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Waterford School District
Mott Pool & Fitness Centers and Fitness Studio
HOUSE RULES

I. MISSION STATEMENT

“We provide exemplary education for all students while developing the whole learner in a safe and caring environment. Our students will thrive in a rapidly changing, interconnected and competitive world, supported by collaborative relationships with staff, families and the community.”

II. RULES & REGULATIONS

Rules and Regulations have been established to provide consistent guidelines for use and operation of the WSD Pool & Fitness Centers building, facilities, and grounds, including the Waterford Fitness Studio. Knowledge of such rules is the responsibility of the guest. Failure to follow the established policies may be cause for suspension or termination of all privileges. Waterford School District reserves the right to change Rules and Regulations in the best interest of the WSD Pool & Fitness Centers operations. Changes will be indicated by revised posting dates. Rules and Regulations are available upon request.

III. GENERAL INFORMATION

A. HOURS OF OPERATION

1. Pool & Fitness Center Hours

Monday - Friday 5:30am - 8:00pm. Pools are closed between 12:30 pm - 3:00 pm
Saturday 7:00 am - 3:00 pm
Sunday 9:00 am - 3:00 pm

2. Fitness Studio Hours

Open 15 minutes before & after scheduled classes.

3. Indoor Walking Track

Saturday 7:00 am - 2:30 pm
Sunday 9:00 am - 2:30 pm

4. Maintenance Shut Down

Generally the last week of July and first week of August. The facilities will be closed for needed maintenance and repairs, or a portion of the facility will be closed from time to time, as needed, for the comfort and safety of all.

The WSD Pool & Fitness Centers facilities may operate on reduced hours in observance of other holidays. Schedules shall be published detailing drop-in use and scheduled classes and programs. Facility use will be available beyond normal hours for special programs and rentals. The hours or facilities of the Pool & Fitness Centers may be canceled or closed in the event of an emergency or special conditions.

B. USER DEFINITIONS

The Pools & Fitness Centers are owned and operated by Waterford School District. Use of the Pool & Fitness Centers may in some ways be determined by resident, non-resident, and employment within Waterford School District boundaries and Membership status. The following definitions are detailed for reference regarding other Pool & Fitness Centers rules and regulations.

1. Residents are defined as those persons living within the Waterford School District boundaries.

2. Non-Residents are defined as those persons not meeting the Resident criteria.

3. Members are defined as those persons who, regardless of residency, have purchased a Pool & Fitness Center membership, which is current and valid at the intended time of use.

4. Daily Pass entitles you to access to the entire facility.

Water Aerobics and Fitness Studio classes are not separate fees.

5. Open Use includes activities that do not require an instructor or direct group leader. Open use will be designated by hours of use as posted. All activity area hours of operation are subject to change due to class activities, maintenance, staffing, or rentals.

C. MEMBERSHIP CLASSIFICATIONS

General descriptions of WSD Pool & Fitness Centers Classifications are:

1. **Tot** any person 4 years of age or under. Must be accompanied by a paying adult.
2. **Youth** any person 5 – 17 years of age.
3. **Adults** any person 18 – 59 years of age.
4. **Senior** any person 60 years of age or older.
5. **Family** Includes up to 6 family members living at the same residence. A family consists of two adults and children up to 20 years of age. Proof of dependency must be shown for those over 20 years of age. Each additional family member over 6 can be added to the membership for an additional fee.

D. FEATURES

A general description of the WSD Pool & Fitness Centers features include:

1. **Instructional Pool** – Zero depth ramp entry, underwater benches, jets for resistance swimming and seating around the pool.
2. **Competition Pool** – Eight 25-meter or 25-yard lap lanes, two 1-meter diving boards, one 3-meter diving board, in water stairs and a 400 person spectator seating area.
3. **Fitness Center** – Cardiovascular equipment (treadmills, ellipticals, bikes, and stair climbers) selectorized weight machines, (major muscle groups) and dumbbells.
4. **Fitness Studio** – Offers fitness classes, men’s and women’s changing rooms with lockers are available for day use only
5. **Running/Walking Track** – Cushioned track surface, available as scheduled.
6. **Men’s, Women’s, Family Locker Rooms** – available for daily use only, opposite gender use is prohibited, except in the family locker room.

E. EXERCISE PRECAUTIONS

Because exercise may place a stress on the body, certain precautions should be considered. 1. Participants are encouraged to consult a physician prior to engaging in exercise. Individuals should safely limit their activities taking into account their physical condition, limitations, and skill levels.

2. Use all weight fitness equipment according to the instruction placards. Observe all rules.
3. Request assistance if there are any questions or problems with equipment.
4. The Waterford School District is not responsible for any injuries or damages, which may occur on or about the premises of the WSD Pool & Fitness Centers.
5. It is highly recommended that all users of the fitness center go through an orientation session with a staff member. The first orientation is included in your membership.
6. EXERCISE AT YOUR OWN RISK.

F. FIRE & OTHER EMERGENCY EVACUATION

In case of fire, sound alarm, use the nearest available exit and **DO NOT** use the elevator. For other emergency evacuations, use available exits - follow staff instructions, signs for emergency evacuation are posted.

IV. FACILITY ADMITTANCE POLICY

A. GENERAL INFORMATION

The general public will be admitted to the facility upon satisfying one of the following:

1. Present a valid membership
2. Purchase a daily pass
3. Check-in as a registered class/program participant.
4. Check-in as part of a group rental.
5. Check-in as a spectator and remain in the designated spectator areas.
6. Present a special promotional guest pass or other document authorizing admittance.
7. Children 12 years and younger must be supervised by a person 18 years or older. **DROPPING OFF CHILDREN IS STRICTLY PROHIBITED.**
8. Children four years and younger will be admitted free when accompanied by a paying person 16 years or older.
9. Children 18 years and younger will not be admitted into the Fitness Studio or any Adult Aquatics classes.
10. Use of the facilities and/or participation in programs is at your own risk.

B. MEMBERSHIPS

Memberships are available to provide regular users of the WSD Pool & Fitness Centers, with an option to purchase discounted activities and other privileges.

1. Memberships allow unlimited use of the facilities during “open use” times.
2. Members are eligible for “*Member Rates*” on all WSD Pool & Fitness Centers classes and programs.
3. Special registration privileges are available to members. (See Registration)
4. Memberships will be valid for a designated time period and are non-transferable.
5. Members will be issued a member number and have their picture taken, the member number or name is required for admittance and any other special privileges.
6. There will be no refunds, proratings, or other transfers of membership fees for any reason.

C. DAILY PASS

Daily passes are available for one day use of the WSD Pool & Fitness Centers.

1. A daily pass allows unlimited use of the facilities during “open use” times.
2. Daily passes are valid for one visit and fees are non-refundable. Guests should check availability of activity areas, before purchasing a pass.
3. Daily passes are not required for guests four years old and under.
4. On your first visit we will take a picture and record your address and phone number for security reasons. A parent or legal guardian must sign for person’s 18 or younger.

D. SPECTATOR VIEWING

The WSD Pool & Fitness Centers is designed for spectator events.

1. Spectators may be admitted to supervise, chaperon, or assist a person in a scheduled activity/program.
2. Spectators must check-in as such and remain in the proper spectator area.
3. There will be no use of activity areas or equipment for spectators.
4. Youth accompanying adults must be properly supervised in the facility or be eleven years or older with a valid pass.

V. FEES & CHARGES

A. GENERAL INFORMATION

Waterford School District recognizes that there are costs involved in providing facilities and services. Fees and charges are intended to recover such costs from individual and group participants. Fees and charges vary based upon Resident, Non-Resident, and Membership status. Fees and charges are subject to change and will be reflected in current brochures and printed materials.

1. Waterford School District Residents

- a. Receive “*Resident Rates*” on the purchase of memberships and daily visit passes.
- b. Residency is determined at the time of application.
- c. Proof of residency will be required by Driver’s License or State ID.

2. Non-Residents of Waterford School District- Receive “*Non-Resident Rates*” on the purchase of memberships and daily visit passes.

3. Members

- a. Receive “*Member Rates*” on all WSD Pool & Fitness Centers classes and programs regardless of residency.
 1. Individual Members – “*Member Rates*” are extended to the member and their children four years and younger.
 2. Family Members – “*Member Rates*” are extended to all family members eligible under the family membership package.
- b. Proof of current and valid membership status required.

B. REFUND POLICY

The following refund policy including refunds, transfers, and pro-rations is in effect:

1. There shall be no refunds, transfers, or pro-rations for membership purchases. Payment plan memberships will be canceled 30 days following this cancellation request.
2. A membership can be “frozen” for medical reasons with documentation. A letter from a physician stating the length of “freeze” needed is required.
3. There shall be no refunds for daily pass purchases.
4. Refunds will be issued for all classes and programs based on the following.
 - a. If requested at least 7 days prior to the first day of class, the full amount can be credited to the participant’s account. This credit can be used for future classes or memberships.
 - b. Prior to 2nd class – They will be subject to a \$10.00 administrative refund fee.
 - c. After 2nd class – no refund.
 - d. After a one or two day class/program there will be no refunds.
 - e. A full refund will be issued if a class or program is canceled by the WSD Pool & Fitness Centers.

C. INSUFFICIENT FUNDS

A fee of \$25.00 will be charged for all returned checks.

VI. PARTICIPANT CODE OF CONDUCT

A. GENERAL RULES

Participants are expected to follow Waterford School District policies and procedures in addition to what is outlined in the House Rules. Participants are expected to be courteous to other facility users and staff. The following actions will not be tolerated and may be cause for suspension or termination of all privileges and/or legal prosecution.

1. Harassment, intimidation, or similar actions towards patrons or staff.
2. Vulgar, obscene, abusive, derogatory, taunting, or demeaning comments and/or gestures.
3. Destructive, dangerous or hazardous behavior to people, equipment or facilities.
4. Non-service pets/animals are not allowed in any school building or on school property.
5. Private instruction of individuals either in the pool or the fitness center is prohibited.

B. DRESS/HYGIENE

Appropriate participant dress is required while using the WSD Pool & Fitness Centers.

1. Gym clothing is preferred for all activity areas and programs other than the aquatic area.
2. Swimming attire shall include a lined bathing suit suitable for public use.
3. Attire worn in other activity areas will not be allowed in the aquatic area.
4. No wet clothing outside the aquatic area or locker rooms.
5. Shirts must be worn in all activity areas except the aquatic area. This includes the fitness center, track and all common areas.
6. Marring dark soled shoes of any kind will not be allowed in the gym.
7. Shoes shall be clean of all dirt and grit before entering. Separate gym shoes are encouraged.
8. Proper workout attire is required.
9. All clothing must exhibit good taste and contain no obscene or offensive words or pictures. Staff shall be the judge of proper attire.
10. Appropriate personal hygiene shall be maintained.
11. Shoes must be worn in all areas except the pool.

C. CONTROLLED SUBSTANCE, POSSESSION, UNDER INFLUENCE

People under the influence of or possessing alcohol, drugs, or other controlled substances will not be allowed on the property or in the WSD Pool & Fitness Centers and may be referred to the police for further investigation.

D. FOOD/BEVERAGE/GUM/TOBACCO

The following policies pertain to food, beverages, gum, and tobacco:

1. There will be no outside food/drinks admitted into the building without prior approval.
2. Items purchased from the vending area will be limited to the lobby area and pool spectator lobby.
3. Spill-proof, unbreakable water bottles containing water only will be allowed in activity areas.
4. There shall be no food or beverages allowed in any activity area.
5. Patrons are expected to use waste-receptacles for disposal.
6. Accidental spills and stains should be reported immediately to arrange for clean up.
7. There shall be no gum chewing in the building.
8. There shall be no use of tobacco products on the WSD Pool & Fitness Centers premises.
9. Lost money or concerns associated with the vending machines should be reported to the front desk.

E. CAMERAS/VIDEO EQUIPMENT

We have security camera surveillance of the facilities.

VII. SAFETY ISSUES

A. ACCIDENTS/INJURY

Accidents and/or injuries should be reported to the front desk.

1. First-Aid supplies (ice, band-aids, gauze, rubber gloves) will be available. These items shall be self-administered.
2. The swimming pool staff shall be trained in American Red Cross Lifeguard Training, CPR, AED, and First Aid.
3. The staff will not provide transportation.
4. Staff is available to call for medical assistance ambulance upon request. If the person is unconscious or unable to respond, 911 may be called at the discretion of the staff.
5. Accidents/Injuries requiring assistance will require completion of an "Accident/Incident Report". Cooperation is requested.
6. Waterford School District is not responsible for accidents/injuries, which are incidental to the activities and/or use of facilities or equipment in the WSD Pool & Fitness Centers.
7. PARTICIPATE AT YOUR OWN RISK.

B. BAD WEATHER

Severe weather conditions may require actions necessary to ensure guest safety.

1. During a tornado "watch", the WSD Pool & Fitness Centers staff will monitor local radio stations and/or maintain communications with the Waterford Police Department. All activities will continue as usual during a "watch". Staff will also inform guests of the "watch" status.
 2. During a tornado "warning", the WSD Pool & Fitness Centers staff will suspend or cancel all activities and monitor local radio stations and/or maintain communications with the Waterford Police Department until an "all clear" is issued. People will be instructed to go to the locker room areas. Avoid upper level and glass areas. Guests 18 years and older may leave at their own risk. Guests age 17 years and younger will be required to remain unless accompanied by their parent or adult guardian.
- C. SNOW DAYS**
In the event of a Waterford School District snow day the Pool & Fitness Centers will be closed. Check <http://www.waterford.k12.mi.us/> and email updates for changes in the schedule.

D. WEAPONS

Guns or weapons of any sort are not allowed in any school building or on school property.

E. OTHER

All other emergency situations will be handled according to the WSD Crisis Manual.

VIII. CLASSES, PROGRAMS & ACTIVITIES

A. GENERAL INFORMATION

While drop-in use of the facilities is a high priority at the WSD Pool & Fitness Centers, specific activity areas will also be scheduled for school use, classes, programs, and special activities.

1. Scheduled activity areas will have priority over "drop-in" use.
2. Every effort will be made to develop and publish schedules quarterly, however, cancellations, rescheduling and other changes may be necessary.
3. All classes, programs, and activities are open to the public based on fee schedule.
4. There are different rate schedules for classes, programs, and special events. (See Fees & Charges

Policy.)

5. All "Fee" classes and programs are open to fully paid and registered participants only.
6. Non-Members registered for a class or program will be required to check-in as a registered class/program participant upon entering the WSD Pool & Fitness Centers for that activity. A registration receipt may be required.
7. Non-Members registered for an activity will be admitted into the WSD Pool & Fitness Center up to 15 minutes prior to the class or program. Participants are limited to the class or program only and not allowed to use other activity areas.
8. Children ten years old and younger must be fully supervised.
9. Spectators may be permitted to view a class or program, at the discretion of the instructor, and in designated areas only. (See Spectator Viewing Policy.)
10. Minimum and maximum attendance limits shall be established for all classes and programs.
11. Unless otherwise stated there shall be no make-ups.
12. Refunds, prorations, etc. shall be according to the established policy (See Refund Policy.)
13. Participants must follow all House Rules of the WSD Pool & Fitness Centers.

B. REGISTRATION POLICY

The following registration policy is established for classes and programs with limited enrollment:

1. Members shall have first priority.
2. Non-Members shall have second priority.
3. Specific registrations will be scheduled accordingly.
4. Proof of membership status will be required and determined at the time of registration.
5. Classes and programs without enrollment limits will not have separate registrations.
6. Registrations are taken on a "first come" basis.
7. Fees must accompany the registration.
8. Present your class receipt or check in as a member at the front desk for admittance into the building.

C. CLASS MAKE-UP POLICY

1. Classes canceled by the WSD Pool & Fitness Centers will be rescheduled or a refund issued.
2. There will be no make-ups for participants missing a scheduled class.

X. AQUATIC POLICIES

A. General Pool Rules

All patrons must obey facility rules and follow directions from lifeguards for the safety of patrons and staff.

1. Youth 10 and under must be directly supervised by a responsible person at least 16 years of age. Non swimmers* must have a responsible person at least 16 years of age within arms' reach at all times.
2. Only Coast Guard-certified life jackets and floatation devices are allowed. The use of these items required a responsible person at least 16 years of age to be within arms' reach of the youth at all times. Toys may not be brought into the pools.
3. Running, rough play, foul language, hypoxic training, holding of breath, spitting, and pollution of the water are not allowed in this facility.
4. Hanging on or pulling the basketball hoop, basketball net, pool railings, or lane dividers/ropes is not allowed in this facility.
5. No flips, cannonballs, somersaults, or backwards jumps from the sides of pools.
6. Diving is only allowed in designated areas of the competitive pool.
7. Only swimmers accompanied by coaches may use the starting blocks.
8. No lifejackets are allowed in the competitive pool.
9. Avoid water activities if you have had diarrhea or a contagious disease in the past two weeks. 10. Children who are not toilet trained must wear tight fitting pants over a cloth or swim diaper. 11. Food, drinks, glass, and other breakable materials and hazardous objects are prohibited in the pool enclosure.
12. Swimming after the consumption of alcoholic beverages is prohibited.
13. An appropriately lined bathing suit is required for swimming. Cut-offs and street clothes are prohibited.
14. Street shoes are prohibited on the pool deck.
15. A light colored, clean tee shirt is allowed over bathing suits.

16. All hair shoulder-length or longer must be tied back or put under a swim cap.
17. Patrons must shower before entering the pool.
18. Patrons are responsible for their own limitations and acting in the best interest of their own safety.
19. Please report all injuries to the pool Supervisor.

*A non-swimmer is a person who is unable to swim safely on their own. This includes swimmers who require a lifejacket.

B. Competitive Pool

1. Diving is allowed in designated areas, please watch for the depth markers.
2. During lap swim please observe lane speeds and swim in a circle pattern. Stay to the right side and swim in a counter clockwise direction.
3. When passing others please gently tap the foot of the swimmer ahead of you and then pass to the center of the lane. Watch for on-coming swimmers.
4. Swimmers who need to rest should sit on the side of the pool and avoid hanging on lane lines.
5. All other Pool Area rules must be observed.

C. Diving

All patrons of the WSD Pool & Fitness Centers must abide by all diving board and pool rules.

The diving boards may be closed at the guard's discretion.

1. One person on the diving board at a time and no one on the ladder until the diving board is cleared.
2. Lifejackets, floatation devices, or goggles are not allowed on the diving boards.
3. No diving off of the 3-meter board (the high dive). Jump feet-first only off of the 3-meter board.
4. Do not dive until the previous diver has cleared the area below the board and has reached the side of the pool.
5. Dive in a forward direction only. No flips, twists, or somersaults.
6. Horseplay on or around the diving boards is not allowed in this facility.
7. Only one bounce on the diving board.
8. Swimmers must stay out of the diving area while the diving boards are in use.
9. Diving from starting blocks without authorization and a coach present is not allowed in this facility.

XI. INDIVIDUAL ROOM ROOMS

A. Locker Rooms & Lockers

1. Lockers are for day-use only. Locks remaining on lockers overnight will be cut, and items will be removed and placed in the lost and found.
2. Guests must bring their own locks.
3. Lockers are available on a "first come" basis.
4. No glass, food, gum, or beverages are permitted in the locker rooms.
5. Personal soap and shampoo shall not be left in the shower area.
6. Individuals must completely dry off in the shower area before returning to the locker area.
7. Plugged in hair styling items may not be left unattended.
8. You must bring your own towel.
9. No opposite sex individuals in men's or women's locker rooms. Please use family locker room.
10. WSD Pool & Fitness Centers are not responsible for lost, stolen, or damaged items. It is recommended that valuables not be brought into the Center. Lock your locker.

B. Family Locker Room

1. Children 9 years and older should use appropriate locker rooms.
2. Parent/guardian must accompany children.
3. Please use changing rooms quickly; others may be waiting.
4. WSD Pool & Fitness Centers are not responsible for personal belongings lost, stolen, or damaged items. It is recommended that valuables not be brought into the Center. Lock your locker.
5. Please do not leave any personal items in changing rooms. Please utilize lockers.
6. Locks left on lockers will be cut off daily.

C. Fitness Center Rules

1. Children aged 12 and under are not permitted in the fitness center. This includes strollers, baby carriers, and children sitting inside the fitness center area while a parent/guardian is exercising.
2. Teens between the ages of 13-15 may use the fitness equipment when accompanied by a paying adult who is responsible for direct supervision. An adult is defined as being immediately adjacent to the machine that the child is using. The adult may be using an adjacent machine or standing next to the machine that the child is on.
3. Teens 13-15 years of age who are paying members may become certified to use the fitness equipment without parent supervision by completing an orientation session. Once completed the information will be recorded and upon checking in at the front desk they may exercise without direct adult supervision.
4. Non-marking rubber soled athletic shoes covering the entire foot required. Sandals, spiked shoes, work boots, and flip-flop types of shoes are not permitted.
5. Shirts or appropriate attire must be worn at all times. Bathing suits and jeans are not permitted in the fitness center.
6. Food/drink not permitted in the fitness center, plastic water bottles only.
7. Please be considerate of others, wipe down equipment after each use.
8. Return dumbbells to the racks provided.
9. Circuit training has priority. Please allow others to "work in" (share) the circuit equipment in between sets
10. Cardiovascular equipment use is limited to 30 minutes when people are waiting.
11. Report maintenance problems or other facility problems to WSD Pool & Fitness Centers staff.
12. WSD Pool & Fitness Centers are not responsible for personal belongings lost, stolen, or damaged
13. Observe instruction placards on the equipment.
14. Caution around weight machines with weight stacks.
15. No adding additional weights to selectorized machines.
16. Do not drop or bang weights.
17. Headphones are required for all personal music devices.
18. The WSD Pool & Fitness Centers Staff controls televisions - see the desk for assistance.
19. EXERCISE/LIFT AT YOUR OWN RISK.

D. Spectator Area Rules

1. No throwing of objects.
2. All children ten and under must be supervised by a parent/guardian.
3. Sportsmanship starts here, be respectful to coaches, instructors, officials, and each other.
4. Profanity, abusive language, or other distracting activity is not accepted.
5. Keep stair access clear at all times.
6. No leaning over the glass wall.

E. Indoor Track Rules

The track is designed for fitness use only. Participants should be courteous of other users

1. Sign in at the pool and fitness center service desk before using track.
2. Indoor track will remain locked during school hours for safety purposes. Staff must unlock the door.
3. Personal belongings, gym bags, backpacks, etc. not permitted on track or track area. Please utilize lockers.
4. Non-marking rubber soled athletic shoes covering the entire foot required.
5. Slower traffic/walkers please stay inside. Pass on outside only.
6. Strollers, in-line skates, and scooters not permitted on track.
7. Food/drink not permitted on track. Plastic water bottles only.
8. This is a non-competitive track - no speed work or sprinting.
9. Youth 10 years and younger must be directly supervised.
10. Proper attire is required including a shirt and clean shoes.
11. Headphones are required for all personal music devices.

XII. GENERAL POLICIES

A. Televisions, Radios, Sound System

The WSD Pool & Fitness Centers staff shall control all televisions, radios and other sound systems.

1. The WSD Pool & Fitness Centers staff shall have final say in determining the type and volume of all television programs and music approved for use in the facility.
2. Requests and/or problems may be reported to the front desk.
3. Personal listening devices will be allowed provided headphones are used. The sound shall be kept reasonable not to disturb others.

B. Lost and Found

The WSD Pool & Fitness Centers are not responsible for lost, stolen, or damaged personal property of any kind.

1. Lost and found items will be kept for up to 14 days, after which they may be disposed of according to policy, turned over to charity, or discarded.
2. Valuables may be turned over to the Waterford Police Department immediately.
3. Personal care items and underwear may be discarded immediately.
4. Items left in lockers overnight will be considered "lost and found" property.

C. Phone Use

Office phones are not for public use. A public phone is available.

D. Bulletin Boards

Only approved flyers through Community Relations or literature will be allowed to be posted anywhere in the building or placed on the grounds.

XIII. VIOLATIONS

House Rules have been established to provide consistent guidelines for the use and operation of the WSD Pool & Fitness Centers, facilities and grounds. Knowledge of such rules is the responsibility of the patron. Failure to follow the established policies may be cause for suspension or termination of all privileges.

House Rules are available upon request

XIV. ADDITIONS/DELETIONS

Rules may be changed by management at any time to maintain safety and best use of the facility.

Revised 12/16/22