City of Santa Monica Community Aquatics Program

Pool Allocation Guidelines for Permit Groups

October 18, 2022

These guidelines pertain to permitting of the facilities managed by the City of Santa Monica Community Aquatics Division.

# Mission Statement

The mission of the City of Santa Monica 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 City’s residents.

# Priority Use System

The following is a list of user categories in priority order. This priority list is 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. In 2022 these priorities are:

Santa Monica Swim Center

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

SMMUSD Aquatic Facilities

1. City of Santa Monica Programs
2. Santa Monica-Malibu Unified School District (SMMUSD)
3. Santa Monica College (SMC)\*
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.

# 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.

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

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

|  |  |  |
| --- | --- | --- |
|  | **Summer** | **Fall/Winter/Spring** |
| City Use | 84% | 59% |
| SMC | 0% | 24% |
| SMMUSD | 0% | 1% |
| Permit Groups |  |  |
| * SM Youth programs | 10% | 10% |
| * SM Adult programs | 5% | 5% |
| * Other | 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 6:00pm or 7:00pm) with a balance of City programming, youth permit groups and lap swimming
  + Adult groups have priority in the evenings (6:00pm or 7:00pm 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.

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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Group A** | **Group B** | **Group C** | **Total** |
| **# SM Residents** | 200 | 100 | 50 | 350 |
| **% of total SM Residents** | 57% | 29% | 14% |  |
|  |  |  |  |  |
| **# lane hours per group** | 148 | 75 | 36 | 300 |

While lanes are assigned based on historical data, when the City staff deems it necessary, they will work with the Santa Monica Aquatics Advisory Council (SMAAC) regarding lane allocations. The Aquatics Program Manager will contact the chair of the SMAAC to include a discussion item on the next regular meeting or hold a special meeting to address the issue.

**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.

* 1. **Lane Utilization**

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

|  |  |
| --- | --- |
| **Group** | **Average Lane Utilization (Short Course)** |
| Youth organized workouts | 4 swimmers per lane |
| Adult organized workouts | 3 swimmers per lane |
| Disabled person classes | 2 students per lane |

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

number of entries per season

(number of allocated lane hours/week) x (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.

**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.

* + 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:

* + Permit groups that have lanes at the same time in order of their lane utilization rate
  + Permit groups in the same priority category in order of their lane utilization rate
  + Other permit groups in order of their lane utilization rate
  + 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 still 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 Aquatics Program Manager. If their issues are not resolved to their satisfaction, it should be brought to the Community Recreation Manager. If the issues is still not resolved, the permit group can make a request to the Aquatics Program Manager and SMAAC chair to include a discussion item on the next regular meeting or hold a special meeting to address the issue.

# 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 30th 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.

# Residency Classification for Prioritization and Billing

In order to qualify as a resident organization or Santa Monica business, at least 50% of the entries to the Swim Center must be by Santa Monica residents. 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 and must submit 2 applications for consideration of pool space. If the percentage of resident entries during this period is greater than 50%, the organization will be classified as a resident organization for the following season for its priority category and billing.

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 organizations that have not applied for an Aquatics permit within the last 12 months will be required to submit rosters with full home addresses of participants (business addresses, PO boxes, etc. are not acceptable) at the time of permit application submittal for determination of residency.

# Application Process and Timeline

Applications for pool permits will be accepted three times 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.

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

# Cancellations

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

# Subletting

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

# Permit Group Attendance

Member and coach information for each organization will be entered into the City’s recreation software system and each member will be issued an Activity Passport card to be swiped upon entering the Swim Center. In the event an organization has a new participant, 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. Permit groups should submit a current roster with each seasonal permit application. Permit groups can request up to two times per year, a list of the people affiliated with their organization in the Swim Center’s computer system.

# Payment

Organizations will be billed monthly with the estimated date the invoice is sent being the 15th of the month. The payment is usually due on the last day of the month. Payment 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.

# Tournament Rentals

Organizations can apply for use of Community Aquatics facilities 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 weeks’ notice to permit groups regarding permit changes due to tournaments.

# Prohibited Uses

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

# Facility Closure

The Santa Monica Swim Center is closed on the following days: Thanksgiving Day, December 25th, January 1st, 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.

# Facility Limited Hours

The Santa Monica Swim Center has limited hours or is closed on the following days: Friday following Thanksgiving Day, December 24th, December 31st, Cesar Chavez Day, Memorial Day, Juneteenth, July 4th, and Labor Day. Additional days may be added.

# 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. The Permit Group Rules are agreed to by the permit groups as a part of the permit application process.

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

* 1. Permit holders shall be respectful of the swim center and facility users
  2. Permit holders shall be respectful of City staff
  3. Permit holders shall be respectful of other permit holders and their clients

# Pool Allocation Guidelines for Permit Groups Approval

# This document is approved by the Santa Monica Community Services Recreation Department and the Santa Monica Aquatics Advisory Committee on October 18, 2022.