

City of Culver City Plunge Swim Complex

Pool Allocation Guidelines for User Groups

The guidelines and procedures below pertain to permitting the City of Culver City Plunge Swim Complex, located at 4175 Overland Avenue. The facility is a 25 yard by 50 meter swimming pool which offers a variety of swim and exercise programs for residents of Culver City and the surrounding communities and is managed by the Parks, Recreation & Community Services Department. The facility can be divided into three usable spaces and/or can accommodate up to 19 short course swim lanes or up to 8 long course swim lanes. The facility has the ability to safely divided up to 3 long course lanes into 6 short course lanes with the use of lane dividers.

It is the goal of the Parks, Recreation & Community Services Department guidelines to provide all Culver City residents, regardless of program participation, an opportunity to access this facility in an objective manner.

Priority Usage Procedure

Culver City Plunge is permitted out according to the following priority system:

1. City of Culver City operated programs
2. Culver City Unified School District programs
3. Culver City based non-profit* youth groups with 50% +1 verifiable resident participation
4. Culver City based primary and secondary private schools
5. Culver City based non-profit* adult groups
6. Culver City based organization and businesses
7. Non-Culver City based non-profit*, organizations and businesses

Note. *Non-profit documentation is required annually to maintain status. Complete program rosters are also subject to periodic review in order to maintain status. Submission of these documents is required in a timely manner.

Once facility use needs for City operated programs and CCUSD are set, all other facility users will be considered for remaining access space. If the demands for desired space exceed pool space availability of remaining time slots, requesting groups are allotted space based on their priority category and the number of residents within their organizations that will use the pool. Each competing group within a given category will be ranked according to the number of residents in their group divided by the total number of residents of all groups within that category (See example). As outlined below, those groups with a larger number of city residents will receive higher priority.

Allocation Procedure

Requesting groups within an established category will be allocated pool time based on the number of Culver City residents who are members. The allocation is based on the percent of the number of residents in a given group to the total number of residents among all groups within that category. If scheduling conflicts arise, the percent of resident members determines the proportionate amount of available pool time, or lane hours, the group receives.

Example

There are three youth non-profit groups, A, B and C, that would like to use the pool between 3 to 5 p.m. 5 days a week for 10 weeks. For simplicity, we will state that there are 10 lanes for use for a total of 100 hours per week or 1000 hours for the season. Resident numbers for these groups are 100 for A, 70 for B and 130 for C for a total hour request of 300 for 1000 available. The percentage of pool time each organization receives is as follows, based on a total number of 1000 available hours and a total of 300 resident members for the 3 groups:

- Group A $100 \text{ residents}/300 = 33\%$
- Group B $70 \text{ residents}/300 = 23\%$
- Group C $130 \text{ residents}/300 = 43\%$

Using the percentages listed above, lane hours allocated for each group for this season are:

- Group A $1,000 \text{ lane hours} \times 33\% = 330 \text{ lane hours}$
- Group B $1,000 \text{ lane hours} \times 23\% = 230 \text{ lane hours}$
- Group C $1,000 \text{ lane hours} \times 43\% = 430 \text{ lane hours}$

Application Process and Timeline

Applications for pool access are accepted quarterly. Permits are awarded for a 3 month period, beginning July 1. Notification of application decision is made 15 days after request is made.

Requesting groups must indicate the number of residents that are members on the application. It is required that groups document the number by providing a roster of all members at the time they submit the application that includes full names, dates of birth, complete address with zip code and contact number.

All fees and damage deposits are due at the time permit is issued consistent with City policy for all Parks, Recreation & Community Services Department reservations or

facility use. Permits will not be processed without fees being paid in full and without all required group documents submitted.

Lane Assignment Procedure

If required, the Parks, Recreation & Community Services Department can rotate the wall lanes as follows.

Groups that identify their program participants as novice will be given priority to the shallow water wall lanes. If more than one group identifies itself as novice during the same time frame, then the Parks, Recreation & Community Services Department will rotate the lanes weekly.

Groups that identify their program participants as intermediate or advance will be considered the same with regards to shallow water wall lane assignments. If more than one group identifies itself as intermediate or advance during the same time frame, then the Parks, Recreation & Community Services Department will rotate the available wall lanes weekly.

Unused or Underused Lanes Procedure

If required, the Parks, Recreation & Community Services Department can reassign unused or underused rented lanes as follows.

Unused lanes are defined as a lane or lanes that are not occupied with swimmers 15 minutes after the start of the rental, without prior communication with the on-deck pool manager or written communication to the Plunge coordinator.

Underused lanes are defined as the renter having 1 swimmer per each lane and the renter having access to more than 2 lane. When this occurs the team will be asked by aquatics staff to release the under used lane. The under used lane or lanes will be reallocated by staff.

Groups that identify their program participants as novice will be given priority to the lanes if their numbers on that day warrant the reallocation. If more than one group identifies itself as novice during the same time frame, then the Parks, Recreation & Community Services Department will rotate the lanes as needed.

Groups that identify their program participants as intermediate or advance will be considered for lane redistribution only after novices groups have been evaluated by City staff. If more than one group identifies itself as intermediate or advance during the same time frame, then the Parks, Recreation & Community Services Department will rotate the reallocated lane as needed.

The renter whose lane has been reallocated will receive an email from staff documenting the reason and amount of lanes. The email will be used to credit the renter for the following month.