

NEW LETTERHEAD WITH NEW LOGO GPBLCC MEMBER HANDBOOK

By submitting your membership application(s), you are acknowledging all of the following information:

I. COMMUNICATION PROCEDURES

**News includes, but is not limited to: Club/Membership/Pool/Lake/Grounds Updates, Entertainment Schedule, Fundraising Events, BOD election information, modification of Member Handbook, closures due to inclement weather, schedule changes for special events, etc.*

- a. Notification of all GPBLCC News* will be communicated through the following digital platforms:
 - i. [Facebook](#)
 - ii. Twitter
 - iii. [Remind Text Messages](#)
- b. If you do not have access to the internet, please leave your name at the front desk or call 856-374-1294 and leave a message with your name. Membership will receive your request and will mail to you via USPS.

II. OPERATING SCHEDULE

- a. The pool is open from Memorial Day weekend through Labor Day weekend.
- b. Club hours: 12 noon – 9:00 pm weekdays 11:00 am – 9:00 pm on weekends/holidays.
- c. Lake hours for swimming/Wibit: 12 noon – 7:00 pm
- d. Adjusted hours will be communicated as listed in Section I -(COMMUNICATION PROCEDURES):
- e. All events and schedules related to the Swim Team are posted to our [website](#) and will be communicated via Section I the week of, as a reminder to our members.

III. AUTHORITY OF THE POOL MANAGER AND STAFF

- a. The Manager has complete authority regarding interpretation of the Member Code of Conduct and Rules/Policies for all members, guests, and staff while on the premises.
- b. The Manager operates the club facilities on behalf of all members. They are to be respected at all times while discharging their duties. Adults and children alike must follow directions given by the Manager, Assistant Manager, Lifeguards, and front gate staff. All parents/guardians must instruct their children to observe all rules. Disrespectful and/or abusive behavior towards any GPBLCC employee will not be tolerated.
- c. Serious and repeated infractions may be considered sufficient cause for cancellation of membership and forfeiture of dues.
- d. In case of an emergency (weather or natural causes), the pool will be closed by the Manager until conditions warrant its reopening. The manager reserves the right to make decisions in the interest of the member's safety.

IV. ANTI-DISCRIMINATION POLICY

- a. GPBLCC does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. This includes the grounds of the pool, at swim team events at other locations, or through the use of the internet and social media. We will also not tolerate any such behavior by our members or guests. This includes, but is not limited to:
 - i. the use of discriminatory language
 - ii. racial/homophobic/religious slurs, or forms of hate speech.
- b. GPBLCC manager/assistant manager(s)/board of directors is authorized to take appropriate action that may include contacting local authorities in response to activities that threaten the health, safety, and comfort of our members and guests. The board of directors may also consider any form of discrimination as sufficient cause for cancellation of membership and forfeiture of dues.

V. ANTI-BULLYING POLICY

- a. We are committed to providing a caring, friendly and safe environment for all our members and guests so they can relax in a secure atmosphere. Bullying* of any kind is unacceptable at GPBLCC. We have a ZERO TOLERANCE policy on bullying. Anyone who knows that bullying is happening is expected to tell the Manager immediately. GPBLCC will support members, swimmers, parents, and employees when bullying is reported and is committed to dealing with all incidents of bullying promptly and effectively.
- b. Bullying is the use of aggression with the intention of hurting another person including, but not limited to:
 - i. Emotional
 - ii. Physical
 - iii. Cyber
 - iv. Racist
 - v. Sexual Orientation Bias
 - vi. Sexual
 - vii. Verbal
- c. GPBLCC manager/assistant manager(s)/board of directors is authorized to take appropriate action that may include contacting local authorities in response to activities that threaten the health, safety, and comfort of our members and guests. The board of directors may also consider any form of bullying as sufficient cause for cancellation of membership and forfeiture of dues.

VI. MEMBER CODE OF CONDUCT

- a. There shall be NO LOITERING, CONGREGATING, OR VISITING near the entrance or in the manager's office.
- b. The front office is for GPBLCC staff only. Violations may result in suspended membership.
- c. SMOKING/vaping is prohibited except in designated smoking areas.

- d. Profanity, fighting, threatening, obscene gestures, discrimination (as outlined in Section IV.), or bullying (as outlined in Section V) will NOT BE TOLERATED.
- e. All trash and recyclables should be placed in designated receptacles.
- f. All injuries, no matter how minor, should be reported immediately to the Manager or staff.
- g. Anyone caught in the pool before or after pool hours will have their pool privileges suspended for the entire season immediately. Legal action will also be pursued.
- h. Any person suspected of being under the influence or in possession of an illegal substance will be asked to leave the club immediately by the manager and their membership will be subject to revocation.

VII. **RULES AND REGULATIONS**

The following rules and regulations are for the protection and benefit of all members. These rules have been established to ensure safe and sanitary operation of the pool facilities and orderly processing of business procedures. Parents are requested to caution their children to observe all rules and obey instructions of the Pool Manager and staff. Any failure to comply with these rules shall be considered sufficient cause for immediate suspension of pool privileges for the offending member for a period from one to seven days and can also be considered sufficient cause for cancellation of membership.

1. *General:*

- a. Only service animals are allowed on the premises of the club grounds at all times unless otherwise advertised by Greenwood Park Bells Lake (ie. Doggie Dip Day).
- b. Bicycle riders SHALL WALK their bikes through the entrance and to the parking stalls. Should there be more bikes than available stalls, they should be parked upright and adjacent to the stalls. Bicycles thrown on the ground and parked out of the prescribed area will not be tolerated.
- c. NO GLASS articles of any kind are allowed on GPBLCC grounds. The management reserves the right to inspect all coolers, bags, or containers to enforce this.
- d. The use of personal speakers is allowed, however, we ask that you are respectful of our other members and guests. Speaker could be asked to be turned down or lowered by the manager on duty.
- e. Any activity which violates Local, State, or Federal Law is grounds for immediate revocation of membership without reimbursement of dues.
- f. No skateboards, scooters, or shoes with wheels are allowed on the property.
- g. Anyone wishing to run classes and/or programs at the Club must first obtain written permission from the Board of Directors.

2. *Alcoholic Beverages:*

- i. Alcoholic beverages in cans or cups are permitted for adults 21 + years or older.
- ii. If anyone seems to be under the age of 21 years old, Managers could require our members/guests to provide legal identification to prove their age. Failure to do this will be subject to the removal of the club grounds.
- iii. Alcohol is NOT permitted in the pool or anywhere within two feet of the pool edge. All alcoholic beverage cans must be covered with a koozie.
- iv. Any member or guest that is under 21 years of age and is suspected of being under the influence of alcohol, will be asked to leave GPBLCC immediately and membership may be revoked or suspended.
- v. Anyone consuming alcohol at the Club must maintain the ability to comply with all other pool rules and regulations, in addition to State law.
- vi. At no time will GPBLCC store a member's alcoholic beverage(s).
- vii. Members/guests consuming alcohol on the premises are responsible for having a safe means of leaving, such as using Uber or a designated driver.
- viii. We do not, under any circumstances, accept responsibility for any harm that results to yourself, anyone else, or any property due to the consumption of alcoholic beverages.

3. *Main Pool:*

- a. The pool is to be used during seasonal operational hours and while a guard is physically on stand/duty.
- b. Stands are for lifeguards ONLY.
- c. No loitering, congregating, visiting, or socializing with the lifeguards while on duty. Interfering with the lifeguards in the execution of their assigned duties is strictly prohibited.
- d. Lifeguards have complete authority to enforce all Rules and Regulations of the Club. Always obey any direction from the lifeguards and pool manager. Their decision is FINAL.
- e. No floats, inner tubes, or noodles are permitted in the pool. (Unless it is a specific event)
- f. According to the State Board of Health, SHOWERS ARE REQUIRED before entering the pool. This especially applies to those who have been swimming in the lake or playing volleyball or basketball.
- g. Children with SWIMMIES must stay in the shallow end or middle section of the pool only and MUST BE accompanied by an adult who is in the water at all times.
- h. Babies in disposable diapers are not permitted in the main pool OR the baby pool. Babies in swimming diapers are permitted in the baby pool ONLY. Staff will monitor this during the season and may ask if your baby

does have the proper diapers on. Please note this is for the safety of all members.

- i. No children under the age of 18 years of age are permitted in the pool or on the apron during adult swims.
- j. At no time will children be allowed to jump off the diving board to a waiting parent.
- k. NO MEMBERS OR GUESTS with skin rashes, abrasions, sores, or infections of the skin or respiratory tract will be allowed in the pool. If in doubt, please see the club manager.
- l. Playing catch in the pool will be allowed at the discretion of the lifeguard staff, and only with soft water-absorbent balls. Playing catch on the pool apron is prohibited.
- m. For safety purposes, the following is prohibited on the concrete area around the pool:
 - i. Running
 - ii. Wrestling
 - iii. Sliding
 - iv. Dunking
 - v. Spitting
 - vi. Pushing
 - vii. Floating Toys
 - viii. Horseplay of ANY kind

4. *Baby pool:*

- a. Lifeguards are NOT present at the baby pool, or responsible for children within it. Parents and guardians are solely responsible for the safety of their children while using the baby pool.
- b. Babies must wear swim diapers to enter the baby pool.
- c. Children must be accompanied and supervised by their parents or guardian while in the baby pool area. This rule will be strongly enforced!
- d. The baby pool is limited to children under six years of age who are being monitored by a person at least 15 years of age or older.
- e. The following is prohibited:
 - i. No kickboards are allowed in the baby pool.
 - ii. No diving is allowed from the side of the baby pool.
 - iii. Consumption of alcoholic beverages on the apron of the baby pool.

5. *Wibit:*

All Wibit rules and requirements have been set forth to ensure your safety and fun while on the Wibit. The rules and requirements are subject to change based on the Head Manager and Board of Directors at GPBLCC, as well as any new Wibit pieces that may be added over time.

- a. Each Wibit group is limited to fifteen (15) people per 20-minute session.
- b. Wibit is open during operational lake hours, Monday - Friday 12:00 - 7:00 pm and Weekends and Holidays 11:00 - 7:00 pm

- c. All those going on the Wibit must wear life jackets that are provided by Greenwood Park Bells Lake Community Club. All other life jackets are not allowed to be used while on the Wibit.
- d. After your session, Life jackets must be returned, rinsed off, and HUNG UP at the designated location.
- e. After the use of the Wibit, ALL GUESTS MUST SHOWER OFF BEFORE RETURNING TO THE POOL(s). This will ensure no sand, seaweed or anything from the lake gets into the Pool's systems.
- f. No one is permitted to sign up for two consecutive Wibit sessions. The Wibit may be at times very demanding on your body, therefore we require 20 minutes of rest time between sessions.
- g. Those wanting to use the wibit must go to the manager's office and get a lifeguard to sign them up on the wibit board for one session at a time. We do not allow other people to sign up for anyone else. This is to ensure that the swimmers are within the guidelines set forth by the Head Manager and The Board of Directors.
- h. NO ONE UNDER THE AGE OF SIX IS PERMITTED ON THE WIBIT.
- i. Everyone between the ages of 6-11 must have passed the swim test to go on the Wibit. Swim Bands must be worn at all times while on the Wibit as well.
- j. No jewelry, belts, casts, or any other type of sharp object is authorized on the Wibit.
- k. Lifeguards are not required to help swimmers up and onto the Wibit. Bypassing the deep end test you are showing that you can swim out to the Wibit on your own and be able to get on the Wibit without the need of a lifeguard.
- l. Jumping off any portion of the Wibit requires a feet first entry. There is no diving, flips, etc. permitted of any section of the Wibit.
- m. All swimmers will listen to the lifeguard while on the Wibit. Failure to do so could result in, but not limited to Removal from that Wibit Group, removal from the Wibit for the day, or seasonal removal from using the wibit.

6. *Lake:*

- a. The lake is to be used during seasonal operational hours and while a guard is physically on stand/duty.
- b. Open bottom floats are permitted in the lake.
- c. Boating and fishing are not permitted in or near the roped-off swim area.
- d. Gasoline engines are prohibited in any form. They may not even be attached to a boat.
- e. Use of the lake for swimming is strictly prohibited when there is no lifeguard present.
- f. Anyone renting a boat on our lake MUST wear a life jacket.
- g. Members 12 years of age and older may take out a Kayak or paddleboard after they have successfully completed the lake test with management or a lifeguard and should include \$5 for every 30 minutes.

- h. All boaters must be cleared from the lake or designated swimming areas when Tri-Club swimmers are present for scheduled training sessions.
 - i. All boaters must adhere to lifeguards when signaling to exit the water due to hazardous weather conditions or for other safety purposes.
 - j. When not in a boat fishing is permitted from the fishing dock all the way to the Dam.
7. *Boating:*
- a. Adult MEMBERS may purchase a boat key when their membership application is sent in for an additional fee stated on the application.
 - b. Keys must not be used during regular pool hours.
 - c. The gate to the boat ramp area must be locked when entering and leaving.
 - d. Any child that wants to fish before or after hours must be at least 18 years of age unless accompanied by an adult. Children under 18 may not use the key to go fishing or boating by themselves.
 - e. Fishermen over the age of 14 are required by State Law to have a valid fishing license. And are subject for proof.
 - f. Those who own a boat and have lawful permission to be on our lake, MUST have a life jacket for everyone in the boat.
 - g. Boats must register with the Lake and Dam Chairperson and must display the permit sticker provided.
 - h. You must be a member in order to use a boat. Misuse of a key can and will result in the loss of your membership.
8. *Enforcement of the Rules:*
- a. The Manager, Assistant Manager, Lifeguards and Board of Directors enforce all rules. Violations of any rule will be dealt with as follows:
 - i. FIRST VIOLATION: Written warning will be given
 - ii. SECOND VIOLATION: Entire family suspended for 1 week.
 - iii. THIRD VIOLATION: Entire family suspended for remainder of the summer season and membership dues will be forfeited.
 - b. Violations of posted rules is reason to eject or otherwise restrict a person or group from using the facilities for a period of time specified by the Club Manager.
 - c. The Board of Directors may also REVOKE OR OTHERWISE DENY MEMBERSHIP to those who do not conform to the Rules and Regulations.

I. MEMBERSHIP GUIDELINES:

1. *General:*

- a. Membership is granted on a paid in full first come/first served basis.
- b. All dues must be paid in full by check, cash, or credit card by the Saturday of Memorial Day weekend.
- c. Memberships are refundable less a \$50 processing fee for memberships cancelled before opening day. Memberships are non refundable once the swim season has started.
- d. If a member has a problem with the operation of the Club, that member should first bring it to the attention of the Manager. If warranted, the Manager will then bring it to the attention of the Board of Directors. If the problem is with the Manager, the member has the right to bring the problem directly to the Board.
- e. No one under the age of 18 may join the Club without an adult family member also joining.
- f. Reserved and handicap spots are reserved for those that qualify for those parking positions. Those that park there without proper documentation (ie. license plate, placard, etc.) will be subjected to be towed without warning at the owner's expense.
- g. GPBLCC is not responsible for loss or damage to any personal property.
- h. Key cards must be scanned upon entrance and exit of the club.
- i. **All** injuries, no matter how minor, should be reported immediately to the Manager or staff member of GPBLCC.
- j. If members witness or suspect that a violation of the GPBLCC code-of-conduct has occurred, the Manager should be notified immediately so an incident report can be filed. Members that may want a more confidential avenue to address concerns about violations of the Code can email vicepresident@bellslake.com.
- k. Minors
 - i. All Members/Guests that are under the age of 12 years old are required to take the Swim Tests in order to use the following areas of the club:
 1. Deep end of the upper pool
 2. Wibit

****Each location has their own swim test. Information about the swim test is listed below.***

- ii. Children who are 12 years of age and older may be admitted to the pool area without an adult only after such a child has received a swim band and provided that the parents have indicated their consent by signing the [GPBLCC Consent Form](#). (Attached to this document).
- iii. Members that are 12 years of age or younger are NOT ALLOWED to bring in guests under their membership unless there is someone on the membership that is 14 years or older and they are on site. The member that is 14 years or older must remain at the swim club the entire duration the guest(s) are on site. If the member (14 years or older) has to leave the club, then the guest(s) will also as well.

- iv. If GPBLCC closes while a child is at the pool unaccompanied, parents must be available or have decided to have their child picked up by a responsible adult. GPBLCC management and staff is NOT responsible for transportation for any child once it has closed.

I. Swim Tests

Due to the demand of using certain amenities that are at GPBLCC, there will be two separate swim tests for each of the different areas. The following tests will be in place, and the locations that the band allows each of the members/guests access to. Swim tests will be given during adult swims, please seek out the lifeguards on duty as to when the test is happening.

- i. **Pool Band (Low Band)** - Access will be the diving board and deep end area of the swimming pool area.
 - 1. The swim test consists of doing a full lap (25 meters) and a 1 minute tread in the water (in the deep end). Swimmers must demonstrate strong swimming skills (ie. Freestyle, arms out of water), and keep their head above water while treading.
- ii. **Lake Band (High Band)** - Access to the "Pool Band" area and also access to the Wubit(Lake).
 - 1. The swim test consists of doing two full laps (50 meters) and a 2 minute tread in the water (in the deep end). Swimmers must demonstrate strong swimming skills (ie. Freestyle, arms out of water), and keep their head above water while treading.

Any questions with regards to the swim band test, please seek out a lifeguard or manager on duty to further explain the two different swim band tests.

m. Guests

- i. All guests must be accompanied by a GPBLCC member 14 years of age or older.
- ii. Guests shall enter their names in the guest book, along with the name of the accompanying GPBLCC member and shall pay applicable daily guest fees.
- iii. Senior Guests (62+) is at a reduced rate from the normal guest fee.
- iv. Guest fees and Senior Guest Fees on all holidays (ie. July 4th, Memorial Day, and Labor Day) higher than the normal guest fee.
- v. Guest fees are reduced per person for those entering the Club after 6:00 PM including weekends.
- vi. All guests are expected to know and adhere to the Code of Conduct and all rules. Furthermore, any issues related to guests of the club falls directly on the membership that they are under that day for attending.

n. Volunteering:

- i. GPBLCC runs volunteer events throughout the year and we encourage all members to pitch in. In early May, the club runs its annual clean-up day to ready the facilities for the season. Close-up day is normally second to last Saturday in October in order to prepare the facilities for the winter. Volunteer activities normally consist of yard work, moving tables, taking down umbrellas, and general cleaning.
- ii. Two guest passes are earned per family where a member participates in a clean-up event. These guest passes can be used to bring a guest to the club for free with the exception of Memorial Day, 4th of July, and

Labor Day. Attendance is taken by a board member at each volunteer day and a list of passes is kept on file in the front office. Please check in with front gate staff when you wish to redeem your guest passes.

1. All volunteering inquiries should reach out to the Secretary by email about volunteering opportunities. Email secretary@bellslake.com for more information

o. Booking Parties:

- i. All parties must be booked through the Party Coordinator. (parties@bellslake.com)
- ii. Conduct and Rules will be discussed upon application.
- iii. All parties must be finalized two weeks in advance.
- iv. A non-refundable deposit of \$50.00, by check or credit card, at the time of signed contract.
- v. For a pavilion space. A non-refundable \$25.00 must be put on deposit by check at the time of booking and sign contract, for a non-pavilion space.

II. DEFINITIONS

- a. **An adult** is any person who has attained 18 years of age and older.
- b. The abbreviation of **BOD** means **the duly elected Board of Directors**.
- c. The **Pool Manager** is **Bill Malone**.
- d. The Gatekeeper is responsible at the front entrance to admit members and collects guest fees.
- e. A **member** is the person or persons and dependents residing in the household of the individual who submitted the membership application
- f. **A member in good standing** is one who has paid all dues, fees and fines and no disciplinary restrictions are in force.
- g. **A guest** is any other non-member.
- h. **A caregiver** is any non-member who is employed as a babysitter working 20 or more hours per week and primarily caring for members' children.
- i. The grounds are the entire premises owned by GPBLCC including the parking lot, lake, berm, and dam.
- j. The pool deck apron is the cement area surrounding the main pool up until the gutter system around the main pool.