

City of El Segundo Aquatics Program

Pool Allocation Guidelines for Permit Groups

These guidelines pertain to permitting of the facilities managed by the City of El Segundo Aquatics Program.

1. Mission Statement

The mission of the City of El Segundo 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 customers.

2. 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 El Segundo.

- 1) City of El Segundo Programs
- 2) El Segundo Unified School District/Wiseburn Unified School District Programming**
- 3) El Segundo Resident Non-Profit Organizations – Youth aquatics/sports programs
- 4) El Segundo Resident Non-Profit Organizations – Adult aquatics/sports programs
- 5) Non-El Segundo Resident, Non-Profit Organizations permitting the Aquatics Center 2,000 hours or more annually – Youth Aquatics/Sports Programs
- 6) Non-El Segundo Resident Non-Profit Organizations permitting the Aquatics Center 2,000 hours or more annually - Adult Aquatics Programs
- 7) Other El Segundo Organizations and Businesses
- 8) Other Non-El Segundo Organizations and Businesses
- 9) Filming

*Use of the facility by ESUSD or WUSD is governed by the El Segundo Wiseburn Aquatics Center Joint Use Agreement, which specifies the seasonal use of the pools. Additional hours for the school districts 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 El Segundo will be allocated pool time

utilizing the Priority Use System as a framework. Although this system provides a framework for allocation, the City of El Segundo 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 El Segundo.

3.1 Pool Allocation Prioritization by Group Type and Pool

- Youth groups have priority weekday afternoons (5:00pm-9:45pm) with a balance of City programming, youth permit groups and lap swimming
- Morning hours are shared between youth permit groups, adult permit groups and lap swimming
- The Instructional Pool is primarily for learn to swim classes, novice and disabled person permit groups, recreation swimming, and lap swimming
- The Competition Pool is primarily for advanced level workout permit groups, lap swimming and specialty classes

3.2 Allocation of Lanes Based on El Segundo Residents/Success Criteria

The lane allocations to each group are dependent upon the score given in the annual user group success criteria review.

3.3 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 scoring lower than previous years in the annual user group success criteria review.

3.4 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.

3.5 Lane Reallocations

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

3.5.1 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 by the order outlined in the Priority Use System in section 2.

3.6.2 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 City Staff. If their issues are not resolved to their satisfaction, the permit group can make a request to City staff to include a discussion item on the next regular Aquatics Subcommittee meeting or hold a special meeting to address the issue.

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 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.

5. 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 to adhere to the ESUSD and WUSD swim 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/Late July	Mid-August to End of December
Winter/Spring	Early November	Mid-November	Late November	Early/Mid-December	January to Mid-June

6. Cancellations

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

7. Subletting

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

8. 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. Additional pool use will be included on the bill for the month used. Payment must be made in accordance with the monthly billing guidelines.

9. 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 per use basis. Staff will provide two weeks' notice to permit groups and other users regarding permit changes due to tournaments.

10. Prohibited Uses

Permits will not be issued to organizations that compete with City programs. Private instruction is not permitted during recreational swim or lap swimming.

11. Facility Closure

The El Segundo Aquatics Center is closed on the following days: Thanksgiving Day, The Day After Thanksgiving, December 24th, December 25th, December 31st, January 1st, Presidents Day, Martin Luther King Jr. Day, and a minimum of 1 week of closure during the year for facility maintenance and repairs. Additional days may be added.

12. Facility Limited Hours

The El Segundo Aquatics Center has limited hours or is closed on the following days: Memorial Day, July 4th, and Labor Day. Additional days may be added.

13. Permit Group Rules

The City of El Segundo Aquatics program 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:

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