

## **THE KIRKLAND ECCLESTONE POOL, INC POLICIES/GUIDELINES & GENERAL INFORMATION**

**EFFECTIVE as of this 11<sup>th</sup> day of March, 2007**, all previous policies and guidelines with respect to the day-to-day operations of The Kirkland Ecclestone Pool, Inc. are hereby revoked and replaced with the following:

The Kirkland Ecclestone Pool, Inc. is owned and operated solely by its Members.

### **VOLUNTEERING**

- Ecclestone Pool is run entirely by volunteers. Membership fees cover our lifeguards' salaries, the maintenance of the pool and an annual loan payment.
- The larger our volunteer base is, the better our circle of success is: the better the pool, the more members we attract, the more members, the lower the fees, the lower the fees, the happier the members...
- Volunteering benefits you, your children and the pool. The volunteer opportunities are endless in their nature and duration. Be creative: volunteer as a family, with a friend, as a group. If you see an area that needs improvement please chip in and give our community pool a hand.

### **MEMBERSHIP**

- Registration Date is determined each year by the Executive Committee and Notice of such Registration Date is to be provided to returning members at least 2 weeks prior to such date.
- Membership types are as follows: Family, Youth (14 to 17, as at the date of the commencement of regular season hours or the date of receipt of their registration), Single Adult, Senior Couple and Senior Single.
- Requested reimbursements are to be reviewed by the Executive Committee on an individual basis.

- An Annual General Meeting (AGM) shall be held each year within three (3) months following the close of the financial year end, being December 31, to :
  - confirm the Executive Committee for upcoming year.
  - receive and consider the financial statements for the previous financial year
  - review and determine annual membership registration fees
  - discuss generalities and answer questions pertaining to the daily operation of the pool
  - transact any other business as may be deemed necessary by the Executive Committee

### **EXECUTIVE COMMITTEE**

- comprised of volunteer Members
- ideally consists of : President, Vice-President, Secretary, Treasurer; with various other positions such as: Vice-President-Aquatics, Vice-President-Canteen, Vice-President-Member/Guard Liaison, and other sub-committees as may be determined from time to time
- must be members in good standing (ie., fully paid membership dues)
- prior to the pool opening, the names of the Executive Committee Members, their photo and a brief summary of their associated responsibilities will be posted in an area within the confines of the pool grounds that is visible to the membership at large as well as be posted on the pools' website

### **EXECUTIVE COMMITTEE MEETINGS**

- the Executive Committee will meet from time to time as and when they so determine
- any Member (in good standing) is entitled to attend any Executive Committee meeting

- A special meeting of Members is to be held each summer at the pool for the general Membership to ask questions and voice concerns to the Executive Committee. Notice of such meeting indicating the Date, Time, Location and general order of business, must be posted in an area within the confines of the pool grounds that is visible to the membership at large, no less than seven (7) days prior to the meeting date. As soon as practicable after the meeting and no less than seven (7) days prior to the next meeting, the minutes of such meeting shall be posted in an area within the confines of the pool grounds that is visible to the membership at large.

## **LESSONS**

- *[see Lessons Information document attached as E-1]*

## **FREE SWIM / GATE POLICIES**

- *[see Free Swim/Gate Policies document attached as E-2]*

## **TEAMS**

- Every member in good standing is eligible to sign-up/try-out for any and all teams offered at ECC.
- TROPHIES:
  - Every member registered on a team shall be entitled to receive a participation trophy at a set cost of \$5 per child *[see Teams Registration Form attached as E-4]*.
  - ECC owns a numerous amount of what we refer to as the "big trophies" which represent various awards handed out each year at the end of the season. These "big trophies" are presented to their respective recipient at awards night but remain the property of ECC. A representative trophy is purchased and given to each recipient for them to take home and keep.

- The following is a list of the awards handed out for the 2006 year together with a current inventory of ECC's "big trophies":

*[see 2006 Trophies Document attached as E-5]*

- In the past, these "big trophies" were given to each recipient to bring home at awards night to be returned at the beginning of the following season. It has been increasingly difficult to track down these trophies for return each year and as ECC does not currently have a volunteer willing to manage this area, it has been decided that the "big trophies" are to be used for photo purposes at the Awards Night but are to remain at Ecclestone during the off-season.

## **LEADERS PROGRAM**

- Ecclestone's Leader program is an optional program for children between the ages of 12 and over (on or before June 30<sup>th</sup>). It is designed to serve as a volunteer based, pre-lifeguarding job. Through the program, the young adults will learn the skills of leadership, responsibility and organization. Most importantly, the Leaders will develop camaraderie.

## **STAFF**

- Lifeguards are hired each year by the Executive Committee.
- Each ECC Lifeguard (with the exception of our part-time instructors) is required to pass a course called Nationals, offered by the Canadian Red Cross. The pre-requisites for this course are Bronze Medalion and Bronze Cross, also from Red Cross, as well as the minimum age of 16 years old. Nationals must be re-certified every two years. Nationals focus on prevention, recognition, treatment and lifesaving techniques (spinal turnover, CPR etc.) as well as pool maintenance, management and interaction with patrons.
- On occasion, in addition to our certified Lifeguards, ECC may hire part-time instructors. These instructors will have completed their Bronze Medalion and Bronze Cross but have not been able

to complete their Nationals due to their date of birth, as they must be 16 prior to taking the course.

- ECC Lifeguards are contracted for our 12 week season. Their contracted remuneration also includes pre-season meetings/training and extra services which may average up to 10 hours per week for special events such as: Fun Days, Aquatic Meets, Water Polo Games, Staff Training, Movie Nights, etc.
- Staff are not permitted to use the Ecclestone Pool premises outside of operational hours unless prior Executive Committee approval is received.

### **SOCIAL ACTIVITIES**

- Most social activities at ECC vary from year to year depending upon the volunteers willing/able to coordinate same.

### **CANTEEN**

- The stocking and operation of the Canteen is managed by an Executive Committee Member.
- Separate financial statements are prepared for the Canteen account. All profits go back into the pool by way of offsetting overhead costs, if need be, or direct improvements to the facilities.
- Sales at the Canteen are managed by volunteer adult Members.

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## **E-1: LESSONS INFORMATION**

- At ECC we follow the Olympic Way form of swimming lessons. The Olympic Way is a dynamic, progressive program that teaches strokes through a logical progression of skills. Its goal is to develop strokes at a competitive level, focusing on front crawl, breaststroke, back crawl and butterfly, while still offering swimmers a fun and educational experience. There are seven performance levels associated with Olympic Way program: White, White-Advanced, Green, Blue, Bronze, Silver & Gold. For more information on the performance criteria associated with each level, please refer to our website where a complete table is listed.
- White, White-Advanced, Green & Blue courses will consist of 4, 20 minute lessons each week (ie., Monday thru Thursday).
- Bronze, Silver & Gold courses will consist of 2, 40 minute lessons each week (ie., either Monday & Wednesday or Tuesday & Thursday of each week).
- The summer is divided into 2, four week sessions. Report cards will be handed out during the last class of each session.
- For the second session of the summer, lesson times will be similar to those provided during the first session unless otherwise requested.
- A volunteer registration sub-committee will work in conjunction with the Managing lifeguard to form a lessons' schedule.
- As it is difficult to determine from summer to summer how many children will be registering in each level, our volunteer registration sub-committee will use the prior years' numbers to establish a base for the current year.
- Most levels of swimming lessons will be offered during each time slot; however, registration for a particular time period will be done on a first come first served basis on Registration Day.
- **Waterpolo Lessons**. This course will consist of 2, 20 minute lessons each week. This lesson is for children 12 and under **at a**

**minimum level of Blue** in their swimming lessons. The purpose of this course is to introduce the child to the game of waterpolo with the intention of recruiting to waterpolo teams.

- **Synchro Lessons**. This course will consist of 2, 20 minute lessons each week. This lesson is for children 12 and under **at a minimum level of Blue** in their swimming lessons. The purpose of this course is to introduce the child to the wonders of synchronized swimming with the intention of recruiting to synchro teams.
- **Diving Lessons**. This course will consist of 1, 30 minute lesson each week. These courses are open to all children **at a minimum level of Green** in their swimming lessons.

## **E-2: FREE SWIM / GATE POLICIES**

- Pre & Post Season Hours:
  - Saturday & Sunday: 12:00pm to 7:30pm
  - Monday thru Friday: 3:30pm to 7:30pm
- Regular Season Hours: 2:00pm to 9:00pm Monday thru Friday; Noon to 9:00pm Saturday & Sunday (some exceptions – see weekly calendar)
- Open to all members – no cost.
- Each membership includes 5 free guest visits. One guest visit may be used for 1 guest or entire guest family, whichever the case may be.
- Once all five guest visits have been used, members' guest prices shall be:
  - \$5 per family
  - \$2 per adult
  - \$1 per child (ages 2 to 12)
- Ecclestone Pool Free Swim is also open to all Kirkland residents at the following rates:
  - \$10 per family {2 adults/4 children}
  - \$4 per adult
  - \$2 per child (ages 2 to 12)
- No floatation devices allowed, except during *Rubber Ducking* swim.
- Adult swim:
  - Monday thru Thursday, 7:00am to 8:00am: upon request one lane rope will be placed in the pool for adult lap swim
  - Monday thru Thursday, 11:00am to noon: upon request one lane rope will be placed in the pool for adult lap swim

- Daily, 5:00pm to 9:00 pm: upon request one lane rope will be placed in the pool for adult lap swim (unless we are hosting an event)
- Rubber Ducky Swim:
  - Every Saturday & Sunday from Noon to 2:00 pm
  - Floatation devices and pool toys permitted
- Baby Pool:
  - Baby Pool is only open when there is a guard on duty in the baby pool area.
  - Hours: Monday thru Thursday 9:00am to 9:00pm (upon request)
  - All children must be accompanied by a guardian who is 12+ years old
  - Baby pool is restricted to those children 6 years old and younger
- Pool Party Reservations:
  - Flat rate of \$25 per 15 children; \$2 per child for each additional child.
  - A contract must be completed & signed upon reservation [*see Pool Party Reservation Contract attached as E-4*].

**E-3: Pool Party Reservation Contract**

**KIRKLAND ECCLESTONE POOL INC.**

**Pool Party Reservations**

Individual members, or not-for-profit organizations that are not members of ECC, may reserve part of the premises for up to a 3 hour block of time. A contact person must make a **\$25 deposit** and sign this contract stating that they will ensure that all guests abide by pool rules and regulations. Note: During the time of the party the pool will remain open to all members for free swim.

Availability: During all free swim time periods.

There is a flat rate of \$25.00 for up to 15 guests with a \$2.00 surcharge for each additional guest.

**Alcohol is not permitted.**

**Glass containers are not permitted.**

**Personal flotation devices are not permitted, unless the party takes place during the rubber ducky free swim time periods.**

**Guests must abide by pool rules (posted on pool premises).**

I, the undersigned, have read all of the above and agree to comply with all terms and conditions as set out above.

Member: YES / NO

If NO, name of not-for-profit organization: \_\_\_\_\_

This document is a continual work in process to be reviewed & updated annually at each AGM. Please feel free to present all comments and/or suggested changes or additions to the current Executive Committee.

Contact Information:

\_\_\_\_\_  
Name (*please print*)                      \_\_\_\_\_  
*Signature*    \_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number (day)                      \_\_\_\_\_  
Telephone Number (evening)

\_\_\_\_\_  
Email Address

Date & Time of Requested Reservation: \_\_\_\_\_

Number of guests expected: \_\_\_\_\_

Special Requests: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E-4: Teams Registration Form**

**KIRKLAND ECCLESTONE POOL  
TEAMS REGISTRATION FORM  
Summer 2007**

Name: \_\_\_\_\_  
Age / Birthday: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Please place check mark (√) beside each team that you are participating in this summer:

Swim Team: \_\_\_\_\_  
Synchro Team: \_\_\_\_\_  
Waterpolo Team: \_\_\_\_\_  
Dive Team: \_\_\_\_\_

Please return this form together with the \$5.00 Participation Trophy Fee to any one of your coaches.

The following is to be completed & initialled by an ECC coach:

\_\_\_\_\_ \$5.00 Received  
\_\_\_\_\_ Does not want a participation trophy

\_\_\_\_\_  
Name of Coach & Initials

### E-5: 2006 Trophies

#### Synchronized Swimming

Most Valuable Senior:	2006 Kristina Rudko
Most Improved Senior (s):	2006 Alli Pinto Julia Mantha
Most Valuable Junior:	2006 Samantha Hunt
Most Improved Junior:	2006 Jessica Labarbera
Most Valuable Pre-Junior:	2006 Emilie Viens
Most Improved Pre-Junior:	2006 Alexa Chartier

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**Comment:** This Trophy is missing.

#### Diving

Most Valuable Senior:	2006 Kristina Rudko
Most Improved Senior:	2006 Michelle Caron
Most Valuable Junior:	2006 Madison Craney
Most Improved Junior:	2006 Chanelle Mantha

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#### Leaders

Most Involved & Devoted:	2006 Melissa Saveriamo
Most Dedicated:	2006 Alexia Labarbera

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**Water Polo**

Most Improved Senior Girl (16 & under): Most Improved (14 & under) Girl:	2006 Aliya Saigol Lessia Rudko
Most Improved Senior Boy (16 & under): Most Improved (14 & under) Boy:	2006 Jon Mancini James Bodzay
Most Valuable Senior Girl (16 & under): Most Valuable (14 & under) Girl(s):	2006 Amanda Amorosa Julia Mantha Michelle Caron
Most Valuable Senior Boy (16 & under): Most Valuable (14 & under) Boy:	2006 Justin Castellano Marcel Tomaszewski
Most Improved Junior Girl: Most Improved Junior Boy:	2006 Jacqueline Mantha Daniel Mancini

**Misc.:**

The Derek McSweeney Award:	2006 Tommy Baker
Honourable Mention:	2006 Dave Cutfield

**SWIM TEAM**

**8 & Under:**

8 & Under Most Improved:	2006 Olivia McMurray Olivia Hunt
	2006 Matt McCormack Noah Craney
8 & Under Best Overall Girl:	2006 Alexa Chartier
8 & Under Best Overall Boy(s):	2006 Jordan Phillips Carl LaBarbera

**9 & 10:**

9&10 Most Improved:	2006 Amanda Kom
	2006 Jake Sacksner
9&10 Best Overall Girl:	2006 Mallory Phillips
9&10 Best Overall Boy(s):	2006 Jason Mizrahi Corey Chan

**11 & 12:**

11&12 Most Improved:	2006 Samantha Mizrahi
	2006 Christopher Naccache
11&12 Best Overall Girl:	2006 Amanda Gagne
11&12 Best Overall Boy:	2006 Kareem Hariri

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**13 & 14:**

13&14 Most Improved:	2006 Jessica LaBarbera
	2006 Julien Castellano
13&14 Best Overall Girl:	2006 Amanda Amorosa
13&14 Best Overall Boy:	2006 Dan Mizrahi

**15 +:**

15+ Most Improved:	2006 Eleanor Catenaro
	2006 Guillaume Leclair
15+ Best Overall Girl:	2006 Kristina Rudko
15+ Best Overall Boy:	2006 Mike Bodzay

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**Comment:** This trophy is missing.

**Overall:**

Most Valuable Girl: Most Valuable Boy:	2006 Amanda Gagne Matt McCormack
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