



Youth Drop-Off Policy
Board-approved May 2026
Revised 5/14/26

Section 1	Purpose	2
Section 2	Scope	2
Section 3	Definitions	2
Section 4	Check-in & Access Procedures; Clubhouse	2-3
Section 5	Under-Age Dropoff & Violations (0-10)	3
Section 6	Unaccompanied Minor Violations (11-15)	4
Section 7	Conduct/Behavior & Safety Violations	4
Section 8	Conduct Enforcement Levels	4
Section 9	Documentation Requirements	4-5
Section 10	Implementation Notes	5
Appendix A	Gate M photo	6
Appendix B	Progressive Discipline Decision Tree View	7
Appendix C	Progressive Discipline Table View	8

Southampton Recreation Association
Youth Supervision, Drop-Off, Check-In, and Conduct Policy

1. Purpose

This policy establishes clear, enforceable standards for child supervision, drop-off procedures, check-in protocols, and behavioral expectations across SRA property. The goal is to ensure safety, consistency, and fairness for all families while supporting staff in real-time decision-making.

2. Scope

This policy applies to all members, dependents, and guests on SRA property, including:

- Pool and pool deck
- Clubhouse and living room
- Tennis courts
- Playground
- Parking lot
- Walkways and common areas

“Campus” = any area within SRA property.

Guardians must remain on campus unless otherwise specified.

3. Definitions

3.1 Guardian

A supervising adult age 16+ who remains on campus and is responsible for the child.

3.2 Age Groups

- 0–10 years: Must have an actively supervising guardian on campus at all times.
- 11–15 years: May be on campus without a guardian after proper check-in.
- 16+ years: Eligible to serve as supervising guardian.

3.3 Swim Team Practice

- Organized team practices run by SRA coaches.
- Coaches do not verify guardians or supervise children outside practice activities.

4. Check-In & Access Procedures

4.1 Swim Team Practice (Before Pool Opening)

- Entry through GATE M (see image below).
 - After practice, all swimmers must re-check in at the main gate once the pool opens (11 and older may check in without a guardian provided they have a guardian’s phone number on file).
 - Guest team gate locked by Signature staff at pool opening.
 - Temporary barrier between baby pool and bathroom allows restroom access without entering the pool area.
 - Parents dropping off swimmers to park may continue using GATE M until the main pool gate opens.
 - Coaches direct swimmers to the correct exit (GATE M) but do not verify guardians.
- Please remember: guardians are required to be on SRA campus for swim team swimmers under age 11 during practice.

4.2 Member Check-In System

- All members will be checked in at the main gate.

4.3 Gate Guard Responsibilities

Southampton Recreation Association
Youth Supervision, Drop-Off, Check-In, and Conduct Policy

- Verify ages and guardian requirements.
- Ensure 0–10-year-olds have an actively supervising guardian at all times.
- Ensure 11–15-year-olds meet unaccompanied access requirements.
- Escort improperly dropped-off children to the office where office staff will contact the guardian.

Clubhouse Living Room & Game Room

- Clubhouse Living Room: The clubhouse living room (where the TV is located) is intended to be a quiet space for our membership. Many members use this area to work remotely during the day, so it needs to be calm and free of disruptions. Wet swimsuits are not allowed.
- Clubhouse Game Room: Guardians are responsible for monitoring children in the clubhouse game room. For safety, wet swimsuits are strongly discouraged, apart from taking temporary shelter during an electrical storm. Disrespectful or destructive behavior will result in consequences.

5. Under-Age Drop-Off Violations (Ages 0–10)

- Consequences apply to adult member accounts, not children.
- Child Procedure (Always the Same)
- Lifeguard escorts child to the office.
- Office staff assist child in calling guardian.
- Child waits safely in the office.
- No reprimand to the child.

Adult Consequences

Stage 1 – First Occurrence

- Guardian must return within 1 hour.

After 1 hour: \$10 per 5 minutes charged to account.

- Guardian must sign in and remain on campus or take child home.
- Incident documented.

Stage 2 – Second Occurrence

- Same late-fee structure.
- Full account suspension until the next pool-open day, including:
 - Swim Team events (including swim meets)
 - Tennis programs
 - Camps
 - Other use of SRA facilities including playground, clubhouse, basketball and tennis
 - All SRA activities

Stage 3 – Third Occurrence

- Same late-fee structure.
- One-week suspension (e.g., violation occurs Monday → return next Monday).
- Case reviewed by Board Executive team; designated Board member contacts guardian.

Stage 4 – Fourth Occurrence

- Involuntary termination for the remainder of the season.

Southampton Recreation Association
Youth Supervision, Drop-Off, Check-In, and Conduct Policy

6. Unaccompanied Minor Violations (Ages 11–15)

Violations Include:

- No check-in at main gate (children this age may check-in without a guardian provided they have a guardian’s phone number on file).
- Entering through unauthorized or locked gates
- Leaving campus and returning without rechecking
- “Tailgating” through gates behind other members

Consequences:

- Follow the same 4-stage escalation as ages 0–10.

7. Conduct/Behavior & Safety Violations (All Ages)

7.1 Pool Rule Infractions

- Running, roughhousing, ignoring lifeguards, throwing objects, minor disruptions.

7.2 Verbal Threatening Behavior

- Aggressive yelling, harassment, intimidation, escalating confrontations.

7.3 Physical Threatening Behavior

- Aggressive posturing, throwing items, attempting to strike or shove.

7.4 Creating an Unsafe Experience

- Leaving children unattended, blocking lifeguard sightlines, bringing glass onto the pool deck, dangerous behavior.

8. Conduct Enforcement Levels

Level 1 – Verbal Warning

- Staff explain violation.
- Incident documented.

Level 2 – Written Warning & Possible Suspension

- Written notice issued.
- Temporary suspension may apply.

Level 3 – Board Review

- Member meets with Board or disciplinary committee.
- Possible outcomes: extended suspension, probation, loss of guest privileges.

Level 4 – Membership Termination

- For repeated or severe violations.
- May be immediate for violent incidents.
- Reinstatement requires Board approval.

9. Documentation Requirements

- Each incident record must include:
 - Date/time
 - Child’s name and age (if applicable)
 - Guardian name
 - Description of violation

Southampton Recreation Association
Youth Supervision, Drop-Off, Check-In, and Conduct Policy

- Staff involved
- Actions taken
- Time guardian contacted
- Time guardian arrived
- Fees applied

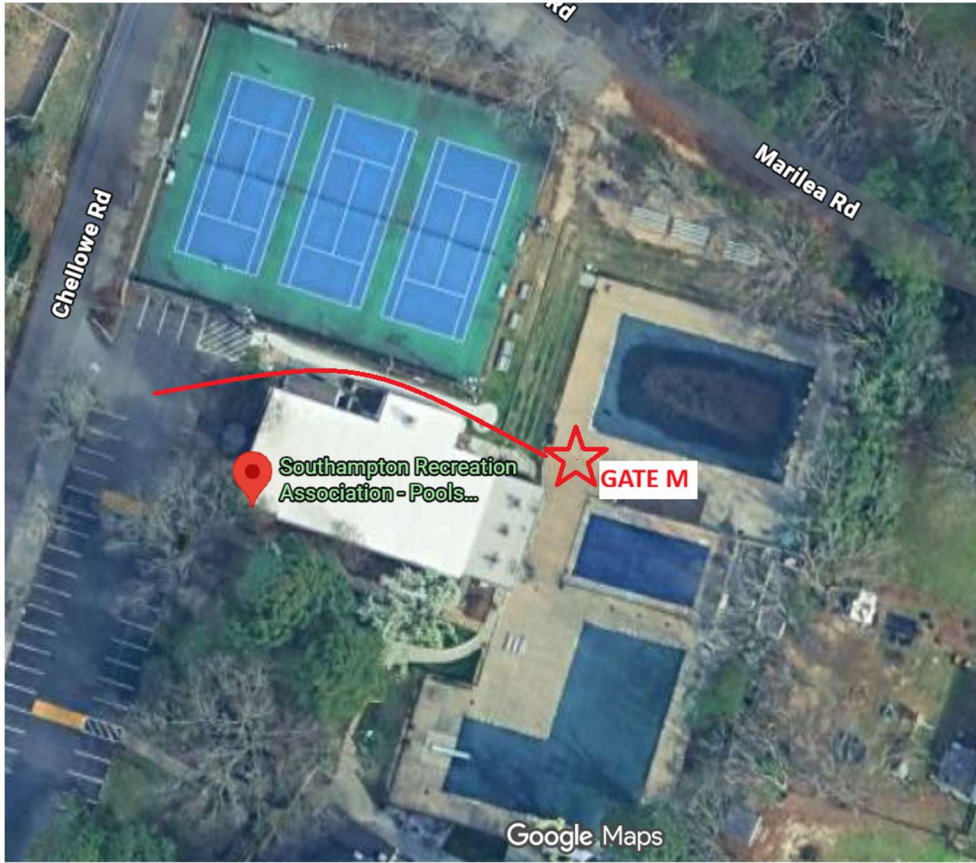
10. Implementation Notes

- Afternoon preseason practices will be used to train swimmers on new check-in flow.
- Board members and coaches/lifeguards assist during first weeks.
- Committee evaluating stamp system compatibility with lifeguard tools.
- Communication to membership will emphasize safety, fairness, and consistency.

Southampton Recreation Association
Youth Supervision, Drop-Off, Check-In, and Conduct Policy

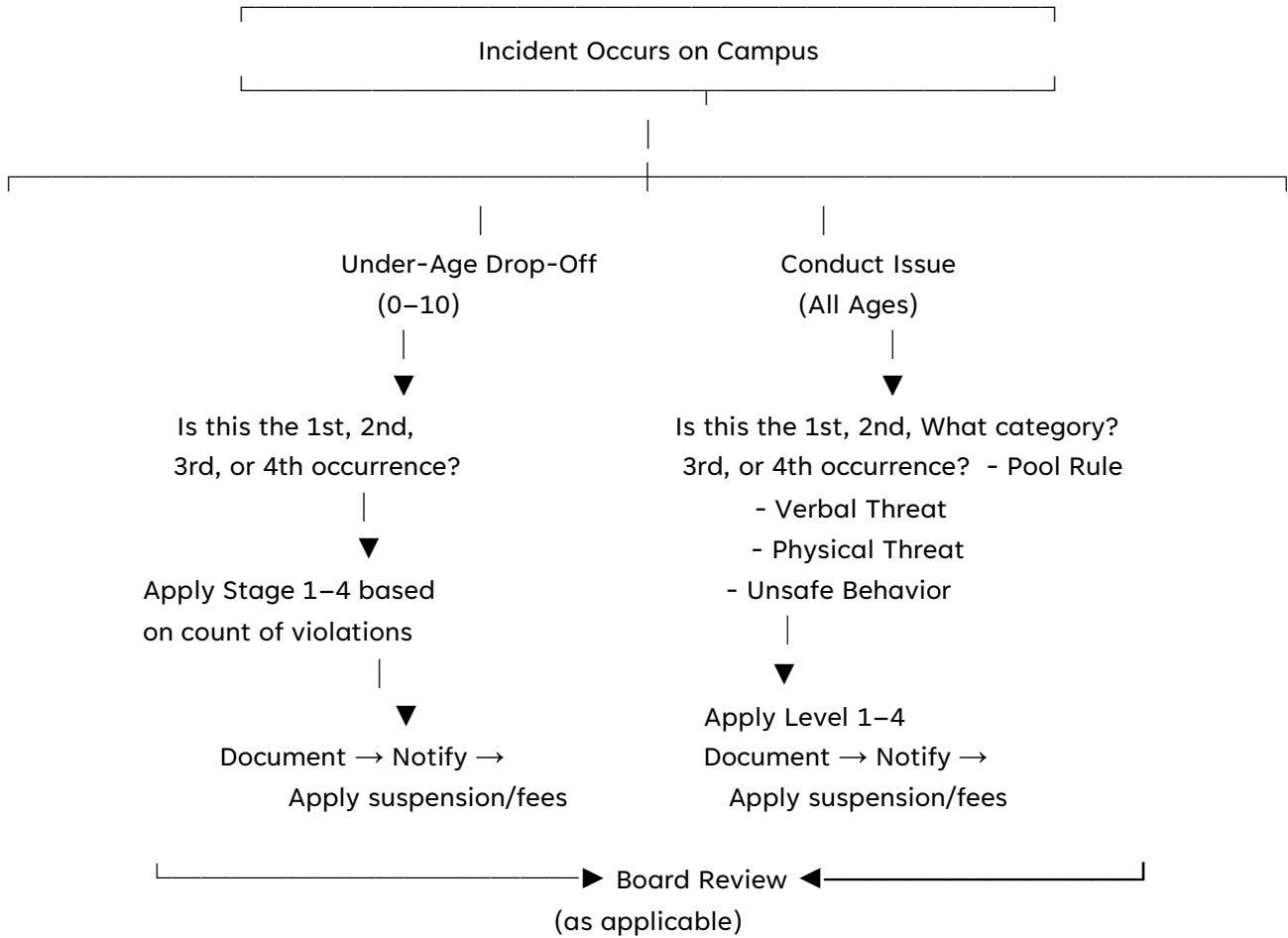
Appendix A

Gate M:



Southampton Recreation Association
Youth Supervision, Drop-Off, Check-In, and Conduct Policy

Appendix B:
Progressive Discipline Decision Tree



Southampton Recreation Association
Youth Supervision, Drop-Off, Check-In, and Conduct Policy

Appendix C:
Progressive Discipline Table View

Violation Type	Stage/Level	Trigger	Consequence	Notes
Under-Age Drop-Off (0–10)	Stage 1	First occurrence	Guardian return within 1 hr; \$10/5 min after; education	Child waits in office
	Stage 2	Second occurrence	Same fees; account suspended until next pool-open day	Applies to all activities
	Stage 3	Third occurrence	Same fees; 1-week suspension; Board review	Board member contacts guardian
	Stage 4	Fourth occurrence	Season termination	Reinstatement requires Board approval
Pool Rule Infractions	Level 1	First/minor issue	Verbal warning	Documented
	Level 2	Repeat/minor escalation	Written warning; possible suspension	Staff discretion
Verbal Threatening Behavior	Level 2–3	Aggressive or intimidating behavior	Written warning → Board review	Severity determines level
Physical Threatening Behavior	Level 3–4	Physical aggression or attempts	Board review → possible termination	May skip levels
Creating Unsafe Experience	Level 1–4	Behavior endangering others	Warning → suspension → termination	Based on severity