

**SHEFFIELD NEIGHBORHOOD ASSOCIATION, INC.  
2015 POOL RULES**



The use of the Sheffield pool facility is provided as a benefit of membership, to residents in good standing, in the Sheffield Neighborhood Association. These rules are established by the Sheffield Board of Directors to promote a safe and enjoyable environment at the Sheffield pool facility for all Sheffield residents and their guests. The operation of the Sheffield pool facility is under contract to a pool management company. The pool management and staff are responsible for enforcement of the Sheffield pool rules.

**Onsite schedule for pool passes:**

Saturday, May 16th	9:00am-12:00pm	Huntington Center	3281 Huntington Drive, Waldorf
Wednesday, May 20th	5:00pm-8:00pm	Huntington Center	3281 Huntington Drive, Waldorf
Saturday, May 23rd	9:00am-12:00pm	Lancaster Center	4150 Lancaster Circle, Waldorf
Wednesday, May 27th	5:00pm-8:00pm	Lancaster Center	4150 Lancaster Circle, Waldorf
Saturday, May 30th	9:00am-12:00pm	Sheffield Center	12146 Pawtucket Lane, Waldorf
Wednesday, June 3rd	5:00pm-8:00pm	Sheffield Center	12146 Pawtucket Lane, Waldorf
Saturday, June 6 <sup>th</sup>	9:00am-12:00pm	Sheffield Center	12146 Pawtucket Lane, Waldorf
Wednesday, June 10 <sup>th</sup>	5:00pm-8:00pm	Gleneagles Center	4900 Kirkaldy Court, Waldorf
Saturday, June 13 <sup>th</sup>	9:00am-12:00pm	Gleneagles Center	4900 Kirkaldy Court, Waldorf
Wednesday, June 17 <sup>th</sup>	5:00pm-8:00pm	Gleneagles Center	4900 Kirkaldy Court, Waldorf

You can attend any of the above sessions at any of the above centers to obtain a pool pass. Or, beginning 4/1 pool passes will be issued at Maredith Management during business hours. Keep in mind, on days when pool passes are offered at a neighborhood center, they won't be offered at Maredith's office.

Maredith's Address: 204 Washington Ave, Suite 102, La Plata, MD 20646.  
Hours: M-Th 7:30a-6:00p, closed 12:30-1:00p daily for lunch

**1. POOL HOURS:**

- a. Monday through Thursday, 11 AM to 8 PM;
- b. Friday and Saturday, 11 AM to 8:30 PM; except six (6) Friday nights to accommodate swim lessons, the pool will close at 8 PM. These dates will be posted in advance.
- c. Sunday, 12 to 8 PM.
- d. Pool hours are 3:30 PM to 8:00 PM on Monday thru Friday when school **is open**.
- e. Hours are subject to change due to weather conditions, Sheffield Neighborhood Association functions, and unanticipated maintenance. Notification will be given, by posting an announcement at the pool gate and/or office, when it is necessary to change the hours.

**2. POOL PASSES:**

- a. Each resident of Sheffield Neighborhood over 12 months of age entering the pool facility must have a valid pool pass (see rule 4.j) (This includes non-swimming adults.)
- b. Sheffield residents in good standing will be issued a permanent Sheffield pool pass as follows:
  - 1. for each resident **over 12 months of age and** under 5 years of age, a Sheffield identification card will be issued with no photo; and
  - 2. for each resident 5 years of age and older, a Sheffield photo identification card will be issued.

- c. Proof of residency, such as by way of a valid driver's license, voter's registration, utility bill, etc. may be required at the time the ID card is issued.
- d. Permanent pool passes are coded by age: Adults (18 and over), children 16-17, children 11-15, and children under 10.
- e. A Sheffield identification card is not transferable.
- f. Use of a Sheffield identification card by anyone other than the authorized user will result in loss or suspension of pool use and privileges for the unauthorized user of the card, and possible loss or suspension of pool use and privileges for the authorized user of the card.
- g. There is a \$25.00 charge to replace a pool pass.

### 3. **AGE LIMITATIONS:**

- a. Children under 16  
A Sheffield resident age 15 and under, except in certain circumstances, must be accompanied by a person age 16 years or older. Children between the ages of 11 and 15 who have passed the swim test and have a parent's permission card on file may enter the pool alone. (See rule 4.d for guest policy.)
- b. Children aged 16 and 17  
A Sheffield resident who is 16-17 years of age may use the pool unaccompanied. (See rule 4.d for guest policy).
- c. Persons 18 and older  
A Sheffield resident who is 18 years or older has unlimited use of the pool and its facilities within the limitations of these pool guidelines. (See rules 4.e and 11.a for guest policy.)
- d. Swim Test  
The basic swimming test is defined as "swim one length of the pool using freestyle stroke" (looking for smooth, relaxed stroke, calmness, adequate endurance and controlled direction) AND "tread water for 1 minute" (looking for ability to keep head above water consistently, calmness and the ability to remain in one place).

### 4. **GUESTS:**

- a. Two (2) permanent guest passes will be distributed to each unit in good standing. They may be used throughout the current year's pool season.
- b. A daily guest pass is \$3.00 per guest per day, a weekly guest pass is \$20.00 per guest per week, a monthly pass is \$50.00 per guest per month. Passes may be purchased at the pool when the pool is open.
- c. A Sheffield resident under the age of 11 may not bring a guest. **(See rule 6.a for non-resident babysitters.)**
- d. A Sheffield resident age 12-17 may bring one guest, and the guest must be age 11 or older. All guests must pass the swim test and complete a permission card, using either a parent or an adult member of the resident's household.
- e. A Sheffield resident age 18 or older may bring no more than six guests per day. A guest is defined as anyone entering the pool with a resident excluding infants (0-12 months).
- f. Regardless of the type of guest pass being used, each guest age 16 or older is required to produce a picture ID prior to entering the pool facilities and to provide information as required by the pool staff.
- g. A Sheffield resident's guest who can show a valid ID from another Fairway Village pool will not be charged a guest fee.
- h. No refund for the cost of a guest pass will be given due to closure of the pool facility because of inclement weather.
- i. Admission of any guest or guest privileges may be withdrawn when the pool is overcrowded.
- j. A guest pass may not be used by a Sheffield resident to gain admission to the pool.

- k. A Sheffield resident must remain with their guest(s) at the pool at all times.
- l. Anyone who attempts to use a reproduced or duplicated guest pass may have pool privileges revoked for the season.

#### **5. POOL MANAGER and POOL STAFF:**

- a. The Pool Manager has the authority to enforce these pool guidelines and rules, and to delegate such authority to any member of the Pool Staff.
- b. The Pool Manager has the right to eject any person violating these guidelines and rules from the pool facility and surrounding Sheffield Neighborhood Association property.
- c. The Pool Manager and any member of the Pool Staff has the right to revoke or suspend pool privileges for violation of these pool guidelines and rules or any other disruptive behavior.
- d. The Pool Manager will report in writing any guideline and rule violation or incident which has resulted in a person's ejection from the pool or suspension or loss of pool privileges to the Sheffield Manager within twenty-four hours.
- e. The Pool Manager or a member of the pool staff has the right to demand that anyone using the pool pass a swimming test. Refusal to take the test upon demand or failure to pass this test voids use. The swimmer has the right to a periodic re-test.
- f. Any complaints by residents or non-residents must be addressed to the Association in writing.
- g. Incident/Complaint forms for residents and non-residents are available at the pool office or by calling **Maredith Management at 301 843-8111.**

#### **6. BABYSITTERS:**

- a. A babysitter must be age 16 or older and may be a resident or non-resident of Sheffield. They may supervise no more than five children under 11 years of age, regardless of whether the children are residents or guests. The only exception is if all the children are all from the same address as the babysitter.
- b. A resident babysitter who brings non-resident children to the pool will be charged the daily guest pass fee for each child.
- c. A non-resident babysitter will not be issued an ID card.
- d. A non-resident babysitter must obtain a signed letter from a Sheffield resident authorizing the non-resident babysitter to bring and supervise the Sheffield resident's child or children. This letter must be given to the Pool Manager who will keep the signed letter on file at the pool.
- e. A resident child in the care of a non-resident or resident babysitter must still bring their pool pass to gain entry to the pool facilities.
- f. A non-resident babysitter will only be allowed to use the pool when they bring and supervise a Sheffield resident child in their care.
- g. A babysitter may bring and supervise no more than five children under the age of 11.
- h. Babysitters 16 years or older must be approved and may bring and supervise no more than five children under 11 years of age, whether or not the children are residents or guests. The only exception is if all children are a resident's own children.

#### **7. GENERAL RULES**

##### **REST PERIOD**

- a. A 15 minute rest period will be observed each hour, on the hour, beginning at 12 noon with the last rest period at 7:00 PM. During these breaks, only those who are age 18 and older will be allowed in the pool. One infant or child (up to age 3) may accompany a person age 18 or older into the pool. This infant or child should be under that person's close supervision.

##### **BEHAVIOR**

- b. Use of obscene and/or profane language will result in automatic ejection from the pool facilities and the surrounding Sheffield Neighborhood property.
- c. No running is permitted at the pool facility.
- d. No loitering is permitted around the pool facility or adjacent playground or parking lot.
- e. No horseplay or ball playing is permitted at the pool facility.
- f. No littering is permitted. Each person is required to pick up and dispose of their trash and refuse.
- g. Gum chewing is not allowed in the pool or on the deck around the pool.
- h. Smoking is not permitted.

### **CLOTHING**

- i. Swim suits should be worn in the pool. Cut-offs, basketball shorts, gym shorts, **tank tops, underwear** or any thing else that is not considered proper "swim attire" by the pool staff is not permitted.
- j. Only goggles are permitted in the pool. Face masks covering nose and the snorkels are not allowed.
- k. T-shirts (plain white) may be worn in the pool with a doctor's statement. Ultraviolet-screening shirts are permitted.
- l. No barrettes, ribbons, pin curlers, etc. are permitted in the pool
- m. Only rubber sole shoes or bare feet will be permitted on the deck.

### **FOOD AND BEVERAGES**

- n. No alcoholic beverages will be permitted in the pool area during normal hours. Pool staff may request that coolers/containers be opened for inspection at the gate in order to enforce this regulation.
- o. No food or beverages of any kind will be permitted on the deck area around the pool except water. Food, snacks, treats, etc. may be eaten in the designated Eating Area or in the grassy enclosure.
- p. No breakable containers will be permitted on the deck around the pool.

### **MISCELLANEOUS & GENERAL**

- q. Sheffield is not responsible for any lost or stolen articles. Children who ride their bikes to the pool should bring a lock to secure their bike while they are swimming.
- r. Non-swimmers are restricted to the shallow end of the pool where water is not above their head, unless accompanied by a parent.
- s. A child through the age of 12 may use a US COAST GUARD (USCGA) personal flotation device (PFD) in the main pool area under the direct supervision of a parent. The child must remain within arm's length of the parent at all times while using the PFD in the main pool. Persons using a PFD over the age of 12 are restricted to water that is not over the swimmer's head.
- t. Only USCGA life jackets are permitted for use in the main pool. They must be utilized in water that is not over the swimmer's head, and the user must be within on arm's length of a directly supervising adult (18 years or older) at all times if they are under the age of 12.
- u. Toys are not allowed in the main pool. However, soft balls may be used in the pool at the discretion of the Pool Manager.
- v. Pool furniture is allowed no closer than approximately 15 feet to the edge of the pool.
- w. Residents or guests may bring their own pool furniture and/or umbrellas. However, Sheffield is not responsible for any loss of or damage to that furniture.

- x. Radios, Ipods, cell phones and other electrical devices are prohibited closer than 15 feet from the pool. These may be played as long as no complaints are received from other pool patrons.
- y. The Pool Manager may permit music to be played over the public address system.

**8. WADING POOL:**

- a. Only children age five and under will be allowed to use the wading pool.
- b. A person who is 16 years or older must accompany and remain within the wading pool fence with each child using the wading pool.
- c. No large floats are permitted in the wading pool.
- d. No food or drink except water is permitted.

**9. DIVING:**

\*No diving is permitted.

**10. HEALTH CONSIDERATIONS:**

- a. Admission will be denied to anyone with open sores, skin abrasions, bandages, nasal or ear discharges or any kind of obvious, contagious medical conditions.
- b. **Infants and toddlers that are not potty trained must wear rubber pants over swim diapers.** The Pool Manager or a member of the Pool Staff may refuse to admit families that do not comply with this rule.
- c. Pets are not allowed in the pool facilities.
- d. Soap showers are encouraged before entering the pool.
- e. No spitting or spouting of water is permitted.

**11. MISCELLANEOUS:**

- a. For a fee, the pool may be reserved by a Sheffield resident for private parties on Friday and Saturday evenings from 9:00 PM to midnight by completing a contract at the **Maredith Management office**. Other parties conducted during regular pool hours must be approved one week in advance by the pool manager, not to exceed 25 guests. Guest passes are \$3.00 per person and must be purchased at the Sheffield Neighborhood Pool or at the Maredith Management office during regular operating hours with a check or money order only – no cash. Prior to the start of the party, the party sponsor must present to the pool manager on duty a list of guests with emergency telephone numbers. Pool Management Specialists, Inc. will not be held responsible for injuries or accidents related to alcohol.
- b. Live music is not permitted at the pool and parties with DJ's are limited to twice a month.
- c. Please make arrangements for rides prior to coming to the pool. Sheffield assumes no responsibility for any person caught at the pool due to inclement weather. Parents, instruct your children to leave the pool prior to a storm with sufficient time to arrive home safely. The Pool Staff has been instructed to close the pool whenever there is thunder and/or lightning, as Sheffield would rather they err on the side of caution and safety of the residents.
- d. If an emergency telephone call is necessary, please contact the Pool Manager. Other telephone usage will be charged at the rate of \$.50 cents per call. No bicycles or skateboards will be allowed in the pool area or on the concrete area outside the. Please use the bicycle rack provided, locks should be used to prevent theft.
- e. Swimming lessons are offered at the pool by certified Water Safety instructors. Payment is to be made at the time of registration. Scheduling of swimming lessons is done by the pool manager. Watch for notices of classes posted at the pool.