

# Saratoga Woods Community Association

## Member Handbook



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# Saratoga Woods Community Association Member Handbook

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*Saratoga Woods Member Handbook  
Revised September 2023*

## ***Membership Information***

- Membership.
  - Your membership remains in good standing as long as you renew your yearly dues on time. The initiation fee is a one-time fee provided these dues are paid at the appropriate time each year. If your membership dues become delinquent, your membership is terminated and the initiation fee is forfeited.
- Your Membership may be sold through the Membership Director or by selling it as an added benefit when selling your home. Selling your membership with the sale of your home is limited to members living within the Saratoga Woods neighborhood. All members are required to sell at the current initiation fee (**or less**). Out of that dollar amount, Saratoga Woods requires a transfer fee for selling the membership at the time of the sale.
- Sponsored members living outside of Saratoga Woods, may not sell their membership with their homes, but through the Membership Director only. These transactions are called “sellbacks” and are restricted to the following:
  - Sellback after 1st year: 30% refund of the Initiation fees
  - Sellback after 2nd year: 20% refund of the Initiation fees
  - Sellback after 3rd year+: no refunds
- Your family will receive a newsletter that will keep your family updated about activities and provide other information regarding the club.
- All of our Board positions are volunteer positions. It is expected that all members serve on the Board at least once. If you are considering becoming a Board member, feel free to contact any existing Board member for details. Board position descriptions are listed in the Club Bylaws. Being on the Board is a great way to contribute to the success of the club and a wonderful way to meet the entire community around you!
- All members are welcome to attend monthly Board meetings.
- Club fees and dues remain low due to the fact that we are a volunteer-run organization. In addition to serving on the Board, every member is required to pitch in to keep the clubhouse, bathrooms, grounds and equipment clean and in good working order. There is no paid staff to cleanup after you. We must all clean up after our children, our guests and ourselves. Please supervise children and guests and make sure they are respecting the club rules and facilities. Return all equipment, furniture, tables and chairs to their proper location.
- If you have a question or any suggestions, please feel free to call any Board member (between the hours of 9 AM - 8 PM). We will discuss any issues brought to our attention at the monthly Board meeting. Your comments matter!
- General Meetings of the membership usually take place twice a year; in spring and fall. Important issues may be discussed and voted on during these meetings. It is important that all members attend.
- If you have a friend interested in joining the club, contact the Membership Director to find out if there are memberships available. The Membership Director will be happy to send the materials out to your friend or provide you with the information to give them.
  - The club operates under a Conditional Use Permit (CUP) granted by the City of Saratoga. All operations and rules governing the operation of the club must conform to this CUP. If any conflict exists between the CUP and the handbook, the CUP supersedes the handbook. Note that items such as pool hours may be more restrictive than the hours listed in the CUP.
  - For convenience, the CUP is included as Appendix A in this document.

## **2023-2024 Board Members**

To email the entire SWCA board: [swcabod@gmail.com](mailto:swcabod@gmail.com)

President	Linda LaCroix	408-685-1010	<a href="mailto:president@saratogawoods.net">president@saratogawoods.net</a>
1 <sup>st</sup> Vice President, Swim Team	Laila Fields	408-605-8741	<a href="mailto:dolphins@saratogawoods.net">dolphins@saratogawoods.net</a>
Aquatics Director	Alyssa Takeda Pagonis	559-824-5350	<a href="mailto:lifeguards@saratogawoods.net">lifeguards@saratogawoods.net</a>
2 <sup>nd</sup> Vice President, Social Director	Dawn Tsiao	408-892-1205	<a href="mailto:social@saratogawoods.net">social@saratogawoods.net</a>
3 <sup>rd</sup> Vice President, Pool Director	Randy Jewell	408 777-9390	<a href="mailto:pool@saratogawoods.net">pool@saratogawoods.net</a>
Secretary	Carolyn Weber	408-621-5380	<a href="mailto:secretary@saratogawoods.net">secretary@saratogawoods.net</a>
Treasurer	Kevin Reagan	408-218-2835	<a href="mailto:treasurer@saratogawoods.net">treasurer@saratogawoods.net</a>
Membership	Lea Gosch	415-602-4349	<a href="mailto:membership@saratogawoods.net">membership@saratogawoods.net</a>
Clubhouse	Michelle Babbage	408-398-0970	<a href="mailto:clubhouse@saratogawoods.net">clubhouse@saratogawoods.net</a>
Grounds & Equipment	Brian Maguire	408-252-4472	<a href="mailto:grounds@saratogawoods.net">grounds@saratogawoods.net</a>

If you have any questions regarding the Club, these are the members to ask. Please feel free to give any Board member a call; they will be delighted to be of assistance! Please be courteous and phone Board members after 9 AM and before 8 PM.

If you would like to be a member of the Board at a future date, please contact the President or the Membership Director. We would be happy to tell you more about the position.

**Saratoga Woods Web page:  
<http://www.saratogawoods.net>**

## **General Pool Regulations**

1. Members are responsible for knowing all club rules. Parents are responsible for instructing their children on these rules.
2. Members who do not pay dues by April 1 will be charged a \$25 late fee and may not participate in any pool or club activities until full payment is made. Membership becomes null and void when no payment is received by May 1.
3. A qualified lifeguard who is hired by the club must be on duty at all times when the pool is open.
4. The BOD shall set the pool season and hours annually. There are two distinct periods during which the pool is open for swimming:
  - 1) **Lap swim.** These swim times are designated for adults and responsible persons 14 and over to swim laps only. Typically lap swim occurs 6:30-7:30 AM and again 11:30-12 PM during the summer weekdays, but exact times vary. A lifeguard is on duty during lap swim for 45 minutes of every hour. The pool is *unsupervised* for 15 minutes of each hour during which time the lifeguards are required to conduct other duties that take their attention away from direct pool supervision. Lap swimmers may use the pool during this time, but all swimmers should be aware of this situation, use appropriate caution, and not swim alone. Please note: adult lap swim may be cancelled when large group parties are scheduled and the reservation time begins prior to 12:00 PM. The Board will make every effort to post a notice in advance of the cancellation.
  - 2) **Recreational swim.** Hours usually are April and September: 12-5 PM on weekends; May: 12-6 PM on weekends; and from Memorial Day until Labor Day: 12-8 PM, daily. Hours may vary based on lifeguard availability. Pool hours are posted at the pool, in the Monthly Newsletter, and on the website. These hours must not exceed the hours listed in the CUP in Appendix A.

The pool is open during recreational swim to all swimmers, as divided into two distinct periods:

- a) *Open swim:* all swimmers, children and adults, may use the pool. While any persons are on the premises during the time period of open swim, a lifeguard is on duty and directly supervising the pool. This time period comprises 45 minutes of each hour during recreational swim.
- b) *Restricted swim:* The pool will be cleared of all children under 14 for a 15-minute period ("restricted swim") at the beginning of each hour. Only responsible persons 14 and over may swim during this time with the exception that one non-swimming child may accompany his or her parent for swim instruction purposes.

The pool is *unsupervised* during this period when the lifeguards are required to conduct other duties that take their attention away from direct pool supervision. Responsible swimmers 14 and over may use the pool during this time, but all swimmers should be aware of the lack of lifeguards, use appropriate caution, and not swim alone.

5. The lifeguard's first responsibility is the supervision and safety of the pool and deck area. Parents are responsible for the supervision of their children in other areas of the club. This applies to all club members and guests.
  - a. Children 6 years and under must always be accompanied and supervised in all areas of the club by a parent or responsible person 14 year or older including in the pool.
  - b. Children 14 and older are permitted at that pool without parents or responsible adults present during normal pool hours subject to adherence to rules and following lifeguard directions.
  - c. Swim Test
    - i. Lifeguards assess a swim test which determines if a swimmer possesses sufficient confidence and skill necessary for deep water swimming. A successful swim test consists of swimming one length of 25-yard pool in a manner that assures the lifeguard that the swimmer possesses sufficient confidence and skills necessary.
    - ii. Children 7 – 13 who HAVE NOT passed a swim test must always be accompanied and supervised by a parent or responsible person 14 years or older on all areas of the club's premises. This includes in the pool during recreational and restricted swim periods as defined above.
    - iii. Children 7 – 13 who HAVE passed a swim test and signed the Pool Use Behavior Agreement with their parent(s) are permitted to use the pool and grounds without the presence of a parent or responsible person 14 years or older during *recreational swim* provided the child is **responsible** for his/her own safety and **complies** with all rules of the club and the lifeguard's instructions at all times.
6. Only qualified swimming instructors who are employed by the club may give swim lessons at the pool.

#### **Closing the pool**

1. The pool will be closed during inclement weather and/or when there is no lifeguard available.
2. The lifeguard may close the pool at any time for reasons of health, safety or excessive disturbance.
3. When the pool closes, the pool cover is placed on the pool, and there is no longer a lifeguard on duty. All persons on the premises must be aware of this situation and responsible for the safety and supervision of their children near the pool and on the club premises.

#### **Safety and Health**

1. No one is to get near the pool or go into the pool when the pool cover is on or when the pool vacuum is in the pool.
2. Stay off the pool cover reel and other swim equipment.
3. Proper swimming attire must be worn in the pool. T-shirts are allowed if required to prevent or protect from sunburn. Hemmed "cutoffs" are acceptable.
4. Babies **must** wear plastic pants over all diapers, including swim diapers.
5. No running on the pool deck area.
6. No pushing people into the pool and no rough play.
7. No pets, skateboards, roller blades, or bicycles are permitted on the grounds or pool area.
8. No glass or breakable containers allowed in the pool or deck area.
9. No diving backwards or flipping backwards into the pool from the side of the pool.

10. No more than one person allowed on the diving board at a time.
11. No use of bats and/or hard balls anywhere on the grounds.
12. No standing on picnic tables or barbecue.
13. No metal objects, toys, swim equipment, or other items that do not meet the approval of the lifeguard are allowed.
14. No diving into the shallow end.

### **Respect for Neighbors**

1. All members must respect the fact that SWCA resides in a residential neighborhood and that our neighbors are entitled to the enjoyment of their property. While at the club, members must avoid excessive noise or other disturbances that might impact our neighbors.
2. The use of amplified sound is not permitted outside the clubhouse, except for swim meets, movie night and the adult summer party. No amplified sound for the swim meets can occur before 8 AM.

### **Discipline**

1. The lifeguard on duty has full authority to discipline and supervise all activities in the pool, grounds, and clubhouse areas. It is the lifeguard's responsibility to enforce the rules with the help of all the members.
2. Any rule infractions, safety, and/or health problems should be reported immediately to the lifeguard.
3. Anyone behaving in a malicious or abusive manner, damaging property, disobeying a lifeguard or in any way jeopardizing the safety of others, may be denied use of the facilities. The lifeguard or any board member has full authority to temporarily suspend anyone from the grounds for cause.
4. For children, such infractions will result in a verbal warning. Three verbal warnings (the same day) will result in a written warning, which will be presented to the child, emailed to the parent, and placed in hard copy in the family's file (or mailed to the family). With a written warning, the child will be asked to leave the pool for the day. After three written warnings (over the course of a swim season), the child will be disallowed from further unsupervised use of the facilities for the season.
5. Serious infractions or repeated violations of rules will be referred to the Board and may result in further suspension from the facilities.
6. Safety and/or personnel concerns relating to an employee of the club (relating to disciplinary or other matters) should be addressed with the lifeguard manager with a written incident report available online and on the clubhouse grounds and sent to [swcalifeguards@gmail.com](mailto:swcalifeguards@gmail.com).

## ***Guest and Clubhouse Information***

1. Persons living in our membership area **cannot** be admitted as guests for swimming or club-hosted social events. This rule does not apply to sitters employed to watch a member's child. Only the Board can make other exceptions.
2. Up to eight (8) bona fide guests can be admitted to the premises with a membership family.
3. Notify the lifeguard that you have brought a guest and advise the lifeguard of his/her swimming ability. The lifeguard may require the guest to take a swim test.
4. Our club-hosted social events are for members only. Exceptions to our "members only" policy can be made in special circumstances such as when family is visiting or if an adult was planning on attending alone and wants to bring a friend/date to the function. Exceptions require advance approval from a board member for all club-hosted events. Club-hosted events are those where the club is purchasing something for attendees such as food, alcohol, games, prizes, crafts, etc. These typically include most holiday parties, but not happy hours.
5. All rules apply to guests, including guest children accessing the pool. It is the responsibility of the members to advise the guest of the rules.
6. Please contact the **Clubhouse Director** if you will be hosting more than 8 guests on the premises.

### **Clubhouse Use and Rules**

1. Swimmers in wet attire are not permitted in the clubhouse.
2. Unsupervised children under the age of 14 are not permitted in the clubhouse.
3. Members are responsible for any damages in the clubhouse caused as a result of carelessness.
4. The **Clubhouse Director** will maintain a schedule for the use of the clubhouse for both club-sponsored activities and for private parties.
5. Smoking (including vaping) is not allowed anywhere on the Club premises.
6. Living room and Kitchen (with exceptions of common refrigerator and Bathrooms) maybe reserved for exclusive use during private parties.
7. During open hours (with exception during private events):
  - a) Furniture in the living/kitchen area is available for use by members inside the clubhouse only. All furniture must be returned to its original position at the end of use.
  - b) Kitchenware in cabinets along the kitchen sink and along the island are available for use by members. Any item used must be cleaned, dried and returned to its original place.
  - c) The kitchen range/microwave may be used. If the range/microwave is used, it must be cleaned and turned off.
1. Food and drinks may be stored in the fridge. It is recommended to label belongings as the fridge is a shared space for the club. *The swim team concession crew may occupy a significant amount of space inside the refrigerator/freezer on the day before swim events. The day before a home swim meet (2 or 3 times in the season) the refrigerator/freezer will not be available. Please check the **Combined Calendar** in advance.*
2. Alcoholic beverages may not be stored anywhere on the premises overnight.
3. No glass or breakable items are allowed outside of the clubhouse.
4. Approval must be obtained by the Clubhouse Director to open or close the glass doors of the clubhouse. Only members that have been trained by a board member are permitted to operate the glass doors (if doors are not operated correctly, they can easily break and are expensive to fix).
5. Members may use the clubhouse for private parties under the following conditions:
  - a) All general rules for the clubhouse use must be followed.
  - b) **EVENT RULES, CLUBHOUSE, GROUNDS, POOL RENTAL RULES and POST-EVENT RULES** must be followed - see below.



- c) The TV may **only** be used in the following two circumstances: (1) during reserved clubhouse/private events and (2) or during open hours, solely by adult SWCA members. In either case, the person who turns on the TV is responsible for turning off the TV before leaving the clubhouse. In the case of (2) above, (a) children, nannies, babysitters, adult siblings, lifeguards, etc., are not allowed to use the TV, and (b) all other clubhouse activities, including studying, take precedence over TV watching. In all cases, those watching TV in the clubhouse are expected to use common courtesy. The Board reserves the right to revise these rules without notice.

## **Inviting Guests, Renting the Clubhouse, Pool and Grounds – FAQ**

- ***If I want to invite a few friends over to enjoy the club premises, do I need to pay a fee?***

Members may bring up to 8 guests without making prior arrangements with the Clubhouse Director. There is no charge to use the grounds and pool if there are **fewer** than 8 guests. **However, as a courtesy, please contact the Clubhouse Director if members plan to invite 6 to 8 guests on a very hot day** so that additional lifeguards can be called if necessary. Please be sure to always clean up the grounds and facility after your guests. If a member or a member's family wishes to bring more than 8 guests, this event needs to be scheduled as rental to ensure enjoyment of the facility by all Club Members and to accommodate additional lifeguards as needed. Members who wish to rent the clubhouse, pool or grounds for a scheduled event for any number of guests must pay a fee.

- ***Who may rent the Clubhouse, Pool and Grounds?***

Any **Full, Associate, Rental or Trial adult members ONLY** can rent the clubhouse, pool and grounds. **Only members can pay the rental fee.** Renting member(s) **MUST** be in attendance during the rental period and are responsible for cleaning and damages. All clubhouse rules, including those posted on the wall of the clubhouse apply to private parties as well as the use of the pool during pool hours.

- ***Who has priority to rent the SWCA Facilities?***

Club sponsored functions have priority over other events. Check Combined Calendar on the SWCA website <https://saratogawoods.net/Combined-Calendar> and then confirm with the **Clubhouse Director** for a list of scheduled events.

- ***Rental Rates***

The Board sets all fee schedules.

- ***Rental Rates - Clubhouse and Grounds:***

Rental Fee: Use of the club for up to five hours, each five-hour block of time includes set up and clean up. An additional fee of 1/2 the five-hour rate will be charged for each two-hour period thereafter. For the current rate based on # of people, weekday vs weekends, etc. **PLEASE REFER** to the rental agreements (*swim season* and *off-season*) posted on the Clubhouse webpage on the SWCA website <https://saratogawoods.net/Clubhouse>.

- Maximum # of guests allowed during the week = 150 people
- Maximum # of guests allowed during the weekend = 80 people

- ***Rental Rates - Pool:***

- In addition to the clubhouse rental fee, additional pool fees will be assessed for swim parties. **PLEASE REFER** to Swim Season Rental agreements on the Clubhouse webpage on the SWCA website <https://saratogawoods.net/Clubhouse> for the current rate based on number of swimmers per hour.
- The number of swimmers allowed in the pool at one time is at the discretion of the lifeguards.
- All pool parties are subject to the availability of lifeguards.

***o Cleaning Deposit***

A Cleaning Deposit is required to reserve the party date. It will be refunded only if the facilities are left clean and undamaged as determined by the Clubhouse Director.

A checkout form must be completed, signed by a lifeguard or the Clubhouse Director, and returned to the Clubhouse Director by the evening of the event for a refund.

PLEASE REFER on the Clubhouse webpage on the SWCA website <https://saratogawoods.net/Clubhouse> for Cleaning Deposit amount and instructions.

***o When do I need to pay for the rental of the clubhouse?***

Members must pay the clubhouse rental fee not less than seven (7) days prior to the event. All necessary forms and fees, including a deposit, must be returned to the Clubhouse Director to secure the reservation.

***o What hours of the day can I rent the club?***

All events must occur within the hours specified in the CUP. For convenience these hours are listed below. Note the clubhouse director will provide acceptable times that may be more restrictive than the hours listed below.

**Outdoor Use**

Between April 1 and October 15:	6:30 AM to 9:30 PM	Monday – Thursday Friday
	6:30 AM to 10:00 PM	Saturday Sunday
	8:00 AM to 10:00 PM	
	8:00 AM to 9:00 PM	

Between October 16 and March 31:	10:00 AM to 9:00 PM	Sunday– Thursday Friday -
	8:00 AM to 10:00 PM	Saturday

<b><u>Indoor Use</u></b> (year around)	8:00 AM to 10:00 PM	Sunday– Thursday Friday -
	8:00 AM to 11:00 PM	Saturday

***Procedures for Renting the Clubhouse, Grounds, and Pool***

- Check the Combined Calendar on the Club website <https://saratogawoods.net/Combined-Calendar>
- Contact the **Clubhouse Director** via phone or email to see if the date you wish to rent the facilities is available. After confirmation is made by the Clubhouse Director please complete all forms.
- Fill out the Clubhouse Rental Agreement
- Attach the appropriate rental fees with the Clubhouse Rental Agreement
- Attach a separate check for the cleaning deposit fee
- Send or deliver the above items to the Clubhouse Director

*NOTE:* All checks must be made out to Saratoga Woods Community Association

**Rental Event Rules**

- The renting member MUST be present during the entire length of the event and is responsible for supervision of guests and maintaining the condition of the facility.
- There must be one adult 21 years of age or older in attendance for every 10 children present at the event.
- The renting member and other adults charged with supervision are responsible for guest safety, especially children, in all areas of the club beyond the pool when the pool is open and around the pool when the pool is closed.
- Children 6 years and under must be accompanied and supervised in all areas of the club by a parent or responsible person 14 years or older.
- The renting member should occasionally check in on the condition of restrooms during the event to ensure a safe and clean environment for all members and guests using the club.
- The front gate must remain closed at all times.
- Alcohol control by the renting member must be in place when minors are on the premises. No alcohol can be left on the premises overnight at any time.
- The pool must remain uncovered for any events that host kids under the age of 14. If an event with kids under the age of 14 is scheduled to continue after the lifeguard's shift ends, the hosting member is responsible for covering the pool at the end of the event. If training is needed for covering the pool, please contact the Clubhouse Director a minimum of one week prior to the event. *No swimming is allowed by anyone - no matter the type of event - after the lifeguard shift ends.*
- No amplified music or sound is allowed. All parties must comply with the club's Conditional Use Permit that can be found here: <https://swca.wildapricot.org/Resources/Documents/CUP.pdf>.
- The times in which rentals can be held in accordance with the Conditional Use Permit are:
  - Outdoor Use Rental Hours (Between April 1 and October 15th): M-Th 6:30 AM to 9:30 PM, Fri: 6:30 AM to 10:00 PM, Sa: 8:00 AM to 10:00 PM, Su: 8:00 AM to 9:00 PM
  - Indoor Use Rental Hours (Year Round): Sun-Thu: 8:00 AM to 10:00 PM, Fri-Sat: 8:00 AM to 11:00 PM

### **Clubhouse Rental Rules**

- The renting member has exclusive use of the kitchen/living room area of the clubhouse during an event with the following exceptions:
  - During pool open hours, lifeguards on duty have access to the entire clubhouse.
  - During pool open hours, access to the bathrooms (both indoor and outdoor) and access to the shared refrigerator will remain open to all club members.
- The Clubhouse Director must approve decorating. Only painter's tape is allowed on interior and exterior clubhouse walls.
- Furniture in the living/kitchen area is available for use during a rental. All furniture must be returned to its original position at the end of the rental.
- Kitchenware in cabinets along the kitchen sink and along the island are available for use during a rental. Any item used must be cleaned, dried and returned to its original place at the end of the rental.
- The kitchen range may be used. If the range is used, it must be cleaned and turned off at the end of the rental.
- Food and drinks may be stored in the fridge. It is recommended to label belongings as the fridge is a shared space for the club. *The swim team concession crew may occupy a significant amount of space inside the refrigerator/freezer on the day before swim events. The day before a home swim meet (2 or 3 times in the season) the refrigerator/freezer will not be available. Please check the master calendar in advance.*
- Alcoholic beverages may not be stored anywhere on the premises overnight.
- No glass or breakable items are allowed outside of the clubhouse.
- The television may be used during a rental. The passcode for the television is the number: *one year before* the club was founded. The television must be turned off at the end of the rental.

- Approval must be obtained by the Clubhouse Director to open or close the glass doors of the clubhouse. Only members that have been trained by a board member are permitted to operate the glass doors (if doors are not operated correctly, they can easily break and are expensive to fix).
- Swimmers in wet attire are not permitted in the clubhouse.
- Unsupervised children under the age of 14 are not permitted in the clubhouse.
- It is recommended that the hosting party check the clubhouse one day prior to the event to ensure that the facilities are in acceptable condition for rental.

### **Ground Rental Rules**

- **When there is no lifeguard on duty, the pool is closed and off-limits.**
- Pool deck furniture that is visible on the grounds and available at the time of the rental can be used. All furniture must be returned to its original position at the conclusion of an event.
- All sheds on the grounds and all equipment in the sheds are *off limits* for rentals.
- The BBQ may be used during a rental. BBQ area must be cleaned at the end of the rental (grill is cleaned and no lighter fluid is left by the grill).
- No glass or breakable items are allowed on the pool deck or near the pool.
- Any outside items being placed on the grounds must be approved by the clubhouse director at least 1 week prior to the rental (bounce house, tents, etc.).
- No use of bats and/or hard balls anywhere on the grounds.
- No standing on any tables or barbecue.
- No pets, skateboards, roller blades, or bicycles are permitted on the grounds or pool area.
- During swim season, the grounds are a shared space with the club members.

### **Pool and Lifeguards Rules**

- A rental application must be submitted *at least 3 weeks in advance* in order to secure lifeguard coverage and pool use is subject to obtaining appropriate lifeguard coverage for an event.
- It is mandatory that all swimming guests must pass a swim test in order to use the diving board/deep end. Failure to comply with this requirement will result in swimmers not being allowed in the pool.
  - A qualifying swim test consists of swimming one length of the 25-yard pool in a manner that assures the lifeguard that the swimmer possesses sufficient confidence and skills necessary for deep-water swimming.
- The lifeguard's first responsibility is the supervision and safety of the pool and deck area. The renting member and participating adults are responsible for supervision of children in other areas of the club.
- The lifeguard(s) on duty have full discretion regarding the number of swimmers in the pool at one time.
- Proper swimming attire must be worn in the pool. T-shirts are allowed if required to prevent or protect from sunburn. Hemmed "cutoffs" are acceptable.
- Babies must wear plastic pants over all diapers, including swim diapers.
- No running on the pool deck area.
- No pushing people into the pool and no rough play.
- No diving backwards or flipping backwards into the pool from the side of the pool.
- No more than one person allowed on the diving board at a time.
- No metal objects, toys, swim equipment, or other items that do not meet approval of the lifeguard are allowed.
- No diving into the shallow end.
- No one is to get near or go into the pool when the pool cover is on or when the pool vacuum is in the pool.
- Stay off the pool cover reel and other swim equipment.
- No glass or breakable containers allowed in the pool or deck area.

- Once the lifeguard shift ends for the day, the pool is closed and off-limits. The renting member is responsible for enforcing this rule and ensuring the safety of all guests.

*Please note that for safety reasons there is a limit to the number of people using the pool at one time, no matter how many guests are present at any one party. For reasons of safety, lifeguards are obligated to use their own discretion in these matters.*

*Lifeguards have final authority on the enforcement of all rules, especially those pertaining to safety, and have the right and responsibility to eject members or guests who refuse to comply with club regulations. Matters of safety that are not covered by pool regulations are within the discretion of the lifeguards on duty when the pool is open.*

### **Post-Event Rules**

- The grounds, clubhouse and bathrooms must be cleaned by the renting member immediately following an event. Please refer to the detailed "Clubhouse and Grounds Checklist" for a list of cleanup responsibilities.
- All trash and recycling inside the clubhouse must be removed and placed in appropriate bins on the side of the clubhouse. New trash can liners (found under the sink) should be placed in the trash and recycling cans.
- Renting members are responsible for recycling all appropriate items to help reduce the amount of trash accumulated at the club and any trash in excess should be taken home for removal.
- The renting member will be responsible for the following upon departure from the club, unless the pool is still open and a lifeguard is on-duty:
  - Turn off all lights before leaving the grounds and clubhouse.
  - Turn off the heater and ceiling fans.
  - Lock the doors on all sides.
  - Close the bathroom windows and make sure toilets are flushed.
  - Lock the front gate before leaving.
- At the conclusion of the event, the renting member must submit the Clubhouse and Grounds Checklist and any borrowed key to the Clubhouse Director.

### **Payment and Cancellation Policies**

The full rental payment is due at least 7 days prior to the event. Please make all checks payable to Saratoga Woods Community Association and submit to the Clubhouse Director.

**Clubhouse Director**  
Michelle Babbage 408-398-0970  
[clubhouse@saratogawoods.net](mailto:clubhouse@saratogawoods.net)

## ***Pool Hours***

Saratoga Woods pool is utilized in the summer months. The following are the hours the pool is open. Note, these hours are subject to change. We traditionally open in April for weekend use, with approximate hours of 12-5 PM. In May, weekend hours are extended to 12-6 PM. Starting in June, usually when school is out, the pool is generally open seven days a week, 12-8 PM, with adult lap swim from 11:30 AM - 12:00 PM. Morning lap swim in the summer may be available during a few weekdays from 6:30-7:30 AM. We generally close the pool mid-October when the children and lifeguards are back in school. Hours are dependent on lifeguard availability and weather. Exact days and hours will be posted at the Pool, each month in the Club newsletter and on the website. Please be aware that there are 2 or 3 Swim Meets held on Saturday mornings in June or July, in addition to an occasional private function that may alter the pool hours or adult lap swim time. A calendar of events will be posted at the pool and on the website.

The hours of operation of the pool shall be within the hours listed in the CUP in Appendix A. For your convenience these hours will be listed on our website.

We offer our adult members a private lane that will be designated as an adult lap lane during regular pool hours. In addition, we have adults swim at the beginning of each hour for 15 minutes, to give the children a rest and adults the opportunity to swim with other adults.

In June and July, the swim team practices weekdays from approximately 4-6:15 PM. Members may use the shallow and diving areas only during this time.

### **Head Lifeguard**

[swcalifeguards@gmail.com](mailto:swcalifeguards@gmail.com)

## **Swim Team**



### **Saratoga Woods Dolphins**

The Saratoga Woods Community Association has a swim team, known as the Dolphins. As a full, trial or rental member of the Association your children may also join the Swim Team. All SWCA members' children (ages 4 to 18 as of May 31) are eligible to join the Swim Team if they meet the minimum swimming requirements. Swimmers are eligible to join the Swim Team if they can demonstrate that they can swim i.e. move forward by simultaneously putting their head in the water, getting off the bottom of the pool, and kicking their feet while moving their arms. In addition, the child needs to show the motivation, interest and desire to participate on the Swim Team.

The first two weeks of swim practice are designated as a trial period during which time the coaches will evaluate the child's readiness for Swim Team. If, at the end of that two-week period, the coaches determine the child is not ready for Swim Team, the family will receive a complete refund of their registration fee.

As of June 1<sup>st</sup>, it is expected that all Swim Team members will be able to swim the 25-yard length of the pool without touching the bottom, the wall or the lane line. Any swimmer wishing to join the team after June 1<sup>st</sup>, is required to pass the swim requirements described in the previous sentence.

### **Swimmer's Time Commitment:**

Sign-ups for Swim Team are in March (exact date will be given in newsletter). Swim Team Practice begins in April and ends approximately the last week in July. Exact date and times will be given during sign-ups. Practice is Monday through Friday in the late afternoon based on the following schedule:

- 4-6 year olds will practice 1/2 hour per day
- 7-8 year olds will practice 3/4 hour per day
- 9 year olds and up will practice 1 hour per day

When school is out the following time schedule applies:

- 11 year olds and up move to morning practice (7:30-9:00 AM)

## ***Swim Team (continued)***

### **Practice and Regular Season Meets**

There will be a Practice Meet plus 6 Meets beginning in June. The season is comprised of five dual meets (between two teams), and the Championship meet (all teams compete). The meets are Saturday mornings starting with warm-ups at 8:15 AM, the meet starting at 9:00 AM and ending approximately at noon. Usually 2 or 3 meets are held at Saratoga Woods, and the rest are away at other League club locations. Meets are followed by a ceremony at the club where ribbons won at the meet are passed out and "Swimmers of the Week" certificates are presented. Additional Swim Team information is available on the Saratoga Woods website.

Saratoga Woods is permitted to hold 4 home swim meets per year. Setup for three of these meets is allowed to start at 7 AM per paragraph 9 of the CUP in Appendix A. Notice must be given to neighbors within 500 feet of the club 30 days in advance of meets that start setup before standard operating hours.

### **Swimmer's Requirement:**

Each swimmer's age, as of May 31<sup>st</sup>, determines the swimmer's age group for the full season.

4 to 6	7 and 8	9 and 10
11 and 12	13 and 14	15 through 18

In order for a swimmer to participate in a meet, the swimmer must be signed up for the team at least one week prior to the dual meet.

### **Parent's Responsibilities:**

Every parent needs to assist in every meet your child(ren) attend, plus the League Championship meet. You will be asked to help in specific ways at each meet. In addition, there are various volunteer jobs throughout the swim team season that each family must commit to.

### **How To Join The Swim Team**

Swim Team Fees will be assessed each year and any changes will be announced prior to the start of the season.

To sign your child up for Swim Team or to inquire more about the Swim Team please call the Swim Team Directors:

### **Swim Team and Aquatics Director**

Laila Fields, 408-605-8741

[dolphins@saratogawoods.net](mailto:dolphins@saratogawoods.net)

Alyssa Takeda Pagonis, 559-824-5350 [lifeguards@saratogawoods.net](mailto:lifeguards@saratogawoods.net)



## ***Swim Lessons***

We would like to introduce you to Saratoga Woods Community Association Swim Lessons. We have swim lessons designed for all skill levels; beginners, intermediate, advanced, and lessons for competitive swimmers who want to perfect their strokes. We provide private, one-on-one lessons to accommodate your (or your child's) individual needs.

Our Swim Lessons are open for members and non-members of the Club. Our Swim Lessons start in the month of June and continue throughout the summer. Usually, lessons are held Sunday through Friday, 9-11:30 AM, before the pool opens. For Swim Lesson times, cost, and availability please contact the swim lesson manager at [swcalessons@gmail.com](mailto:swcalessons@gmail.com) or check the website.

Don't delay! Lessons are scheduled on a first come, first serve basis. We look forward to helping you or your child gain the confidence and skills necessary to enjoy swimming.

**Swim Lessons Manager**  
[swcalessons@gmail.com](mailto:swcalessons@gmail.com)

**Head Lifeguard**  
[swcalifeguards@gmail.com](mailto:swcalifeguards@gmail.com)

## ***Social Activities***

We have something for everyone when it comes to social activities. The club sponsors youth, adult socials, as well as family fun days. Below you will see just some of the many social events we have for our members:

- Progressive Dinner
- St. Patrick's Day
- Children's Easter Party
- Cinco de Mayo Party
- Memorial Day BBQ
- Poolside Happy Hours
- Fourth of July Bike Parade & BBQ
- Adult Summer Party
- Labor Day BBQ
- Chili Cook-off
- Tween/Teen Nights
- Oktoberfest
- Children's Halloween Party
- Sports Viewing Parties
- Adult Holiday Party
- Children's Holiday Party

### **What do I need to do in order to attend these parties?**

The Social Director(s) provides a calendar of social happenings each month in our newsletter. Please contact the Social Director(s) or whoever is in charge of the function (as per the club newsletter) for additional information, as needed.

### **May I bring guests to parties and other social events?**

Our club-hosted social events are for members only. These events are paid for by dues and member donations and we want to ensure that all of our member families can enjoy the food, beverages, crafts, activities and goodies, which are provided by the Club.

Exceptions to our "members only" policy can be made in special circumstances such as when family is visiting or if an adult was planning on attending alone and wants to bring a friend/date to the function. Please note that guest exceptions cannot be made for residents of Saratoga Woods who have chosen not to join the Club. Exceptions require advance approval from a board member for all club-hosted events.

### **Volunteer, please!**

In order to sponsor a full calendar of social activities, volunteers are needed! ***When completing your online registration each year, all members are required to select two (2) events in which you are able to help.*** It is our volunteers that make our events possible and a whole lot of fun. Without our volunteers we would not be able to host these events. There are a variety of tasks to be done throughout the year for any age and physical ability. If you have any questions about what might be a good job for you, please contact the social director.

All but 3 parties at SWCA operate within the hours of operation listed in the CUP. Three parties a year are allowed to run to midnight. The social director will notify neighbors within 500 feet of the club at least 30 days before one of these late night events. These late night events are typically our Annual Summer Dinner/Dance, our Progressive Dinner and our Adult Holiday Party.

### **Reimbursement**

Do you need reimbursement for coordinating a recent event or a club-approved purchase? Please submit photos of your receipts **within 7 days** of the event to the corresponding board member (Social Director for social event, Swim Director for swim event, etc). Be sure to note your totaled expenses, the date of the event, and your mailing address. For those who can't submit photos, you're welcome to submit original receipts or photocopies with the accompanying information listed above. If you haven't received your reimbursement within 2 weeks of submission, please contact the board member for assistance.

## **Social Director**

Dawn Tsiao 408-892-1205, [social@saratogawoods.net](mailto:social@saratogawoods.net)

## ***Grounds Information***

We are a member-owned club, and for that reason almost all our facilities are maintained by volunteer efforts from our members. The club has two annual clean-ups of our grounds for which we **NEED** to have your help. We ask that you and your family come down for approximately 2 hours to help prune, trim, plant, and clean up the grounds. We will provide some type of simple refreshments for all of you in return for your hard work. The exact date and times of our annual clean-ups will be posted in the monthly club newsletter. What a wonderful way to show our children our community spirit. We hope you can join us!!

**Spring Clean-up** (generally held sometime in March or April, before pool opens)

**Fall Clean-up** (generally held sometime in October after pool closes)

If you love to garden and would love to help out from time to time just give our Grounds Director a call. We never turn down good help!!

### **Grounds Director**

Brian Maguire 408-252-4472

[grounds@saratogawoods.net](mailto:grounds@saratogawoods.net)

## ***Appendix A. SWCA Conditional Use Permit***

**Exhibit 1  
CONDITIONS OF APPROVAL  
MODII-0002  
CUP #V-73-1  
12341 Saratoga Creek Drive (APN  
386-21-039)**

### **A. GENERAL**

1. Conditions may be modified only by the Planning Commission unless modification is expressly otherwise allowed by the City Code including but not limited to Sections 15-80.120 and/or 16- 05.035, as applicable.
2. The City shall mail to the Owner and Applicant a notice in writing, on or after the time the Resolution granting this Approval is duly executed containing a statement of all amounts due to the City in connection with this application, including all consultant fees (collectively "processing fees"). THIS APPROVAL OR PERMIT SHALL EXPIRE SIXTY (60) DAYS AFTER THE DATE SAID NOTICE IS MAILED IF ALL PROCESSING FEES CONTAINED IN THE NOTICE HAVE NOT BEEN PAID IN FULL.
3. The Project shall maintain compliance with all applicable regulations of the State, County, City and/or other governmental agencies having jurisdiction including, without limitation, the requirements of the Saratoga Zoning Regulations incorporated herein by this reference.
4. As a condition of this Approval, Owner and Applicant hereby agree to defend, indemnify and hold the City and its officers, officials, boards, commissions, employees, agents and volunteers harmless from and against:
  - a. any and all claims, actions or proceedings to attack, set aside, void or annul any action on the subject application, or any of the proceedings, acts or determinations taken, done or made prior to said action; and
  - b. any and all claims, demands, actions, expenses or liabilities arising from or in any manner relating to the performance of such construction, installation, or alteration or grading work by the Owner and/or Applicant, their successors, or by any person acting on their behalf.

In addition, Owner and Applicant shall execute a separate agreement containing the details of this required Agreement to Indemnify, Hold Harmless and Defend, which shall be subject to prior approval as to form and content by the City Attorney.

### **B. COMMUNITY DEVELOPMENT**

5. Membership. The Saratoga Woods Community Association shall not exceed 200 memberships in total, and in no event shall more than 35 of such memberships be held by owners or residents residing outside of

the Saratoga Woods Neighborhood defined as the area between Saratoga Avenue, Cox Avenue, Saratoga Creek Drive and Prospect High School.

6. Swimming Instructions. Swimming instructions for which a fee may be charged may be given by a person or persons engaged and approved by the Corporation to children under twelve ( 12) years of age, but the number of such children under instruction at any time shall not exceed 75. The children under instruction need not be residents of Westview subdivision.

7. Hours of Operation.

Outdoor Use

Between April 1 and October 15            6:30 A.M. - 9:30P.M. Monday- Thursday  
6:30 A.M. - 10:00 P.M. Friday  
8:00 A.M. - 10:00 P.M. Saturday  
8:00 A.M. - 9:00P.M. Sunday

Between October 16 and March 31        10:00 A.M. - 9:00P.M. Sunday- Thursday  
8:00 A.M. - 10:00 P.M. Friday- Saturday

Indoor Use (Year Round)

8:00 A.M. - 10:00 P.M. Sunday- Thursday  
8:00 A.M. - 11:00 P.M. Friday- Saturday

8. The use of amplified sound is not permitted except for swim meets, movie night, and the adult summer party. No amplified sound for the swim meets shall occur prior to 8:00 A.M. All emitted noise shall comply with Saratoga City Code Article 7-30 (Noise Control).

9. The following exceptions to the prescribed operating hours shall be allowed; provided that the Association notifies all properties within 500 feet specifying the date and time of each event at least 30 calendar days in advance. The Santa Clara County Sheriff and the Community Development Director shall be notified prior to the Swim Team Overnight Campout. At no time shall more than one exception occur during the same weekend.

- Swim Meets- Limited to no more than three per year starting at 7:00A.M.
- One Swim Team Overnight Campout
- One Adult Holiday Party- To end no later than 12:00 A.M.
- One Adult Summer Party- To end no later than 12:00 A.M.
- One Undesignated Special Event/Party- To end no later than 12:00 A.M.

10. Maintenance: Incidental maintenance of the facility including the removal or placement of pool covers and the set-up/clean-up associated with all events shall occur within the prescribed operating hours.

11. Parking. The Association shall provide for 24 off-street parking spaces and bicycle parking. Safe ingress and egress shall be provided to all activities. All swim meets shall include parking monitoring and management.

12. Lighting. Lighting shall be screened or positioned so that the bulbs are not visible from adjacent residential properties during hours of operation and no lighting shall be on during closed hours except security lighting. Security lighting shall be screened or positioned so that the bulbs are not visible from adjacent residential properties.
13. Fencing and Landscaping. The entire recreation area shall be fenced in such a manner as to prohibit unauthorized access thereto. A hedge shall be planted to the satisfaction of the City Arborist along the common property line with 12371 Saratoga Creek Drive.
14. Rules and Regulations. The Association shall adopt rules and regulations for its operation including but not restricted to those essential for operation and control of swimming pool general activities, safety, health, guests and noise. These rules and regulations shall require that the Saratoga Woods Community Association designate a person (or persons) to be a public contact for all issues related to the operation of the facility. This contact information shall be listed on the Website for the Saratoga Woods Community Association and posted on both the outside of the entrance gate and the exterior wall of the clubhouse.
15. Modifications. All plans and layouts for any modification or addition to the Saratoga Woods Community Association's premises shall be submitted to the Planning Commission for approval.
16. Jurisdiction. The Planning Commission retains continuing jurisdiction to impose such additional regulations and restrictions concerning the use of the facilities as may be necessary to prevent unreasonable interference with the quiet enjoyment of other property in the area.
17. Uses. All uses associated with the Saratoga Wood Community Association may include:
  - Recreational swimming
  - Swim team practice
  - Up to 4 Swim meets per year (which may include participant and spectators from outside of the Association)
  - Social gatherings of the members and/or guests (e.g., picnics, BBQs, happy hours)
  - Meetings of the members and guests
  - Parties (e.g., swim parties, birthday parties, graduation parties)