



**Cloverdale Cabana Club**  
"Campbell's Best Kept Secret"

## Gate Keeper Duties 2011 Season

### Overview

Cloverdale Cabana Club is a private, volunteer-based swim club. As such, we depend on the good will and generosity of all members to maintain a safe and enjoyable facility.

As a condition of membership, all member households are requested to serve three (3) gate keeping shifts over the course of the swim season (April-October). This allows us to have coverage for most days. Shifts are only two hours in length and run:

1. Saturdays - 1PM to 3PM or 3PM to 5PM - Apr. 9 until end of Sept
2. Sundays - 1PM to 3PM or 3PM to 5PM - Apr. 9 until end of Sept
3. Tuesdays thru Fridays – 2PM to 4PM or 4PM to 6PM - June 15 to July 9
4. Tuesdays thru Fridays – 1PM to 3PM or 3PM to 5PM - July 9 to Aug.

### Responsibilities

#### Greeting Members & Guests

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

#### Events/Parties

1. During event rentals, the Member and guests still need to sign the register book but the guests do not pay an additional fee to attend.
2. If, at any time, you receive any complaints regarding the event, or the attendees, call Lisa Milanes at 408-892-3101.

#### 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 are bringing in guests have a note both of their parents authorizing the guest's parents approve their attendance
2. Ensure that children under ten (11) years old, unless cleared in advance with the lifeguard, are accompanied by a parent or an authorized chaperone
3. Assist the lifeguard with any disciplinary problems if requested
4. Advise the Board If the relief Gate Keeper does not show up by calling 408-892-3101

**\*\*\* If at any time, there is an emergency that requires professional assistance, dial 911.**