

## **OUR MISSION**

To connect & enrich our community through wellness, education, & fun!

## **WELCOME TO THE CLUB**

*We are happy that you have chosen to become a member of our club. We hope the following information will help make you familiar with our facility and procedures.*

## **GENERAL INFORMATION & RULES**

### **Checking In & Membership Cards**

We ask that all Members, guests, and program participants stop to check in at the Front Desk before entry. Using your scan card is recommended and will make your check in process quicker & easier! Please check in every time you enter, even if you are just going to a program. If entering as a family and scanning one card, please let the Front Desk know the names of the other family members entering to be checked in.

In an effort to provide a safe place for your family, we give each Member, (including children 13 & up when they pass their pool test) a membership card and ask that you scan it to gain admittance to the Club.

### **Child Club Use**

Children ages 13-17 years may use the Club unaccompanied by a parent or adult guardian once they have passed the swim test. Children under the age of 13 must be accompanied and supervised by an adult (age 18 & over) and may not be dropped off at the Club alone or with older, minor siblings. Member children, ages 13 and over whom have passed the swim test may be dropped off at the Club and must scan their ID card upon entry.

Gym use and fitness center class participation is also allowed for teens 14 years & older (12-13 years allowed with active parent supervision).

### **Guest Policies**

Members are welcome to bring guests to the Samena Club. Guest passes may be purchased at the Front Desk individually upon entry or in discounted packs of 10 to be stored digitally on your account.

All guests of Members must be accompanied by a Member at all times and sign in to the Guest Waiver at the Front Desk upon entry. The Guest Waiver requires an adult/guardian signature.

Guests 13 years & older who have passed (or will be able to pass) the swim test may be at the Club accompanied by another child member who is also at least 13 years & older and has passed the swim test, however they still must be signed in by an adult/guardian to the Guest Waiver before entry.

### **Locker Rooms**

The General Women's and Men's Locker Rooms are available for both Member and Non-Member usage for all ages in the main pool lobby. Family Changing Rooms are also available.

Access to the Adult Member Only Locker Rooms (18+), where the dry saunas are located, can be obtained via key code from the Front Desk or Lifeguard Desk.

## **SAFETY & SECURITY**

### **Personal Items**

Over 300 lockers are available for your use. Please bring your own lock. While theft at Samena is rare, leaving personal items unattended is not recommended. Samena Club cannot be held responsible for any lost or stolen articles. To prevent loss of your valuables, the following tips are recommended:

- Lock all personal items in a locker
- Do not leaving items visible in your vehicles parked in the parking lot
- Lock bicycles to the bike rack in the front of the Club
- Keep your more valuable items out of sight or preferably at home

Items left in the lockers overnight will have the lock cut and items removed. Items will be added to the Lost and Found bin.

### **Lost & Found**

Valuable items such as jewelry, wallets, and cell phones are kept at the Front Desk. Other items are kept in a marked bin at the back of the administration building. Items are kept for 4 weeks and then donated to a charitable organization.

### **First Aid**

First aid supplies are located in the guard office and at the Front Desk. Samena staff are trained in basic first aid and CPR. If there are any questions or concerns please talk to the staff on duty or to the Aquatics Director.

### **Safety**

Samena Club is not responsible for injuries or damage resulting from the use of equipment, pool, or sauna facilities. Medical approval or restrictions, if any, concerning the use of exercise equipment and sauna facilities is the sole responsibility of the members/guests. Use of fitness equipment constitutes acceptance of posted Club rules.

### **Emergencies**

In an EMERGENCY CALL 911.

The closest phones for EMERGENCY USE are located at the Lifeguard Desk, the Fitness Center Desk, and the Front Desk lobby.

**SAMENA IS A NON-SMOKING, WEAPON, AND DRUG FREE FACILITY.**

## **MEMBERSHIP TERMS REMINDERS**

If you have chosen the monthly payment option the payment is due on the first of the month. You may sign up to have your dues automatically paid via debit or credit card on a monthly basis. If you have chosen to pay your dues annually, you will receive a statement one month prior to the end of your prepaid year.

If you should need to terminate your Membership for any reason after your first year of commitment, **you must notify us by filing a Termination of Membership form, available at the Front Desk on our website.** This one month advance notification is required regardless of your method of payment. Failure to pay or to renew your annual dues payment does not confirm your intention to terminate.

## GENERAL CANCELLATION POLICIES

- Participants enrolled in a program must notify the Club of class cancellation. A parent/guardian must notify the Club for cancellation for participants less than 18 years of age.
- When cancelling any class, program, or event enrollment, Samena requires a minimum three (3) day notice prior to the start of the program. In this event, a Samena credit will be issued less a \$25 cancellation fee. In the event Samena cancels a class, the class may be rescheduled or a credit will be issued.
- When cancelling Swim Lessons or Swim Team, Samena requires a minimum seven (7) day notice prior to the start of the program. In this event, a Samena credit will be issued less a \$25 cancellation fee. Refunds may be issued minus a 50% cancellation fee. In the event Samena cancels a class, the class may be rescheduled or a credit will be issued. Please see your program Service Agreement for specifics and details.
- Before & After School Care, Preschool, and Summer Camps have specific cancellation policies; please refer to the program brochure for more information.
- If a participant does not show up for a private swim lesson or private personal training session, the full amount of the missed session is charged.
- Personal training packages and sessions and massage sessions are non-refundable, non transferable and credits cannot be issued. Cancellation of a personal training or massage session must be made a minimum of 24 hours in advance.
- Guest Passes are nonrefundable, nontransferable, and credits cannot be issued. Unused Guest Passes expire upon membership cancellation and cannot be used as Non-Members.

These policies do not replace or amend the cancellation policies outlined in specific programs that have Service Agreements, such as Before & After School Care, Summer Camps, and Preschool. Samena Club reserves the right to amend these policies and rules as needed.

## AQUATICS

### Showering

Please shower to remove body oils, lotions, perfume, make-up, hair care products and deodorants before entering the pool or hot tub. Showers are available in all locker rooms. Only children ages five (5) and under may accompany an adult into the opposite gender locker room. Family changing rooms are also available. Only adults ages 18 and over may use the adult locker rooms. Codes for the adult locker rooms are available at the Front Desk or Lifeguard Desk and may change periodically.

### Indoor Pool

The **25 meter** indoor pool is approximately 3'6" on 3 sides and gets deeper toward the locker room side of the pool. The indoor pool is 9ft. deep at its deepest point. The temperature is set at 86 degrees.

### Outdoor Pool

The **25 yard** outdoor pool is 12' at its deepest point. It is 3' deep on the shallow side and gets deepest underneath the diving board. The temperature for this pool is set at 79 - 81 degrees. The pool is available for open swim from mid-May through September when good weather permits. The pool is open for lap swimming at various times during the day all year, weather permitting.

**Absolutely NO glass containers are allowed.**

## **Wading Pool**

The wading pool is for toddlers aged five (5) years and under. The pool is approximately 18-24 inches deep. Children may use floatation devices in the wading pool **only if** the parent is in the pool and within an arm's reach. No child may be in the wading pool without adult supervision.

Infants and toddlers who are not potty trained must wear approved water diapers. Standard disposable diapers are not permitted. Due to tender tiny feet, we suggest water socks or pool shoes be worn.

## **Hot Tub/Spa**

Children 13 years and older may be in the hot tub without a parent present. Children 6 to 12 years may be in the hot tub only with a parent present. Children under 6 may not use the hot tub.

- Children under 16 may not use the hot tub or pools during 'Adult Only' swim times.
- Children needing flotation devices may not use the hot tub.

## **Pool Test**

For safety reasons, children under 13 years of age must be accompanied by an adult in the water until they pass their pool test. Children ages 6 & under must have a responsible adult (18+) in the water, within arm's reach at all times, regardless of swimming ability.

Pool tests are administered by available lifeguards. Swimmers must be able to:

- Swim the crawl stroke the length of the indoor pool
- Tread water for one minute
- Jump off the side of the pool into the deep area and swim safely back to the side of the pool

**SPECIFIC POOL RULES ARE POSTED IN EACH POOL AREA & MAY BE UPDATED AS NECESSARY.  
PLEASE SEE PAGES 6-9 FOR MORE COMPREHENSIVE POOL RULES.**

**External or freelance swim instructors are not permitted.**

## **SAUNA**

Members must be 18 years of age or older to use the Saunas in the Adult Locker Rooms. *Due to fire risk and for sanitary purposes, please do not hang or lay out towels or clothing to dry in the Sauna.* Pregnant women should not enter the sauna without prior medical consultation. Use of the sauna is not recommended for persons with high blood pressure, cardiovascular or pulmonary diseases. A bathing suit, clothing or towel must be placed between you and the sauna benches at all times.

**SPECIFIC SAUNA RULES ARE POSTED OUTSIDE THE SAUNA.**

## **FITNESS CENTER**

A Fitness Consultation with a Samena Personal Trainer is encouraged and available upon request. Contact our Fitness Coordinator or fill out an interest form on our website.

Use of the Fitness Center is at your own risk; Samena Club recommends consulting with your physician before engaging in physical activity.

- Children ages 12 to 13 years of age must be accompanied by a parent or guardian.
- Children 11 and under are not permitted unless working with a Samena Personal Trainer.
- Clean equipment after use with workout wipes provided in receptacles.
- Use of water bottles is permitted. No other food or drink is permitted.
- Shirt and shoes are required; no bathing suits, jeans or other street clothes.
- Athletic shoes must be worn; no flip-flops, sandals, or other open toed shoes.
- Phone calls are not permitted in the Fitness Center.
- Head phones must be worn for playing music or video; personal AM/FM music devices may be used to tune into the television station shown on each television.
- Personal Trainers must be Samena employees; outside contract or freelance trainers are not permitted.
- Return all equipment to proper locations or safety & courtesy to others; re-rack your weights.

## **TENNIS & PICKLEBALL COURTS**

Court Hours: Open at 7am, close at dusk, weather permitting.

Samena courts are available by reservation provided there are no Samena lessons or programs scheduled on the courts. See the Front Desk or online reservation portal for availability.

- Tennis shoes must be worn, no street shoes are permitted.
- Use of water bottles is permitted. No other food, drink, or glass containers are permitted.

### Court Rules

Food, bikes, skateboards, and any other wheeled equipment is not allowed on the courts. Only people playing tennis or pickleball are allowed in the fenced court area while a game is being played. Good sportsmanship and good conduct must be maintained at all times. Appropriate shoes required. Please avoid crossing through courts when play is in progress.

## **CORRECTIVE ACTION**

A copy of the Club's Bylaws and Code of Conduct is included. Please familiarize yourself with the operating guidelines of the Club. If you have any questions or concerns regarding the Club's operations or facilities please contact a staff member or leave your comments in our suggestion box at the Front Desk.

**Samena – Family, Fitness, Friendship, Education, & Fun for All!**

## **Samena Indoor/Outdoor Pool Rules**

- Do not enter the water if a lifeguard is not present
- Everyone must take a cleansing shower before entering the pool
- Children ages 6 and under must have a responsible adult (age 18+) in the water, within arm's reach, at all times regardless of swimming ability
- Children ages 7-12 must have a responsible adult (age 18+) in the water with them at all times until the child can pass the swim test
- Children ages 12 and under must have a responsible adult (age 18+) accompany them to the pool and either be in the pool or on the pool deck
- Children ages 13-17 may use the pool alone and be dropped off as long as they have passed the swim test
- Any swimmer that requires a self-contained flotation device (i.e. lifejacket) must be within arm's reach of a responsible adult (age 18+)
- Use of inflatable water wings or inflatable lifejackets are prohibited; all self-contained flotation devices must be Coast Guard approved
- Bathers requiring diapers must wear water diapers and tight-fitting plastic pants in the water
- Diapers must be changed at designated diaper changing stations located in the locker rooms
- Swimmers who have a communicable disease that can be transmitted by water or have been ill with diarrhea or vomiting in the last two weeks may not use the pool
- Bathers with seizure, heart, or circulatory problems are advised to consult their doctor before using the pool and to swim with a buddy
- Do not use the pool while under the influence of drugs or alcohol
- No running on the deck
- No horseplay on the deck or in the water
- No food or drink allowed in the water
- No food on the indoor pool deck
- No glass containers are allowed anywhere in the facility
- Diving is only allowed in the deep end
- Divers must dive from the gutter, no diving from the concrete deck or with a moving start
- Large flotation devices such as rafts or mats are allowed at the discretion of the lifeguard
- No flotation devices are allowed in the deep end of the pools
- Feet first jumps are allowed into the open swim area from the gutter
- No flips or twists when jumping into the water
- No breath holding games or activities are allowed
- The basketball must stay in the shallow basketball area of the indoor pool and use may be ended at the discretion of the lifeguard to ensure patron safety
- Basketballs must be shot from in the water, no shooting from the deck
- No hanging on the basketball rim
- No hard balls may be thrown in the pool (ex. tennis, racquet or water polo balls)
- Soft sided balls may be thrown no more than 10 feet and ball throwing may be discontinued at the discretion of the lifeguard to ensure patron safety
- Persons failing to follow rules or listen to staff instructions are subject to removal from the facility

## **Spa/Hot Tub Rules**

- Do not enter the water if a lifeguard is not present.
- Children ages 5 and under cannot use the hot tub or be in the water in any way.
- Children ages 6-12 may use the hot tub with a responsible adult (age 18+) within 10 feet of the water and actively supervising usage.
- Children ages 13-17 may not use the hot tub alone.
- No toys, floaties, or self-contained flotation devices (i.e. lifejacket) are allowed in the hot tub.
- Everyone must take a cleansing shower before entering the hot tub.
- Bathers requiring diapers must wear water diapers and tight-fitting plastic pants in the water.
- Swimmers who have a communicable disease that can be transmitted by water or have been ill with diarrhea or vomiting in the last two weeks, may not use the pool or hot tub
- Bathers with diabetes or with seizure, heart or circulatory problems are advised to consult their doctor before using the hot tub.
- Women who are or might be pregnant should consult their doctor before using the hot tub.
- Do not use the hot tub while under the influence of drugs or alcohol.
- No horseplay in the water.
- No food or drink are allowed in the water.
- No glass containers are allowed anywhere in the facility.
- Do not put your head under the water.
- Persons failing to follow rules or listen to staff instructions are subject to removal from the facility.
- Limit hot tub usage to 15 minutes at a time.
- Maximum Bather Capacity: 10

## **Diving Board Rules**

- Only one person at a time on the diving board.
- Swimmers must pass the swim test before using the diving board.
- The next diver should wait at the bottom of the ladder on the pool deck until their turn.
- Each person must wait until the diver before them has cleared the diving area before diving/jumping.
- Once you are on the diving board, you must enter the water; do not go back down the ladder.
- Only one bounce per jump/dive is permitted.
- All entries must be straight off the end of the diving board, no diving/jumping to the side.
- No running on the diving board.
- No cartwheels, handstands, backflips, back dives, or backwards entries are allowed.
- No goggles are allowed on the diving board.
- Divers must swim directly to the side or to the shallow end immediately after entering the water.
- Playing and swimming in the diving area is not permitted if the diving board is open.
- Persons failing to follow rules or listen to staff instructions are subject to removal from the facility.

## **Wading Pool Rules**

- Do not enter the water if a lifeguard is not present.
- The wading pool is for children ages 5 and under, along with their responsible adult (age 18+) and siblings.
- If the pool becomes too busy, the lifeguard may ask siblings over the age of 6 to leave the wading pool.
- Everyone must take a cleansing shower before entering the wading pool.
- Bathers requiring diapers must wear water diapers and tight-fitting plastic pants in the water. Diapers must be changed in designated diaper changing stations.
- Swimmers who have a communicable disease that can be transmitted by water or have been ill with diarrhea or vomiting in the last two weeks may not use the wading pool.
- Bathers with seizure, heart, or circulatory problems are advised to consult their doctor before using the wading pool.
- Do not use the wading pool while under the influence of drugs or alcohol.
- No horseplay in the water.
- No running on deck.
- No food or drink are allowed in the water.
- No glass containers are allowed anywhere in the facility.
- Do not jump, dive, or enter the pool from the sides of the wading pool. Only enter the wading pool at the stairs.
- Persons failing to follow rules or listen to staff instructions are subject to removal from the facility.

## **Lap Swim Etiquette**

Designated Lap Lanes are for Continuous Exercise Only

- Lap swim lanes are available for anyone lap swimming, water-walking, or doing vertical exercise.
- Please refer to lap swim schedules and designated lap swim lanes including adult-only (age 16+) times to ensure the schedule will work for you.
- Play, games, outside instruction, non-continuous swim of any style, and other open water activities are not permitted in lap lanes.
- Generally, if a swimmer needs assistance or is not able to swim the length of the pool continuously, then they should not be in the lap lane.
- Please do not hang on the lane line dividers.
- Lap lanes are reserved regardless of lane occupancy. Do not enter empty lap lanes for non-lap swim.
- It is expected that lap swimmers share lanes with other lap swimmers when demand requires. Samena strives to offer as many lap lanes as possible, however space is limited.



### Guidelines for Sharing a Lap Lane

- Circle swim when more than one person is in the lane (stay to the right, like a road).
- Make yourself known when entering an occupied lane to ensure swimmers know they are sharing.
- Observe the swimmers when picking a lane to enter; when sharing, try to enter a lane with swimmers of similar speed.
- To pass a swimmer, tap the swimmer in front of you on the foot to signify you plan to pass and pass on the left.
- Try to avoid passing between the flags and the walls.
- Allow people to pass, do not speed up to prevent being passed.
- If you need to rest, do so at the ends of the lanes.
- In general, please be nice to each other!

Lifeguards do their best to enforce lap swim expectations, however their primary responsibility is the safety of pool occupants. Angry or abusive language, tone, or behavior between members or towards staff will not be tolerated under any circumstances.



## CODE OF CONDUCT

*Approved by the Samena Board of Directors on 3/28/05*

*Updated and approved by the Samena Board of Directors 4/24/18*

The Samena Swim and Recreation Club is committed to providing a safe and welcoming environment for all our members, staff and guests. To ensure safety and comfort for all, we ask individuals to act appropriately at all times while they are in our facility or while they are participating in Samena programs. Both staff and members have the responsibility of helping to maintain a safe, healthy and enjoyable work and workout environment for all. The overarching goal of the Code of Conduct is to preserve Samena Club as a safe, friendly, non-threatening environment for its members, guests and staff.

We expect persons using the Samena Club to act and to respect the rights and dignity of others. Members, guests and staff should honor all posted rules in the Club and in the membership contract, which are provided for the safety and well-being of all. The behaviors listed below are not intended to be all-inclusive, however, they are inappropriate and are prohibited in our facilities or programs. Such behaviors include those that could be perceived as offensive toward a person's race, color, gender, gender identity, age, religion, disability or sexual orientation. Inappropriate behaviors also include those that do not represent good role-modeling for children.

### 1. Clothing

- Inappropriate, immodest or revealing attire.
  - i. Words and/or symbols on clothing that could offend others, either explicitly or implicitly

### 2. Communication

- Verbal and/or non-verbal communication that could offend others, either explicitly or implicitly
- Angry or vulgar language including swearing, name-calling or shouting
- Sexually explicit conversation or behavior
  - i. Any explicit sexual contact with another person, wanted or unwanted

### 3. General Behavior

- Harassment or intimidation by: words, gestures, body language or any other menacing behavior
- Physical contact with another person in an angry or threatening way
- Behaviors that may result in the destruction of Samena's or its members' property
- Theft or use of other people's property without their knowledge
- Carrying or concealing a weapon or any device or object that may be used as a weapon
- Entering or using the facility impaired by drugs or alcohol

## Consequences for Non-Compliance with the Code of Conduct

In addition, the Samena Club reserves the right to deny access or membership to any person who has been accused or convicted of any crime involving sexual abuse, is or has been a registered sex offender, has ever been convicted of any offense related to the sale, possession and/or transportation of illegal drugs, or is currently under the influence of illegal or dangerous drugs or chemicals, narcotics, or intoxicating beverages.

Anyone who feels that this Code of Conduct is being violated should immediately report the behavior to a staff person on duty. Samena staff members are eager to be of assistance. Please notify a staff member if assistance is needed.

Suspension or termination of a Samena membership may result from a violation of this Code of Conduct. While an incident is being investigated, the membership of the person(s) accused of violating this Code of Conduct may be temporarily suspended pending a final decision.

Depending on the nature and degree of the non-compliance, Samena Club reserves the right to refuse membership or employment to any person whose behaviors or actions create a hostile environment or an unpleasant experience for members.

The Samena Club utilizes video technology to protect all persons. Cameras are installed in open/public areas only and not in private areas such as locker rooms, restrooms, etc.

This policy will be periodically reviewed and modified as deemed necessary by the Board of Directors to further ensure an improved Club social climate.