



**Glennwood Pool**  
**Policies and Procedures (2024)**  
**Enclosure B**



As a condition of membership, each member agrees that the Glennwood Community Association, Inc. is absolved of all liability in a cause for action where it can be shown that there has been a failure to comply with regulations stated herein. Each member shall also sign a statement that they have read and agree to comply with all regulations of Glennwood Pool (herein referred to as GP).

The Glennwood Pool Board of Directors (herein referred to as BoD) authorizes Board Members/Volunteers (herein referred to as BMVs) on duty to evict anyone violating, or failing to comply with, pool regulations. BMVs are also authorized to enforce additional rules/regulations as may be necessary for the pool to maintain the highest standard of operation. Repeated infractions will be referred to the BoD who at their discretion may suspend pool privileges of the violator and/or the entire household membership unit.

BMVs shall act as a representative of the BoD, with authority to enforce these regulations and supervise the general conduct of all GP attendees. Emergencies regarding GP should be immediately reported to any on duty BMV or contact the President of the Association. If it is a life-threatening emergency, please use the pool telephone to call 9-1-1. Non-emergencies, comments, and complaints should be submitted to the BoD via email at glennwoodpool@gmail.com. A member of the board will respond within one week.

There are **no lifeguards** on duty which poses hazards, and for that reason, a **SWIM AT YOUR OWN RISK** policy is instituted AT ALL TIMES.

**In observance of *Rules of Department of Public Health, Chapter 511-3-5, (Swimming Pools, Spas, and Recreational Water Parks)* issued by the Georgia Department of Health (non-exclusive), and for the enjoyment and safety of all members and guests, the following guidelines shall be observed.**



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### ● HEALTH AND SAFETY

1. Members and guests will NOT use the pool when they are ill (NO FEVER over 100.4 within twenty-four (24) hours); NO COVID-19 SYMPTOMS within 14 days; have an infection of any type or have an open wound. See Appendix 1 of Enclosure B for further requirements concerning COVID-19.
2. Groups of no more than ten (10) at any given group area/pod.
3. All commonly recognized rules of sanitation and safety shall be observed.
4. No spitting, spouting of water, or blowing nose in pool.
5. No running, pushing, wrestling, or horseplay will be permitted in or around the pool.
6. No diving in any area except for designated diving areas at the deep end of the pool. Only one swimmer at a time allowed on the diving board. Diving area must be clear of other patrons before diving is permitted.
7. Children, three (3) years of age and younger, as well as any child not potty trained, must wear water resistant swim diapers. Wearing disposable or cloth diapers is not allowed in the pool. All diapers should be disposed of at home and not in pool trash cans.
8. BMVs on duty have sole discretion to close the pool for safety reasons, including inclement weather, primarily during thunderstorms or in the presence of lightning.
9. No sharing of rafts or any type of flotation device other than with/between household unit members. No personal raft or flotation device is to be left at the pool area for any reason. Devices will be disposed of at the end of the day, if left behind.
10. No rafts or large flotation devices are permitted in the deep end of the pool. These items along with swim fins, goggles, masks, snorkels, balls, tubes, and other swim equipment are allowed in the shallow end at the discretion of the on duty BMV, subject to the number of people using the pool. No sharing of any type of swimming device. No personal swimming device is to be left at the pool area for any reason. Devices will be disposed of at the end of the day, if left behind.
11. Please be mindful of other members and guests when using water gun/propellant devices.



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### ● GENERAL RULES

1. All attendees/members/guests must sign in the member book each time they visit.
2. By signing in, all attendees/members/guests agree to maintain the COVID-19 requirements (Appendix 1 of Enclosure B) and help maintain the pool's sanitation by following all requirements. Otherwise, please DO NOT use the pool or its facilities for the health of our membership.
3. The Association accepts no responsibility for money, valuables, or other articles belonging to those using the pool (loss or damage to personal property).
4. NO ANIMALS are allowed in the pool enclosure under any circumstance.
5. Food and beverages may be brought to the pool area. Members are responsible for properly disposing of their own refuse in the pool trash cans. NO GLASS containers of any kind will be permitted inside the pool enclosure. Columbia County Swimming Pool Regulations prohibit food or beverage around the pool's edge.
6. Tampering with or defacing Association property or equipment is prohibited. Property damage costs will be charged to the responsible member.
7. Smoking is not allowed inside the pool enclosure. A designated smoking area has been assigned outside the pool gate by the Bath House.
8. Legal guardians, present or not, are fully responsible for the conduct of their children using GP facilities. Members are required to ensure that all children, and their guests, are familiar with and abide by GP rules and regulations.
9. Children under thirteen (13) years of age must be accompanied and supervised by a legal guardian or legal guardian-designated chaperone, sixteen (16) years of age or older at all times. The legal guardian or designated chaperone, not the on-duty BMV, shall be responsible for the safety and conduct of the child and/or guests.



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### C. DRESS CODE

1. **Family-Friendly Environment:** Swimwear suitable for all ages, including children, should be family-friendly and appropriate. Only proper swimming attire appropriate to maintain a family-friendly community environment will be permitted in the pool area. Individuals upon entering the pool area must be identifiable, nothing covering their face.
2. **Obscene clothing.**
  - a. For the safety and enjoyment of all members and guests, terms defined by *Columbia County, Georgia Code of Ordinances, Sec. 58-7. – “Obscene clothing”*, shall be observed for the purposes of establishing GP dress code and **such articles are prohibited on GP property:**
    - 1) **Epithets** means “a derogatory or abusive word or phrase used as a descriptive substitute for the name or title of a person or thing.
    - 2) **Lewd** means obscene; sexually unchaste.
    - 3) **Obscene** means offensive to accepted standards of decency, or offensive or repulsive to the senses.
    - 4) **Profane** means irreverent; serving to debase or defile what is holy; impure.
  - b. **Unlawful wear.** No person shall knowingly affix or attach to any piece of outwear clothing, or wear any piece of outwear clothing, which has affixed or attached to it any sticker, decal, emblem, painting, needlework or other device containing profane or lewd words or epithets describing sexual acts, excretory functions or parts of the human body.
3. **For Adults:**
  - a. **Swimwear:**
    - 1) **Men:** Swim trunks, board shorts, or briefs. Ensure that they are clean and in good condition. Avoid excessively loose or baggy swimwear.
    - 2) **Women:** One-piece swimsuits, bikinis, or tankinis. These should be well-fitted and appropriate for a family environment. Avoid overly revealing swimwear.
    - 3) **The following are NOT acceptable:**
      - a) Thongs
      - b) Speedos
      - c) Cut offs / street clothes
      - d) “See-through” / Transparent clothing (wet or dry)
  - b. **Footwear Poolside:** Flip-flops or water shoes are recommended for safety and hygiene reasons.



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### 4. For Children:

#### a. Swimwear:

- 1) **Toddlers and Young Children:** Swim diapers or swimwear with built-in diapers are required if they are not fully toilet trained. Babies wearing disposable or cloth diapers are not allowed in the pool. Only special swim diapers are permitted in pools. Regular swimwear should be age-appropriate, such as one-piece suits or swim trunks.
- 2) **Older Children:** Appropriate swimwear includes one-piece suits, bikinis, or swim trunks. Ensure that swimwear is secure and does not hinder movement.

### 5. General Guidelines:

- a. **Modesty and Respect:** Choose swimwear that is respectful of the family-oriented setting. Avoid overly revealing or suggestive attire.
- b. **Hygiene:** Ensure swimwear is clean and suitable for swimming.
- c. **Safety:**
  - 1) **Footwear:** Use slip-resistant footwear around the pool to prevent slipping.
  - 2) **Sun Protection:** Consider swimwear with UV protection and use sunscreen to protect against sunburn.
- d. **Behavioral Considerations:** While not directly related to attire, ensure that behavior around the pool is respectful and appropriate for a family-friendly environment.

### ● GUESTS

1. All guests must be accompanied by and registered by a bona fide member. Members and their guests must sign the book when they arrive at the front gate.
2. Members may only have the same guest four (4) times per season. Otherwise, the guests should consider becoming a member to continue enjoying the pool.
3. Member household units may bring no more than six (6) guests at one time. More than six require special permission *prior* to visiting, by the BoD.
4. All guests will be charged a fee of \$5.00 per person, per day. Guest fees can be prepaid by cash, check, or Zelle. Payment is required in full upon entering the GP enclosure. Children under the age of two (2) years old are free.
5. All guests are subject to all rules that apply to members. Conduct of guests is the direct and sole responsibility of the members who sponsor them.



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### ● DIVING BOARDS AND DIVING AREA

1. Only one person at a time is permitted on the diving boards and ladders.
2. Divers must wait until the area is clear and the previous diver is at the side or the ladder.
3. Divers must not swim to the back wall but to the side closest to the board used to exit the diving area.
4. Diving or jumping off the sides of the boards is not permitted.
5. Hanging on the underside of the diving boards is not permitted.
6. Handstand, cartwheel, and “sit” dives are not permitted.
7. Swimming in the diving area is not permitted unless the diving board is NOT in use.
8. No rafts or large flotation devices are permitted in the diving area of the pool.

### ● SWIMMING POOL

1. Children under thirteen (13) years of age must be accompanied and supervised by their legal guardian, or a designated chaperone sixteen (16) years or older, appointed by their legal guardian. The legal guardian or chaperone, **NOT** the on-duty volunteer, shall be responsible for the safety and conduct of the child.
2. Children requiring the assistance of floating devices or safety devices to swim must be accompanied by an adult when in the water, including pool entry stairs.
3. Radios, CD players, etc. may only be used at a low setting that does not hinder the enjoyment of the GP Radio by other guests.
4. The GP Radio should be set at a reasonable sound volume. Members are not permitted to change the station or adjust the volume. Complaints or suggestions regarding the music or radio should be directed to [glennwoodpool@gmail.com](mailto:glennwoodpool@gmail.com) or to an on-duty BMV, if present.
5. NO GUM is permitted in the pool area.
6. Furniture should be returned to its original station before leaving the area.

### ● BATH HOUSE

1. Members and their guests are requested to help keep restroom facilities clean and in good-working order.
  - Do not flush any foreign articles such as sanitary napkins, disposable diapers, or paper towels down the toilets. Place these items (except disposable diapers), as well as any other restroom trash, in the provided restroom trash can.



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- Faulty plumbing is to be reported, upon its discovery, to the on duty BMV, or by contacting a member of the BoD.
- Cleaning up of graffiti and other defacement is an unnecessary expense that will be borne by the responsible party/ sponsoring member immediately.
- Members using the facility must spray the area after each use with sanitizer spray.
- All trash is to be disposed of in a trash container. Spilled food and drinks are to be cleaned up and the area rinsed with water.

### POOL PARTIES

1. Pool parties will be held for ten (10) people. Each additional person will have an additional fee of \$5 each. Maximum party size of twenty (20) people.
2. Members of Glennwood Pool may schedule private pool parties by completing the Events Application Form located at [www.glennwoodpool.net](http://www.glennwoodpool.net). **(Host MUST be a current season member)**
3. The pool may be used for a pool party scheduled on the agreed upon, available, date with the event coordinator or the volunteer coordinator.
4. The member sponsoring the party must be present at the party for the entire length of the party.
5. The pool remains open for members during all pool parties scheduled during normal operating hours.
6. The party host (member) is responsible for paying for each guest as required on our Event Agreement form. Guests include adults and children, swimmers and non-swimmers. Payment is to be paid in full seven (7) days before the scheduled party. Any extra charges that occur the day of the party, as specified on the Event Agreement Form, must be paid in full before the member leaves the pool area the day of the party.
7. The party host (member) is responsible for cleaning/sanitizing the pool area and emptying the party litter before leaving. Trash may be placed in the clubhouse trash canisters or taken home. The BMV on duty will check the pool following the party for cleanliness and damage.
8. Minor staging of furniture that does not adversely impact other members may occur. The party host (member) is responsible for returning all pool furniture moved to accommodate the event, including tables, chairs, and loungers, back to its original position prior to leaving the event. Movement of furniture can NOT encroach the six feet distancing on other members utilizing the pool.
9. All pool rules and regulations apply to all parties. The party host should ensure that all party guests adhere to GP policies and procedures.
10. Parties sponsored by GP are not private parties, but are events held for the benefit of the pool members. Pool rules and attendant provisions will apply. The hours and length of the functions may vary as indicated in our Event Form Agreement.





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11. The cost for pool parties varies based on the party's duration, and number of guests attending. For more information, email [glennwoodpool@gmail.com](mailto:glennwoodpool@gmail.com) or check out our Event Agreement form on [www.glennwoodpool.net](http://www.glennwoodpool.net).

### **DESIGNATED GUARDIANS/BABYSITTERS**

1. All babysitters/designated guardians must be sixteen (16) years or older.
2. The babysitter/designated guardian is not required to be a pool member, however they must be listed on the family membership form and indicated as such.
3. The non-member babysitter cannot visit the pool while "off-duty" or bring guests, including their own family members.
4. All children under the care of a babysitter must be pool members listed on the membership application as such.
5. Babysitters/designated guardians must follow the same pool rules as GPA members.
6. Babysitters/designated guardians are limited to the oversight of no more than four (4) children at one time.
7. Babysitters/designated guardians must maintain visual contact of the children while visiting Glennwood Pool.

### **● FAILURE TO OBEY RULES**

1. The on duty BMV shall report anyone failing to comply with these rules to the BoD.
2. In the event of an immediate safety concern in which the member or guest refuses to comply, the on duty BMV may ask the offending party to leave the premises. If the offending party fails to immediately leave the premises, the on-duty BMV may call 9-1-1.
3. Violators will be contacted and notified of the following:
  - 1st offense – warning
  - 2nd offense - expulsion for 1 day
  - 3rd offense – expulsion for 3 days
  - 4th offense - subject to the discretion of the BoD.
  - The BoD maintains the right to waive the expulsion after the first warning and terminate membership from the pool without refund. and require the member to pay the cost of any damages, to include litigation fees if applicable.





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- **GENERAL RULES FOR CONDUCTING MEETINGS:**

Robert's Rules of Order provide a structured way to conduct meetings and make decisions efficiently. These rules help ensure that meetings are conducted fairly and efficiently, allowing everyone to have a voice and that decisions are made in an orderly manner. Glennwood Pool has derived the following using Robert's Rules as a guideline:

1. **President's Role:** The president (or designee) is responsible for maintaining order, facilitating discussion, and ensuring the meeting follows the agenda and rules.
2. **Call to Order:** The president begins the meeting by calling it to order and confirming that a quorum is present (the minimum number of members needed to conduct business).
3. **Agenda:** Follow a pre-established agenda to keep the meeting organized. The agenda should list all items to be discussed in logical order.
4. **Motions:**
  - a. **Making a Motion:** A member must make a formal motion to propose an action or decision. For example, "I move that we..."
  - b. **Seconding a Motion:** Another member must second the motion to show that at least one other person supports discussing it.
  - c. **Debate:** Once a motion is seconded, the members can debate it. The chair should ensure that everyone has a chance to speak, and that discussion remains relevant to the motion. Each person will have 5 minutes to present their case. (No Grandstanding)
5. **Voting:**
  - a. **Types of Votes:** Votes can be taken by voice ("Aye" / "Nay"), show of hands, or ballot, depending on the importance of the decision.
  - b. **Majority Rules:** Most decisions are made by a simple majority (more than half of those voting). Some decisions may require a two-thirds majority.
6. **Amendments:** Members can propose changes to the original motion (amendments). Amendments must be seconded and can be debated before voting.
7. **Point of Order:** If a member believes that a rule is being violated, they can raise a "Point of Order" to address the issue.
8. **Approval of Minutes:** Minutes are read back for approval. Members can suggest corrections before they are approved.
9. **Adjournment:** The meeting ends when all business has been addressed or a motion to adjourn is made and seconded. The chair should declare the meeting adjourned.
10. **Minutes:** Accurate minutes should be recorded and distributed within seven (7) days of the meeting, summarizing decisions made, motions passed, and key discussions, as well as loaded to the shared OneDrive in the appropriate year folder under "Minutes".



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### Standing Rules:

1. Expenditures under \$50 do not require board approval for bathroom supplies and general maintenance supplies (gas and oil), however will be reflected in the Annual Budget (paid receipt required for reimbursement).
2. Chemical purchases for the pool do not require board approval, are reflected in the Annual Budget, and charged to the Association monthly (paid receipt required for reimbursement).
3. Membership celebration expenditures that do not require BoD approval:
  - a. Main dish provided by BoD: \$200.00 limit.
  - b. All food and drinks (deserts included) provided by BoD: \$300.00 limit.
  - c. Paid receipts are required for reimbursement.
4. The treasurer will use accounting software to produce monthly Treasurer Statements and Year-to-date Profit and Loss Statements. The software will be cloud based and accessed by the president, vice president, and CPA (if applicable) with “view only” rights. The cost of the software will be included in the Annual Budget and training will be provided if needed.
5. The Certified Pool Operator (CPO) is responsible for ensuring the pool is always ready for inspection by the county, as well as balancing the water and maintaining the chemicals at a safe level for swimmers during the open season. The CPO will have the right to charge chemicals for the pool without having to get board approval. If there is an expense outside of the chemicals, the CPO must bring it to the board for approval prior to obligating the funds. The CPO position can be a volunteer from the membership. The CPO must maintain their certification at the Association’s expense, if a volunteer. However, if a qualified volunteer is not available, the board will have the right to hire a CPO or Pool Service Company for the season or until a qualified volunteer is obtained.
6. Seasonal business advertising will be sold for \$100. The business is to provide a vinyl 3x4 or 3x6 banner. The banners will be put up on the fence as the application fees are paid. (Enclosure G: Business Advertising Application)

Location: 4580 Carol CT  
Evans, GA 30809

For Information Call: 706-825-0973  
Email: [glennwoodpool@gmail.com](mailto:glennwoodpool@gmail.com)  
Website: [Glennwoodpool.net](http://Glennwoodpool.net)  
Follow us on Facebook/GlennwoodPool