

## **City of Santa Monica Community Aquatics Program** **Swim Center Pool Allocation Guidelines for Permit Groups**

~~These guidelines pertain to permitting of the facilities managed by the City of Santa Monica Community Aquatics Division, Santa Monica Swim Center, which houses two outdoor pools: The Splash Pool (25 meters x 25 yards), a large, shallow recreation pool and the Fitness Pool, (50 meters x 25 yards) with a diving section.~~

~~The Fitness Pool contains 19 short course lanes or 8 long course lanes.  
The Splash Pool can be divided into a total of 10 short course lanes.~~

~~The Swim Center also has a meeting room on the second floor with an attached Sun Deck. The meeting room and a portion of the Sun Deck are available for rental for aquatics related activities and meetings.~~

### **1. Mission Statement**

The mission of the City of Santa Monica's Community Aquatics Program is to provide comprehensive aquatics programming that meets the needs of the community through highly accessible, enjoyable and varied opportunities for learning and recreation. We strive to offer a safe, responsive and welcoming aquatics environment that promotes the health and well-being of our CitCitysy's residents.

### **2. Priority Use System**

~~The f~~Following is a list of user categories~~types~~ in priority order. This priority list iswill be used as a guide in allocating pool space, while still ensuring a balance of programming is offered for the residents of Santa Monica. Definitions for each user category are in the appendix to the annual City Council Master Fee resolution titled Community Services – Facility User Categories. - stated in Attachment A.

- 1) City of Santa Monica Programs
- 2) Santa Monica College (SMC)\*
- 3) Santa Monica-Malibu Unified School District (SMMUSD)
- 4) Santa Monica-based Non-Profit Organizations – Youth aquatics/sports programs
- 5) Non-Santa Monica-based, Non-Profit Organizations permitting the Swim Center 2,000 hours or more annually – Youth Aquatics/Sports Programs
- 6) Santa Monica-based Primary and Secondary Private Schools
- 7) Santa Monica-based Non-Profit Organizations – Adult aquatics/sports programs
- 8) Non-Santa Monica-based Non-Profit Organizations permitting the Swim Center 2,000 hours or more annually - Adult Aquatics Programs
- 9) Other Santa Monica-based Organizations and Businesses
- 10)Other Non-Santa Monica-based Organizations and Businesses
- 11)Filming

\*Use of the facility by Santa Monica College is governed by the City of Santa Monica-

Santa Monica College Joint Use Agreement, which specifies the college’s seasonal use of the Fitness and Splash pools. Additional hours for SMC outside of the Joint Use Agreement hours can be allocated when requested if they do not displace an already allocated program unless it is for special events with at least two weeks advanced notice.

**3. Lane Allocation Considerations**

Groups in good financial standing with the City of Santa Monica will be allocated pool time utilizing the Priority Use System as a framework. Although this system provides a framework for allocation, the City of Santa Monica Community Aquatics staff will allocate pool space with the goal of ensuring that a balance of activities and opportunities are available to residents. Users may not monopolize desirable pool time so as to jeopardize a variety of programming opportunities being offered to the residents of Santa Monica.

- ~~Percentage of residents vs. non-residents~~
- ~~Size of program~~
- ~~Total number of Santa Monica residents in the organization/program~~
- ~~Type of program~~
- ~~Viability of program~~
- ~~Consistent use of previous allocation~~
- ~~Adherence to permit requirements and facility rules and regulations~~

**3.1 Lane Allocation Percentages for a Balance of Programming**

The following percentages are approximately what the distribution was during 2018 and 2019.

	<b><u>Summer</u></b>	<b><u>Fall/Winter/Spring</u></b>
<u>City Use</u>	84%	59%
<u>SMC</u>	0%	<u>24%</u>
<u>SMMUSD</u>	0%	1%
<u>Permit Groups</u>		
• <u>SM Youth programs</u>	10%	10%
• <u>SM Adult programs</u>	5%	5%
• <u>Other</u>	1%	1%

Should there be competing requests for allocation; the following additional factors will be considered in allocation of lanes:

**3.2 Pool Allocation Prioritization by Group Type and Pool**

- Youth groups have priority weekday afternoons (3:00 to 6:30pm) with a balance of City programming, youth permit groups and lap swimming
- Adult groups have priority in the evenings (6:30pm to closing time) with a balance of City programming, adult permit groups and lap swimming
- Early morning hours are shared between youth permit groups, adult permit groups and lap swimming
- The Splash pool is primarily for learn to swim classes, novice and disabled person permit groups, recreation swimming, and lap swimming

- The Fitness pool is primarily for advanced level workout permit groups, lap swimming and specialty classes

### **3.3 Allocation of Lanes based on Santa Monica Residents**

The lane allocations to each group are dependent upon the number of Santa Monica resident participants in relationship to the available lane hours as well as the priority use designated for pools and time frame. The number of Santa Monica residents for each group will be based on the Membership Usage Report created at the beginning of the permit application process for the 12-month period prior to the beginning of the seasonal application process. New permit groups must submit a roster with addresses of participants to determine the number of Santa Monica residents.

While lanes are assigned based on historical data, City staff will work with the Santa Monica Aquatics Advisory Council (SMAAC) as needed regarding lane allocations. The following is an example with sample numbers to help explain how this guideline for calculating lane allocations based on the number of Santa Monica residents works.

	<b><u>Group A</u></b>	<b><u>Group B</u></b>	<b><u>Group C</u></b>	<b><u>Total</u></b>
<b><u># SM Residents</u></b>	<u>200</u>	<u>100</u>	<u>50</u>	<u>350</u>
<b><u>% of total SM Residents</u></b>	<u>57%</u>	<u>29%</u>	<u>14%</u>	
<b><u># lane hours per group</u></b>	<u>148</u>	<u>75</u>	<u>36</u>	<u>300</u>

### **3.4 Existing and New Permit Groups**

Permit groups that have been a permit group for five or more consecutive years should not have their lane allocation reduced to be given to new groups unless they are not averaging the lane utilization rate described below. If there is no underutilization of lanes, the new permit groups can be given allocations but it would not come out of the existing permit group percentage of pool utilization specified in section 3.1.

### **3.5 Lane Utilization**

To ensure efficient and equitable use of the pools in high demand, the following lane utilization guidelines will be utilized:

<b><u>Group</u></b>	<b><u>Average Lane Utilization (Short Course)</u></b>
<u>Youth organized workouts</u>	<u>3 swimmers per lane</u>
<u>Adult organized workouts</u>	<u>3 swimmers per lane</u>
<u>Youth permit group swim classes</u>	<u>2 students per lane</u>
<u>Disabled person classes</u>	<u>2 students per lane</u>

During each application period, each permit group's lane utilization rate for the previous full season will be calculated with the following formula:

nNumber of resident and non-resident entries per season  
(nNumber of allocated lane hours/week) xtimes (number of weeks/season)

If a group does not meet the average lane utilization rate, then the group's lanes may be reduced if another group that meets or exceeds the average lane utilization, requests lanes at the same time and location of the group not meeting the lane utilization averages.

### **3.6 Review of Allocations Before Confirmation of Allocations**

City Staff will contact and work with permit groups before issuing allocation assignments particularly with those groups whose potential lane allocations will be significantly less or different from what is requested.

~~Once pool permits have been issued, additional pool time will be permitted only if space is available during the time requested. At least a two week advance written notice is required in the event an organization needs to cancel the permitted lane. If the canceled permitted lanes are not needed for City programs, staff will notify other existing permit holders via email of the lane availability, and allocate the available pool space to the first respondent. All permitting of pool space will be approved in writing.~~

~~In order to help ensure safe and quality workouts<sup>[MK1]</sup>, organizations are expected to limit the number of participants entering the Swim Center in relationship to the number of lanes they are permitted.~~

### **3.7 Lane Reallocations**

Once pool permits have been issued, additional pool time will be permitted only if space is available during the time requested.

#### **3.7.1 Permit group partial and complete cancellations**

If a permit group notifies the City staff that they will not be using some or all of their allocated lanes ahead of time, City staff will notify permit holders via email of the lane availability. The lanes will be reallocated in the following order of priority:

- o Permit groups that have lanes at the same time in order of their lane utilization rate
- o Permit groups in the same priority category in order of their lane utilization rate
- o Other permit groups in order of their lane utilization rate
- o Lap or recreation swimming

If a permit group does not use their lanes with little or no advance notice, the lanes will be available to other permit groups using the pool at the same time in order of lane utilization rate. This will be done by coordination with the supervisor/manager at the pool.

#### **3.7.2 Billing for reallocated lanes**

If a permit group gives less than 14 days' notice for cancelling their permit lanes, they will be billed for those lanes unless they are reallocated to another permit group ahead of time and the permit group picking up the lanes will be charged for the lanes used. If the lanes are reallocated with little or no notice,

the original permit group will be charged for the lanes.

### **3.8 Dispute Resolution Process**

If a permit group has issues with their lane allocations, they should first address them with the City staff. If their issues are not resolved to their satisfaction, the permit group can bring it to the Santa Monica Aquatics Advisory Committee for discussion.

#### **4. Non-Profit Status**

In order to be classified as a non-profit organization, verification demonstrating good standing with the state of California is required by June 30<sup>th</sup> of each year for returning organizations and at the time of permit application submission for new applicants. City staff will verify an organization's status by using the California Office of the Attorney General's Registry of Charitable Trusts at [www.irs.gov/Charities-&-Non-Profits/Search-for-Charities](http://www.irs.gov/Charities-&-Non-Profits/Search-for-Charities).

#### **5. Residency Classification for Prioritization and Billings**

In order to qualify as a ~~non-profit~~ resident organization or Santa Monica business, at least 50% of the ~~entries to participants using~~ the Swim Center must be by Santa Monica residents. ~~Participants are defined as "unduplicated" (# of different people). This will be calculated during the permit application process using the Membership Usage Report for the 12-month period prior to each seasonal application process.~~ Organizations with both adult and youth programs are classified separately by program. If the percentage of resident ~~entries participants~~ during ~~this periode concluding quarter~~ is 50% or greater, the organization will be classified as a resident organization for the ~~following at season quarter~~ for its priority category and billing.

~~both adult and youth programs are classified separately by program.~~<sup>1</sup>

Each organization participant must provide proof of residency in the form of a driver's license or other acceptable form of identification upon entrance to the Swim Center to obtain an Activity Passport photo ID card and to be classified as a resident. Activity Passport cards are used for tracking attendance and must be obtained by residents and non-resident participants. Residents that do not provide proof of residency to Swim Center staff will be classified as non-residents until proof of residency is provided. Organizations may be required to have their members re-verify residency. This will be required no more than once per year with advance notice provided to the organizations.

~~Organizations that have not been an Aquatics permit group and O~~rganizations that have not applied for an Aquatics permit ~~at the Swim Center~~ within the last 12 ~~months~~ will be required to submit ~~organization program~~ rosters with full home addresses of participants (business addresses, PO boxes, etc. are not acceptable) ~~to the Swim Center~~ at the time of permit application submittal for determination of residency. ~~Newly formed organizations must submit their roster to the Swim Center prior to the first day of use. This roster will be compared to the information submitted with the permit application and user category classification adjustments will be made as warranted.~~

~~Each organization participant must provide proof of residency in the form of a driver's license or other acceptable form of identification upon entrance to the Swim Center to obtain an Activity Passport photo ID card and to be classified as a resident. Activity Passport cards are used for tracking attendance and must be obtained by residents and non-resident participants. Residents that do not provide proof of residency to Swim Center staff will be classified as non-residents until proof of residency is provided. Organizations may be required to have their members re-verify residency. This will be required no more than once per year with advance notice provided to the organizations.~~

**6. Classification in Priority Use Categories**

~~For determining placement in the Priority Use Categories, participation levels during the 12-month period prior to each seasonal application deadline are used. If 50% or more participants are residents, the organization will be categorized as a resident organization (youth and adult programs calculated separately) for the upcoming permit period.~~

**7.6. Application Process and Timeline**

Applications for pool permits will be accepted ~~three timestwice~~ per year for priority processing. Application/permit dates are approximate and may be adjusted based on school calendars and/or staff schedules. Permitting periods may vary each year in order to adhere to the Santa Monica/Malibu Unified School District's school year calendar, Santa Monica College calendar, and/or Swim Center maintenance schedules.

Hours requested on the permit application are to include warm up and cool down time. Permits requested after the application deadline for each permitting period will be issued on a space availability basis.

*Dates are approximate*

~~Hours requested on the permit application are to include warm up, stretching and cool down time. Permits requested after the application deadline for each permitting period will be issued on a space availability basis.~~

	<u>Applications Available</u>	<u>Application Deadline</u>	<u>Review/ Confirmation Of Allocations</u>	<u>Permits Issued</u>	<u>Permit Period</u>
<u>Summer</u>	<u>Early April</u>	Mid-April	Early to Mid- <u>May</u>	Mid- <u>May</u>	<u>Mid-June to Mid-August</u>
<u>Fall/Winter</u>	Mid- <u>June</u>	Late June	Early to Mid- <u>July</u>	Mid/ <u>Late-July</u>	<u>Mid-August to End of December</u>
<u>Winter/Spring</u>	Early November	Mid-November	Late November	<u>Early/Mid-December</u>	<u>January to Mid-June</u>

**8.7. Cancellations**

Credit for cancellations will only be given with two or more weeks' advanced written notification to Swim Center staff.

## **8. Subletting**

Permitted groups cannot ~~exchange or~~ sublet their allocated pool space to any other group and will be responsible for paying for all lanes permitted.

~~Credit for cancellations will only be given with two or more weeks advanced written notification to Swim Center staff.~~

## **9. Permit Group Attendance**

Member information for each organization will be entered into the City's recreation software system and each person will be issued an Activity Passport card to be swiped upon entering the Swim Center. In the event an organization has a new participant ~~that has not been added to the organization's roster~~, they will be asked to sign-in upon entry to the Swim Center and be counted as a non-resident unless proof of Santa Monica residency is provided. New members will be given a grace period in which to obtain an Activity Passport card. Members that continually participate with an organization without obtaining an Activity Passport card may be denied access until a card is obtained. Organizations will be required to provide staff with information on new and deleted members on at least a monthly basis in order to update the automated system.

## **10. Payment**

Organizations will be billed ~~monthly~~ quarterly with the estimated date the invoice is sent being the 15<sup>th</sup> of the month according to the schedule below. The payment is usually due on the last day of the month. ~~Payment of invoices will be due upon receipt and~~ is considered delinquent if not received within thirty days of invoice date. Permits may be canceled with lanes reallocated and facility access denied if payment is not received on time. Late payments may also result in loss of priority standing for the following permitting season and a requirement for advance payment may be instituted.

Payments for occasional use permits are due at the time of booking. Permits will not be issued without payment.

## **11. Tournament Rentals**

Organizations can apply for use of ~~Community Aquatics facilities~~ the Swim Center for tournaments, although the City is limited in the number of tournaments that can be held each year pursuant to the operating conditions for the facility. Fees are charged on a per-hour basis and only include use of the Fitness Pool. Staff will provide ~~two~~ timely ~~notice~~ weeks' notice to permit groups regarding permit changes due to tournaments.

## **12. Prohibited Uses**

Permits will not be issued to organizations that compete with City programs. Private instruction requires authorization by the Director of Community ~~and Cultural~~ Services.

## **13. Facility Closure**

The Santa Monica Swim Center is closed on the following days: Thanksgiving Day, December 25<sup>th</sup>, January 1<sup>st</sup>, Presidents Day, Martin Luther King Jr. Day, and a minimum of two weeks of closure during the year for facility maintenance and repairs. Additional days may be added.

**14. Facility Limited Hours**

The Santa Monica Swim Center has limited hours or is closed on the following days: Friday following Thanksgiving Day, December 24<sup>th</sup>, December 31<sup>st</sup>, Cesar Chavez Day, Memorial Day (Last Monday of May), Juneteenth, July 4<sup>th</sup>, and Labor Day (First Monday of September). Additional days may be added.

**15. Permit Group Rules**

The Santa Monica Swim Center Permit Group Rules are designed to help provide a safe and successful experience. Organizations are responsible for ensuring their staff and participants follow these rules. See Attachment B. The Permit Group Rules are agreed to by the permit groups as a part of the permit application process.

Permit holder participants and representativess must abide by the following Code of Conduct:

- a) Permit holders shall be respectful of the swim center and facility users
- b) Permit holders shall be respectful of City staff
- b)c) Permit holders shall be respectful of other permit holders and their clients
- ~~c)a) Permit holders shall be respectful of other permit holders and their clients~~

**16. Pool Allocation Guidelines for Permit Groups Approval**

This document is approved by the Santa Monica Community Services division and reviewed by the Santa Monica Aquatics Advisory Committee.

This is an updated version of the 2011 version as of March 30, 2022 for review by the SMAAC ad hoc group and the City staff.

This document is approved by the Community Services Division on XX/XX/2022.