



## **Te Ara Koropiko West Spreydon Pool Access Card Agreement and terms of use**

### **Purpose of the Pools**

The Te Ara Koropiko West Spreydon School Pools were primarily built to ensure that the children currently enrolled at the School would have the opportunity to learn water safety and survival skills and have the opportunity for competitive and recreational swimming. Our local community who have invested in our school in the past, will also have the opportunity to enjoy these wonderful pools.

### **Pool Committee**

The pool committee is a hardworking group of volunteers who work under the management of the principal of the school. They are delegated to operate the pool after school hours and do so willingly and in good faith. Please respect them and follow their instructions.

They have the delegated authority from the principal to cancel a community user's access card immediately if there is a danger to other users and to ask disruptive members of the community to leave the pool area immediately. The principal will follow this up officially and in some cases, make the decision directly on the recommendation of the pool committee. If necessary the police will be called.

An accident register will be kept and incidences /accidents recorded. These will be reported to the principal.

Any damage or vandalism will be reported to the school caretaker at the beginning of the next school day. If the damage is serious and poses a risk to public safety the pool will be closed until repairs can be affected.

All expenditure with regards to the school pools will require the principal's prior approval

Any complaints are to be directed to the principal [admin@westspreydon.school.nz](mailto:admin@westspreydon.school.nz)

### **Board Responsibility**

The Te Ara Koropiko West Spreydon School Board is legally obliged to ensure the safety of all people who use the School's pool facilities. In order for us to achieve this the following terms and conditions of membership shall be adhered to at all times.

### **Criteria for community access to and use of the pools**

#### **Access to the Pools**

Access to the pools is provided by an access card (also known as a pool key in this Pool Use Contract). Each access card is provided upon receipt of the required fee, and is valid for one season (November–March, with the exact dates to be advised by the principal). This Access Card entitles the access card holder and their household (as defined below), with the correct supervisor-to-swimmer ratios, access to the pools.

**For the purpose of this contract, a “household” is understood to be a family group living permanently under the same roof.**



### **Application requirements**

- To be a cardholder and to gain access to the pools, you must:
  - complete, sign and submit this Community Use Contract to the pool committee together with the required fee as set out below .
  - be at **least** 18 years old and either must be the parent of a child who is currently enrolled at the school **OR** must be connected to our school community. This connection will need to be supported and validated through a nomination system **OR** by agreement with the pool committee or principal.

Please note:

Any member of the community requesting an access card who is not a parent of a child currently enrolled at the school must be nominated by a community or school family member and approved by the pool committee or principal.

- confirm you have read and understood the pool rules, code of conduct and all other requirements in this contract and agree to comply with them and ensure anyone accessing or using the pools with their access card complies with them
- confirm you understand that any breaches of the pool rules, code of conduct or other requirements by the cardholder or any person accessing or using the pools with their access card may result in the immediate cancellation of the access card and no refund will be given.
- attend a health and safety briefing and any other required induction training before receiving an access card.
- agree to complete duties as specified on the pool roster during the season. These will include cleaning the toilets, hand basins and changing rooms, returning and tidying pool equipment, tidying the pool area, reporting damage and removing or replacing the pool covers.
- Every application for an access card must state clearly the names of the children who permanently reside at the stated address (and all other members of the household living at that address permanently). The exception to this is when parents have shared custody of the children, by mutual agreement between the parents, the other parent does not have to purchase a separate key in order to take his/her own children to the pool. If either parent has another reconstituted family, that family will need a separate key.

**The principal reserves the right to accept or refuse any applications for an access card.**

**The principal, as manager of the pool, shall determine when and if an access card is cancelled.**

**Any Access Card holder who is found to have provided misleading or false details in an application, will have their access card cancelled and will not be provided with a refund.**

### **A Priority system has been established:**

- Priority 1- current school family
- Priority 2-previous season key holders
- Priority 3- ex-school whanau /ex-key holders
- Priority 4- New community

All new nomination processes will still apply to these priority levels



### Te Ara Koropiko West Spreydon School Pool Bank account details:

ASB Bank/Branch/Account No: 12-3148-0131748-00

Reference: 9211

Family Name and Pool Access card

No key will be issued until payment is received

For the purpose of this Contract:

- a “household” is understood to be a family group living permanently under the same roof.
- “outside of school hours” means:
  - during days that the School is open and children are attending: **6:00am - 8:00am & 3:30pm - 9:00pm**
- During weekends, public holidays and school holidays, **6:00am - 9:00pm**
- The “responsible access card holder” means, in relation to any person using the pools, the access card holder who lives permanently in the same household as that person, or whose access card was used by that person to access the pools.

### Access Cards

Access Cards remain the property of the school board and may not be shared outside the access card holder’s household or transferred, may not be copied or reproduced/replicated in any way and must **not** be used for commercial use.

- the cost to replace a lost or damaged Access Card is \$20
- keep your access card in safe place
- if your access card is lost or stolen please report it to the pool committee immediately
- Those who have not returned the previous season’s key will not be able to apply until the key is returned, or a valid explanation is given

### Use of the Pools:

1. There is **no lifeguard** at our school pool. All children under the age of 8 must be actively supervised. Actively supervising means that the supervisor will be available immediately should a situation arise that requires care and/or attention. Actively supervising does not mean being within the grounds but not paying attention, i.e. on their phone, reading a book or talking to others without **ALWAYS** paying attention to the swimmers.
2. The following supervision ratios apply:



3. The school pools are first and foremost for school use to provide water awareness and water safety skills education to children. This will take priority over any other use.



4. The pools will only be available to access card holders, their household and any guests permitted under this policy.
5. All access card holders of the pool should be aware that there is, and will be, CCTV operating around the pool area 24 hours per day. This footage may be used by the school, board and/or police in the event of a public disturbance or criminal offence. It will also be used to support the cancellation of an access card.
6. An access card holder may bring guests into the pool compound with prior agreement to have use of the pool for a specified date. Please email the [pool@westspreydon.school.nz](mailto:pool@westspreydon.school.nz) and state the names of the guests for whom you require pre approval. Each guest will need to deposit \$3 per entry into the school bank account before entering the pool gate. (*Special allowances will be made for visiting grandparents and close family of the Access card by prior agreement.*) The limit on the number of guests and the nature of the guests will be decided on a case by case basis, and will be at the discretion of the principal.
7. All access card holders must complete duties as specified on the pool roster during the season. These will include cleaning the toilets, hand basins and changing rooms, returning and tidying pool equipment, tidying the pool area, reporting damage and removing or replacing the pool covers.
8. If you are first to arrive in the pool compound, follow the “First In” procedure. If you are last to leave the pool compound, follow the “Last Out” procedure.

First In Procedure:

- The first people into the facility shall check the facility to ensure there are no issues, report any issues to [pool@westspreydon.school.nz](mailto:pool@westspreydon.school.nz) and remove the covers to the pools.
- If you are first to arrive in the pool compound, follow the “First In” procedure:
  - Check gates secure
  - Walk fence line and check it is intact and secure
  - Walk pool surrounds and check for rubbish or dangerous objects
  - Check plant room is locked
  - Check changing sheds & 3 toilets are safe – people/hazards/rubbish
  - Remove all covers off the pool you are using – 2 people is easier

Last Out Procedure:

If you are last to leave the pool compound, follow the “Last Out” procedure:

- Check plant room is locked
  - Changing sheds & 3 toilets: check they are safe (people/hazards/rubbish), turn off lights, pull doors shut
  - Check gates lock securely
9. The pools can only be used by an access card holder, their household or any permitted guest outside of school hours and the pools are out of bounds at all other times.
  10. If an outside organisation or community group wishes to utilise the school pool for an event they can contact the school office. Access will be granted on a case by case basis and is at the discretion of the principal. The leader of the group must commit to all of the pool use rules, procedures and adhere to the code of conduct.



### Pool Use Rules:

11. No one is to swim alone
12. Pool gate must be closed upon entry and again once you leave. The gate is not to be left open for other users. They must use their own access card
13. There are male and female changing rooms in the pool complex. They must be used to dress and undress.
14. There are two toilets in the pool complex. These are the only toilets available for swimmers on the school site. These toilets must be cleaned after each use
15. The school and pool community take no responsibility for the damage or loss of any personal belongings in the pool area or changing sheds. Please remove all personal items from the changing sheds when you leave
16. Babies must be wearing the appropriate swimming nappy
17. Use of the pool is not permitted to any swimmer who has had diarrhoea or vomiting in the last 14 days.
18. In the event of a faecal discharge (code brown) or vomit in the pool, the pool must be evacuated and the pool committee notified immediately. No one will be allowed to enter the pool areas until the "shock treatment" and clean up has been completed and the chemical levels are restored.
19. No running in the pool area
20. Diving, manu and jumping into the pool should only be executed, from the pool edge, into the deep end of the pool. Users must check the water prior to diving, manu and jumping to ensure there is no risk of collision with other pool users and to ensure it is safe to do so. Please be aware of your own limitations. No flipping into the pool
21. No fixtures / equipment are to be moved into the pool area. No equipment is to be used as a temporary diving platform
22. No hard balls or other inappropriate equipment that is likely to cause harm may be used within the pool area.
23. No bikes, scooters, skateboards or rollerblades permitted to be used within the pool area
24. Swimming under the influence of drugs or alcohol increases the risk of drowning. Like the rest of the school property, the pool is drug-free and alcohol-free, and neither shall be consumed in the school grounds and pool compound nor shall any person swim in the pools under the influence of any drugs or alcohol.
25. Food and non-alcoholic drinks are permitted within the pool compound.
26. All rubbish must be taken home with the user
27. No food or drink in the pools
28. No glass in the pool area
29. No smoking or vaping anywhere on the school grounds
30. No music is permitted in the pool compound
31. **All users must be respectful of other pool users, the pool committee volunteers, school staff members and neighbours at all times.**

### Parking

32. You are **NOT** permitted to bring a vehicle into the school grounds. This applies when using the pools even if it is out of school hours. There is adequate parking on Lyttelton Street and surrounding streets.



### **First Aid**

33. A swimming pool first aid kit is available within the compound during the swimming season and is available to all pool users at all times. The kit may also contain resuscitation masks and a foil blanket. A note is clearly displayed requiring any use of the kit to be reported to the school office, so that stocks can be topped up and injuries recorded in the first aid log.
34. Report **ALL** serious injury to us as soon as possible.

### **In an emergency, call 111**

If you have any difficulties with the use of the pools, or notice anything that requires attention that is not an emergency, please email [pool@westspreydon.school.nz](mailto:pool@westspreydon.school.nz)



**Terms of use - Te Ara Koropiko West Spreydon School and Community Pools**

<b>I confirm I understand and agree to the following conditions and values as a pool user:</b>
<ul style="list-style-type: none"><li>• I am responsible for the behaviour and safety of anyone admitted to the pool using my Access Card, and I must ensure that all such people obey all of the pool rules.</li></ul>
<ul style="list-style-type: none"><li>• I agree to attend a health and safety induction training of the pool compound. I understand the hazards present within the pool compound, and I am responsible for advising and explaining those hazards to all users of my Access Card.</li></ul>
<ul style="list-style-type: none"><li>• I understand that if anyone accessing or using the pools with my Access Card breaches these terms I may have my card cancelled without refund and this will affect all legitimate users of that Access Card who will no longer have access to the pool outside school hours.</li></ul>
<ul style="list-style-type: none"><li>• I will actively participate in the role of kaitiaki (caretakers) of this school and community resource by respecting and caring for the facility.</li></ul>
<ul style="list-style-type: none"><li>• I will respect the rights and safety of others by acting in a manner that is thoughtful, unselfish and safety conscious.</li></ul>
<ul style="list-style-type: none"><li>• I have deposited the agreed amount into the provided bank account, and will return the Access Card at the end of swimming season. I understand that the bond will only be refunded directly to my bank account when the pool key is returned by the specified return deadline and when the School Board is satisfied that the key holder has abided by the rules and conditions above</li></ul>
<ul style="list-style-type: none"><li>• I understand and accept that the Te Ara Koropiko West Spreydon School Board, the pool committee and school management have complete authority and discretion to review and modify the terms and conditions as they see fit, if public health and safety are being compromised.</li></ul>

**Any breaches of the above Pool Use Rules, code of conduct or any other requirements in this contract may result in the immediate cancellation of the access card of the responsible access card holder and no refund will be given. In the event of serious anti-social or destructive behaviour, the principal may serve a Trespass Notice which remains in effect for two years.**

