

# Larkey All-Year Swim Club

## Code-of-Conduct

Amended February 19, 2021

Updated February 6, 2024

*The Larkey Code-of-Conduct is established by the Pool Board of Directors.  
Exceptions may be made by the Board on a case-by-case basis.*

### OUR MISSION

Larkey Private Swim Club opened in 1957 to provide an all-inclusive community environment focusing on recreational and competitive swim activities. We are a cooperative, with membership open to residents of the surrounding communities, both families and single individuals. We welcome those who believe in donating their time and talent to create a place for members, their families, and guests to safely enjoy themselves in and around the water.

### WHAT WE VALUE

**Fun & Fitness:** we create an enjoyable atmosphere focused on activities for the entire family

**Community:** we work together to create the best Larkey experience, and create a sense of belonging and acceptance for all

**Diversity:** we build a community of members and employees that does not discriminate

**Dignity & Respect:** we are committed to treating each other in this manner at all times

The members and leadership of Larkey Private Swim Club should represent our Mission and Values. The Larkey Code-of-Conduct is meant to make clear what is expected, encouraged, and discouraged in and around the pool.

### DEFINITIONS

1. An **adult** is any person who has attained 18 years of age.
2. The word **Board** where appearing means the duly elected Larkey Private Swim Club Board of Directors.
3. A **member in good-standing** is one who has paid all dues, fees and fines and no disciplinary restrictions are in force.
4. A **guest** is any other non-member.
5. A **house guest** is any non-member who resides with a member for a temporary period. An employed babysitter or housekeeper working 20 or more hours per week and primarily caring for members' children, shall be considered a house guest. House guests must be pre-approved by the Pool Manager.
6. An **infant** is any person 1 year of age or younger.
7. A **member** is the person or persons and dependents residing in the household of the owner of the membership.
8. The **pool enclosure** is the entire lawn and deck area within the fenced perimeter.
9. The **pool premises** is the entire area owned by Larkey Private Swim Club.
10. The **pool deck** is the cement area surrounding the pool. The boundaries are as follows: the lawn, clubhouse, the drainage line at the shallow end, and up to the fence behind the deep end.
11. The **picnic area** is the area designated for such use outside the pool enclosure.

# CODE OF CONDUCT

## I. GENERAL POOL RULES

1. The club facilities are available for use by members and guests during the hours posted.
2. The Pool Manager and lifeguards are responsible for the enforcement of these rules. All members and guests must abide by the rules and decisions of the lifeguards and/or manager. Further decisions and discussions may take place with the Board if the member has questions or opinions to express.
3. While on duty, the Pool Manager and each lifeguard act as the designated representative of the Board. Negligence or misconduct of any employee observed by any member should be reported to the Pool Manager and/or Board as appropriate.
4. There shall be at least one person holding an authorized lifesaving certificate present within the pool enclosure whenever the pool is open for swimming.
5. Member parents, whether present or not, are responsible for the behavior of their children and guests while using Club facilities and traveling to and from said facilities.
6. A minimum 15-minute adult swimming period shall be declared by the Lifeguard each hour.
7. Our club allows swimming only between the hours of 6:00 a.m. and 9:00 p.m. These hours of permissible swimming may be further restricted by the Pool Manager due to inclement weather, maintenance, staffing and/or non-use of the facilities.
8. The Club is not responsible for goods lost or stolen from the pool premises.
9. Zero glass containers are permitted on the pool deck.
10. Zero food shall be permitted on the pool deck. (This rule does not apply to Lifeguards.)
11. No running or rough housing is allowed on the pool deck.
12. No pets are allowed on the pool premises.

13. Members must be in good standing to use the facility.
14. Swimming: Use of the pool is available to members and guests on the following conditions:
  - Each guest shall be immediately identified as such to the gatekeeper/lifeguard. All members and guests shall be registered at the desk, as a condition to admittance.
  - Each member and guest intending to swim must immediately report to the Lifeguard for an evaluation of his swimming capability, unless that capability is known to the Lifeguard on duty.
  - Any swimmer under 10 must be accompanied and supervised by a person over 16 years of age.
15. All children under the age of three must wear a fitted, reusable swim diaper while swimming. Plastic training pants, disposable swim diapers or regular diapers are NOT allowed.
16. Remember: parents are still parents when they are at the Pool. You are responsible for your children and their actions.

## II. BABY POOL RULES

1. Lifeguards are NOT present at the baby pool, or responsible for children within it. Parents and guardians are solely responsible for the safety of their children while using the baby pool.
2. Only children under 5 may use the baby pool.
3. Children must be accompanied and supervised by their parent or guardian while in the baby pool area. This rule will be strongly enforced!
4. No kickboards are allowed in the baby pool.
5. No diving is allowed from the side of the baby pool.
6. The Lifeguard or Pool Manager is authorized to ask children not accompanied by an adult to leave the baby pool.
7. All children under the age of three must wear a fitted, reusable swim diaper while swimming. Plastic training pants, disposable swim diapers or regular diapers are NOT allowed.

### III. PICNIC AREA

1. Food and supplies used in the picnic area will be provided by each member or guest who will be responsible for cleaning up of this area after use.
  - All food and trash must be discarded in covered trash containers.
  - No food or supplies shall be left unattended on picnic tables, as the club is not responsible in the event of theft or damage.
  - At the conclusion of your party, please take bags of garbage to the dumpster in the parking lot and reline the cans.
2. No one is permitted in the creek area, unless doing so for maintenance purposes under the supervision of a member of the Larkey Private Swim Club Board.
3. Use of the picnic facilities will be subject to first come basis, (please share the area with fellow members,) during prescribed pool hours only.
4. Children under 13 are not allowed without an adult member in the area beyond the bridge. The creek is strictly off-limits without exception.

### ANTI-DISCRIMINATION POLICY

Larkey Private Swim Club does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We will also not tolerate any such behavior by our members or guests. These activities include, but are not limited to, the use of discriminatory language, slurs, or forms of hate speech, whether on the grounds of the pool, at swim team events at other locations, or through the use of the internet and social media.

Larkey is a club with a diversity of outlook and opinions among its members. We are united by our values of Fun & Fitness, Community, Diversity, and Dignity & Respect. Even if we disagree with one another on issues of politics or the events of the day, we must always agree to abide by these values and treat each other in a respectful manner.

### ANTI-BULLYING POLICY

We are committed to providing a caring, friendly and safe environment for all our members so they can swim in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Larkey Swim Club & Larkey Sharks Swim Team events, either at home or away. We have a ZERO TOLERANCE policy on bullying. Anyone who knows that bullying is happening is expected to tell a member of the coaching staff, the Pool Manager, or a member of the Larkey Private Swim Club Board or the Swim Team Board. Larkey will support members, swimmers, parents, and employees when bullying is reported, and is committed to dealing with all incidents of bullying promptly and effectively.

#### What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be:

- **Emotional:** being unfriendly towards another, excluding someone (emotionally and physically), sending hurtful messages on social media, tormenting another (e.g. hiding goggles / floats).
- **Cyber:** including mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.
- **Physical:** pushing, kicking, hitting, punching or any other use of violence.
- **Racist:** using racial taunts, graffiti, gestures or slogans on clothing/apparel.
- **Sexual Orientation Bias:** favoring or disfavoring people based on that person's sexual orientation.
- **Sexual:** unwanted physical contact or sexually abusive comments.
- **Verbal:** name-calling, sarcasm, spreading rumors, teasing.

#### Why is it Important to Respond to Bullying?

Bullying hurts. No-one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Swimmers, coaches, parents, staff (or anyone else involved with Larkey) who are engaging in bullying need to learn to behave differently or they will no longer be welcome at the club.

## How Will Reports of Bullying be Managed?

Any report of bullying behavior will be managed, with due regard to the sensitivities of the situation, by the Swim Team Board and/or the Larkey Private Swim Club Board.

## REPORTING VIOLATIONS OF THE CODE-OF-CONDUCT / LARKEY OMBUDSMAN GROUP

If members witness or suspect that a violation of the Larkey code-of-conduct has occurred, there are several paths to reporting the incident to the Larkey Private Swim Club Board. The contact information for all Board members is published on our website, [www.larkey.org](http://www.larkey.org), and members are welcome to reach out with concerns.

### Larkey Ombudsman Group

Sometimes, members may want a more confidential avenue to address concerns about violations of the Code. There is a group established to confidentially address such issues: the Larkey Ombudsman Group. In the event that a member wants to alert the Board to what they feel is a violation of the Larkey Code-of-Conduct, they can approach the following:

- **Amy Mason**  
Larkey Pool Manager  
925-876-3390
- **Dave Evans**  
Larkey Board Vice President  
925-759-6331
- **Siggy Pohl**  
Ombudsman Member-At-Large  
415-200-6814

These individuals can ensure that any concerns are immediately brought to the required members of the Larkey Board to address.

## DISCIPLINARY MEASURES

1. Each member is responsible for becoming familiar with the written discipline policy and the procedures for enforcing the same.
2. The Lifeguard, Pool Manager or a Board member may deny use of the Club facilities of said offender for one day if misconduct occurs.

3. Serious or repeated misconduct or violations of these general rules may result in temporary suspension of Club privileges pursuant to a hearing before the Board. In severe cases a member may lose their club membership and/or ability to participate on the Larkey Sharks Swim Team in accordance with current club bylaws.
4. Suspension in excess of two weeks, or revocation of membership is a possible consequence of misconduct or violation of these general rules. If a member faces suspension in excess of two weeks or revocation of membership, a hearing will be held before the Board. Suspension or revocation must be voted on and passed by two-thirds of the board attending the hearing.

## DISCIPLINE POLICY

### Minor Infractions (running around pool, jumping off side of diving board, etc.):

1. After due warning, the person may be benched by a lifeguard, coach, Pool Manager or Board Member for 15 minutes. Alternative action may include picking up litter around pool area, sweeping pool deck, or similar chores as needed.
2. A second minor infraction of any sort on the same day results in being discharged from the pool premises for the day, the individual's name being submitted via email to the Pool Manager and/or Board VP to advise of the infractions. A warning will be given via email concerning consequences of continued misconduct. If the offender is a minor, the parents will be notified.
3. After a member has been benched three times in one week, the parents will be contacted and will be required to accompany the child to the pool for two weeks.
4. Continued disregard for rules will be considered as a major infraction.

### Major Infractions (bullying, fighting, destruction of property, etc.):

1. The person is discharged from the pool premises for the day and is suspended until there is a conference between the individual, the parents, the Pool Manager, Coaches and/or member of either the Pool Board or the Swim Team Board. An email note to the parents or

follow up phone calls may be made by the Pool Manager, Coaches and/or member of either the Pool Board or the Swim Team Board.

2. The Pool Manager can, with Board approval, suspend an individual from the pool premises for a period of two weeks. As stated above, if a member faces suspension in excess of two weeks or revocation of membership, a hearing will be held before the Board. Suspension or revocation must be voted on and passed by two-thirds of the board attending the hearing.

## **DISCIPLINE ENFORCEMENT**

1. The Pool Manager has overall responsibility and instructs the Lifeguards on enforcing this policy. The Lifeguards and/or Swim Team Coaches will directly handle incidents of misconduct.
2. Incidents which the Lifeguard or Coach does not or cannot observe should be brought to the attention of the Pool Manager, a member of the Ombudsman Group, or any other member of the Pool or Swim Team Boards as soon as possible. Members who observed the incident must submit an incident report with the Pool Manager, a member of the Ombudsman Group or a Board Member outlining the incident. The incident report will be forwarded to the entire Larkey Private Swim Club Board.
3. At the next scheduled Larkey Private Swim Club Board Meeting, the Board will determine if disciplinary action is necessary.
4. In the event that a Board Member is involved personally in an incident, or a Board Member's family member is involved in an incident, that Board Member will recuse themselves from participating in the disciplinary discussion and action.