



### Overview

Cloverdale Cabana Club is a private, volunteer-based swim club. As such, we depend on the goodwill and participation of all members to help us maintain a safe and enjoyable facility. As a condition of membership, one person from each member household is required to serve four hours over the course of the swim season (May-September). Shifts are only two hours in length and run from 1:30pm to 3:30pm or from 3:30pm to 5:30pm. Please check [www.cloverdalecabana.com](http://www.cloverdalecabana.com) for blocked dates and times as our focus is to have coverage on busy days only.

### Greeting Members & Guests

1. Ensure that all Members sign the Guest Registration Book
2. Ensure that all Guests sign the register book and are accompanied by a Member
3. Collect guest fees
  - Guest -\$4.00/person
  - Non-Swimming Nanny – FREE
4. Complete Gatekeeping shift form and deposit in the black lock box stored on the pump room door at the end of your shift
5. Seal completed gate keeping shift form and money collected in specially marked gate keeping envelope and deposit in the black lock box stored on the pump room door
6. If a Member has purchased a guest/snack card – punch appropriate amount used

### Events/Parties

1. During Party Events, the Member and guests still need to sign the Guest Registration Book. Guests are not required to pay the \$4 guest fee if they have the proper pre-paid color wrist band. Gatekeepers are authorized to sell additional Party Guest wristbands for \$4 each
2. If at any time you receive a complaint(s) regarding the event, or their attendees,  
**Call KRIS at 408-805-4718.**

### Sell Ice Cream & Guest/Snack Cards

1. Sell ice cream during adult swim time
2. Deposit ice cream money in freezer lock box labeled “ice cream”
3. Sell guest/snack cards-deposit money in lock box labeled “guest/snack cards”

### Other

1. Verify that children under sixteen (16) who bring minors as guests have a note from both sets of parents authorizing the minor guest’s attendance
2. Ensure that children under ten (10) years old, unless cleared in advance with the lifeguard, are accompanied by a parent or an authorized adult chaperone
3. Assist the lifeguard with any disciplinary issues if required
4. Advise the Board If the relief Gate Keeper does not show by calling **KRIS at 408-805-4718**

**\*\*\* Any critical emergency requiring assistance, Dial 911 IMMEDIATELY \*\*\***  
**Then call Noe at 408-569-1720 or Nic at 408-605-7439**

**Cloverdale Cabana Club PO Box 176, Campbell, CA 95008 VM (866) 998-8686**  
**[www.cloverdalecabana.com](http://www.cloverdalecabana.com)**