profit or non-profit business is strictly prohibited without express consent of the Las Trampas Pool Board of Directors.
- Advertisements or solicitations are prohibited on pool property. The bulletin board is for Las Trampas Pool and Las Trampas Swim Team business only.
- The Las Trampas Membership Directory has been compiled for Las Trampas Pool Board of Directors use only. All information contained therein is ***strictly confidential*** and is not to be used for any purpose other than conducting Las Trampas Pool Board business.

TERMINATING MEMBERSHIP:

Please contact the Membership Director to find out the procedure.

BOARD OF DIRECTORS AND THEIR DUTIES

President:

The President shall preside over all meetings of members and the Board of Directors; sign all contracts and other instruments which have been approved by the Board of Directors; shall appoint and assign members to such special or other committees as shall be required; may call special meetings of the members or the Board of Directors; and shall prepare and present to the membership an annual report of the affairs and activities of the Corporation.

Vice President:

The Vice-president, in the absence or inability or refusal to act of the president; shall exercise all authority and perform all duties granted to or enjoined upon the president by these by-laws. In the absence of the president or treasurer, the vice-president is authorized to sign checks in the place of those officers. The Vice President shall also oversee the adult lap swim program. Further, the Vice President shall work closely with the Pool Manager to oversee the lifeguard program.

Secretary:

The Secretary shall keep a record of all proceedings of the Board of Directors and the membership; shall maintain a list of membership resolutions; shall serve all notices required by these by-laws; shall send out all communication to membership on behalf of the Board of Directors; shall maintain appropriate records of membership of the Corporation; shall sign all contracts and other instruments as designated by the Board of Directors. The Secretary shall monitor his/her emails frequently in order to respond to any inquiries from membership on a timely basis.

Treasurer:

The duties of the Treasurer are as follows: Perform banking functions – deposit checks and reconcile accounts; prepare periodic financial reports and operating budget for Board; maintain files of paid bills, bank statements and memberships sales; Pay bills; Send letter and refund checks for memberships sales; Prepare reports and submit payments for workers' compensation insurance; Collect mail at PO box and forward to appropriate Board Members; Establish and maintain employee payroll records; provide assistance to outside accountant on tax returns; Maintain the pool financial records; Oversee outside payroll/tax accountant.

Operations Director:

The operations director is concerned with the daily operations at the pool. The operations director ensures the maintenance of the pool facilities and the vendors required to operate the pool and physical plant.

Membership Director:

The membership director maintains all current records of all member families and supplies information for new, old and prospective members. The membership director also handles all sales and transfers of memberships while keeping waiting lists of prospective buyers and sellers. The membership director welcomes new members and explains the rules and procedures and maintains the code system for pool entry.

Maintenance Director:

The maintenance director is responsible for keeping the pool in good working order. If repairs are needed, report to the board what needs to be done, source vendors or volunteers to do the work and forecast approximate costs. The maintenance director then reports on the progress of the work. If any new equipment is needed, research equipment and sources and advise the board accordingly.

Swim Team Director(s):

The swim team director(s) (generally two positions) are responsible for the operation of the swim team including the scheduling of swim meets, organizing parent participation in swim team activities, supervising the swim coaches, and participating within the Diablo Valley Swim League. The Swim Team Directors provide input to the Board members in developing policy and procedures, liaison with parents, and selection of coaches.

JOB DESCRIPTIONS FOR POOL EMPLOYEES

POOL MANAGER:

The day-by-day affairs of the pool are conducted for the members by the Pool Manager, who is a salaried employee. The pool manager executes the policies of the board and directs daily operation and maintenance. Duties include scheduling and supervision of paid pool personnel, direction and certification of lifeguards, and control of expenditures as established by the board.

LIFEGUARDS: The primary duties of lifeguards are to ensure pool safety and maintain a healthy environment for recreation. The lifeguard must exercise a good judgment in the enforcement of pool regulations and encourage a comfortable atmosphere for relaxation. The pool lifeguards are also authorized by the Board of Directors to evict any persons for disorderly conduct on the pool premises. Since the lifeguards should be at poolside at all times, the members are asked not to call them away from their posts or distract them from watching the pool while on duty.

Lifeguards are responsible for the maintenance and upkeep of the pool facility. They are also responsible on occasion for supporting the BBQ area/reservation request parties as needed.

SWIM COACHES:

The head swim coach and the assistant coaches direct our competitive swimming program. They are responsible for running workouts, providing stroke instruction, scheduling swimmers for meets and giving competitive swim lessons.