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# COLLEGE GREENS SWIM AND RACQUET CLUB POLICIES AND PROCEDURES MANUAL

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Approved by CGSRC Board January 2026

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This CGSRC Policy and Procedures Manual identifies the collective policies and procedures of College Greens Swim and Racquet Club (CGSRC) and is complementary to the CGSRC Bylaws and the CGSRC Employee Handbook. The sources for these policies are the CGSRC Bylaws, CGSRC Board Minutes, CGSRC resolutions and forms, and the 2017 CGSRC policy and procedure handbook.

This manual will be made available on the CGSRC website and will be updated as needed by the CGSRC Board.

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## CGSRC MEMBERSHIP

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### CGSRC Members

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CGSRC is organized with members of individuals and families. The individual member or primary family member must be 18 years of age or older.

“Family” is defined as a group of individuals living in a household who are related by marriage, domestic partnership, blood or adoption.

No individual or family shall hold more than one membership in CGSRC.

Membership cannot be shared amongst two or more families or households.

The CGSRC Board may immediately suspend entry privileges of any person who threatens the safety of members and/or their guests or otherwise violates the terms of the College Greens Swim and Racquet Club Code of Conduct.

### Household or Membership Changes

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Members need to contact the Membership Director with any changes of information including family members eligible to be on their membership, phone number, address, email address, etc.

In the event of a divorce or the termination of a domestic partnership, the spouses/partners shall decide who shall maintain the CGSRC membership and notify the Membership Director. The former spouse/partner who did not maintain their membership may apply for his/her own membership or be added to the membership wait list.

If requested by CGSRC, a copy of a certified settlement agreement or court order regarding who is entitled to the membership shall be provided.

Divorcees applying for a new individual membership do not receive a membership fee discount.

### Certificates

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Certain CGSRC members of long standing were issued “certificates” which had an express or implied monetary value. Members in possession of these certifications may redeem them upon leaving membership in CGSRC for the dollar amount on the face of the certificate, or where no amount is stated for \$500.

A CGSRC Certificate Holder’s membership may not be transferred to another person without the prior approval of the Board. Any approved membership transfer shall require the forfeiture of the certificate.

## Transfer of Membership

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A membership, including a CGSRC Certificate Holder's membership, may not be transferred to another person without the prior approval of the Board.

When a membership is approved to be transferred to another party, including to family members, the previous membership years shall not apply and the new member is required to fulfill volunteer requirements.

## Membership Status Changes – Cancellations and Reactivations

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**Cancelling Membership.** A member may cancel their membership at any time by submitting a written request (mail or email) to the Membership Director. Cancellation requests may require up to 30 days to process. Memberships are officially cancelled after a membership termination email is received from the Membership Director, at which point, all obligations for dues shall cease and all membership privileges shall be suspended.

**Reactivating Membership Within 12 Months.** Memberships may be reactivated within 12 months of an inactivation request with full payment of all past membership dues, volunteer deposits, and late fees. If a waiting list exists, the individual or family will be placed at the top of the waiting list.

**REACTIVATING MEMBERSHIP AFTER 12 MONTHS.** Memberships may be reactivated beyond 12 months of inactivity without requirement of payment for any past dues. If a waiting list exists, the household will be placed at the end of the 'In Boundary' waiting list, regardless of current residence address, and the initiation fee will be waived.

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## Dues and Fees

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Pursuant to the CGSRC Bylaws, any dues, fees, and assessments are set by the CGSRC Board. Increases in membership dues requires a vote of membership. However, the Board may raise the dues amount by no more than 10% every 5 years without a membership vote.

Dues, fees, assessments as of 2024 are as follows:

- Membership dues: \$82.50 per month or \$990 per year
- Initiation fee: \$500
- Annual volunteer deposit: \$200
- Late fees: To be determined by the CGSRC Board
- Guest Fees: \$5 for adults and \$5 for minors

## Volunteer Hours and Dues

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Members subject to volunteer requirements must annually 1) complete four hours of volunteer service at or for CGSRC or 2) make a payment of \$200 to CGSRC. Volunteer actions to fulfill this requirement must be approved by the CGSRC Board.

If volunteer hours are not completed by November 1, the following provisions will apply:

Those members that have not completed their volunteer hours will be notified by email that they have not completed their volunteer hours. 14 days after notification members will automatically be charged if they have a payment method stored on file. If the member does not have a payment method stored on file, the member will be invoiced for the volunteer hours. Those members will not be allowed admission to the club until their account is made current.

Being a Director of the CGSRC Board and/or a member of the College Greens Swim Team Advisory Committee qualifies as volunteer service to the club and a volunteer deposit check is not required.

For members with ten or more years of membership, neither a volunteer deposit nor four hours of service are required.

## Honorary Members

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Honorary members do not pay membership dues and do not count towards the overall membership count. These special memberships cannot be transferred.

Honorary members include the President of the College Glen Neighborhood Association. This honorary membership ends when the current President of the College Glen Neighborhood Association as of November 1, 2024 resigns or is no longer the President of the College Glen Neighborhood Association.

## Wait List

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The CGSRC Board shall maintain two waiting lists of individuals/families interested in becoming CGSRC members, an "In Neighborhood Boundaries waiting list" and a "Out of Neighborhood Boundaries waiting list."

Neighborhood boundaries are specified as the area bounded on the south by Folsom Boulevard, on the west by Howe Avenue, on the east by Watt Avenue, and on the north by the American River.

Households from the Out of Boundary waiting list will be contacted when a membership becomes available only after the In Neighborhood boundary waiting list has been exhausted.

## GUEST POLICY

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Members in good standing are allowed to bring up to 10 guests to CGSRC. However, during the weekends (Friday evening through Sunday) in the months of May and June, members are allowed to bring up to 4 guests. If a member wishes to bring more guests into CGSRC, prior permission of a CGSRC Board member is required.

All guests must accompany a member, pay the appropriate fees, fill out or have on file a release of liability, abide by all CGSRC rules and policies, and leave when the CGSRC member leaves.

Private paid camps, workshops, or lessons at CGSRC are not covered by the Guest Policy and need to have prior approval of the CGSRC Board.

The CGSRC Board may limit social or club events to only CGSRC members.

The CGSRC Board may immediately suspend entry privileges of any person who threatens the safety of members and/or their guests or otherwise violates the terms of the CGSRC Code of Conduct.

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### Guest Fees

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Guest fees are \$5 for adults and \$5 for minors.

Members' adult children (over the age of 25 and/or not living in the household) and grandchildren are considered guests and must pay guest fees.

Guests visiting for more than 7-days may be entitled to a reduced rate upon prior approval of the Membership Director.

The following exemptions apply to guest fees:

- Grandparents of members' children (i.e. members' parents).
- Care givers/baby sitters when they bring members' children and adult members are not present. The member needs to submit the caregivers name to the Membership Director so they are on the account. If the caregiver is a minor and not a member of the CGSRC, a liability waiver must be signed by their parent/guardian. Guest fees must be paid when the caregiver attends the club with an adult member of the club.
- Mail persons and other service people delivering or working briefly at CGSRC

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### CGSRC Release of Liability

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A CGSRC Release of Liability is required to be filled out for all guests – including swimmers and non-swimmers, and those exempt from paying guest fees. If the guest is a minor, a parent/guardian's signature and the name of a person to contact in case of an emergency are required.

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### CGSRC SEASONS AND HOURS

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The CGSRC pool and facilities is typically open to members and their guests during summer and part of spring and fall. It is typically not open during winter and part of spring and fall except for pre-arranged rentals, College Greens Swim Team clinics, and club sponsored events.

The CGSRC Board annually establishes the calendar and hours of operation. The months and hours of operation will be posted on the CGSRC website and will generally align with local school schedules.

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### Swim Meet Days

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The pool will open at 2:00 pm on the Saturdays that the CG Swim Team has home swim meets at CGSRC. Please refer to the CGSRC or CGST website for specific dates.

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### Early Closing and Extended Hours

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The CGSRC Board or Pool Manager may close CGSRC or CGSRC pools early because of health and safety concerns, absence of members, inclement weather, bad air quality, or power failure.

CGSRC may remain open past the published closing times at the discretion of the CGSRC Board. Extended hours will depend on safety, weather, and the availability of staff. Amplified music may not be played after 10pm.

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## GROUNDS AND POOL RULES

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The pools and grounds are maintained to be safe, clean, and hazard-free for the enjoyment of CGSRC members and their guests.

All members must sign in either individually or as a family. Every member must be verified each time he/she signs in.

The CGSRC Code of Conduct shall be signed by all adult members. As outlined in the code, fighting, kicking, spitting, physical or verbal abuse, bullying, use of racial slurs, or use of offensive words are not allowed at any time at CGSRC. The pool manager or head lifeguard on duty may ask people violating the Membership Code of Conduct to leave the CGSRC and will notify the CGSRC Board of such incidences. The CGSRC Board may take further actions including membership suspension or cancellation.

The small pool, also known as the “kiddie pool”, is for the enjoyment of smaller children and non-swimmers. It is not a station for lifeguards and is limited to children 6 and under with an accompanying adult within the gated pool area. The gate shall be closed after entering and exiting the kiddie pool area.

CGSRC defines a “non-swimmer” as an individual that is unable to move through the water with his/her head out of the water and without touching the pool bottom or sides. Non-swimmers and children under the age of 6 are not allowed in the main pool without personal supervision (the lifeguards on duty do not count as personal supervision). Supervision must be provided by a responsible adult in the pool and within arm’s reach.

The CGSRC Lifeguards on duty may temporarily expel any member or non-member from use of the pools or diving boards due to violation of CGSRC Rules or Policies.

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### Grounds Rules

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Bike/scooter riders will dismount before entering front gate and walk bikes/scooters to racks.

Skate boards, roller blades, and roller skates are not allowed on CGSRC parking lot, sidewalks, or pool deck.

No smoking, or vaping of any kind, is allowed on CGSRC grounds, including the parking lot.

No pets are allowed at CGSRC.

Member parking is allowed in the CGSRC parking lot or on city streets.

The area immediately in front of the clubhouse is an emergency vehicle zone and shall be kept free of vehicles.

Chairs and wagons used by members shall be put back after use.

Members and visitors shall pick up and deposit their trash, recycling, and food waste in the proper containers.

CGSRC does not allow portable cooking or catering equipment except with prior approval from the Board or Social Director. This includes, but is not limited to, barbecues, deep fryers, and smokers. The CGST is authorized to use portable barbecues during home swim meets for their snack bar.

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### Snack Bar

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The Snack Bar can only be operated by an adult CGSRC member volunteer with prior approval of a CGSRC Board member.

The Snack Bar does not allow “tabs” or IOUs.

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### Pool Rules

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- All persons must rinse off in the showers before entering the pool.
- Children who are not potty-trained must be in swim diapers or pull ups.
- Underwear is not allowed to be worn as a swimsuit.
- Children under 5 must be accompanied by an adult in the water who is within arm reach.
- Children who cannot swim must be accompanied by an adult in the water who is within arm reach.
- Children who are wearing “floaties” must be accompanied by an adult in the water who is within arm reach.
- No pushing, wrestling, hitting, fighting, dunking, or spitting.
- No person or lifeguard with diarrhea, stomach flu, skin infections or open sores is allowed in the pool. Pursuant to state law, diarrhea must be inactive for 14 days.
- No floatation devices or pool toys are allowed in the pools, except for CGSRC sponsored events or by permission of the Pool Manager or Head Guard on duty.
- No glass is allowed in the pools or pool area.
- No diving in areas marked “no diving.”
- A swimmer may be required to pass a swim test before he/she is allowed in the pool.
- Lifeguards must require any non-swimmer without supervision in the water to leave the pool.

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### Diving Board Rules

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- Lifeguards will assess the swimmer's ability and confidence in the water before allowing him/her on the board and determine whether a particular individual shall be permitted to use the board
- People must be 51 inches or 4'3" to go off the high dive. The height line will be posted near the guard desk.
- Only one person allowed on diving board at any time
- Non-swimmers or one who does not pass a swim test may not use the diving board

- Any swimmer that needs to exit the high dive by climbing down the ladder shall do so with the assistance of a lifeguard and will not be allowed back on that diving board unless approved by the Pool Manager or Head Lifeguard on duty.
- No persons wearing floatation devices are allowed on the diving boards.
- No persons wearing goggles are allowed on the diving board.
- Divers waiting for their turn are not allowed on the ladder and must remain on the ground.
- Divers must go straight off the board; diving to the side is forbidden.
- No reverse, backwards or inward dives allowed.
- No multiple bounces or spending an inordinate amount of time on the board.
- After entering the water, the diver must exit the area immediately - high dive to the left ladder, low dive to the right ladder
- No swimming allowed in diving area

The CGSRC Lifeguards on duty may temporarily expel any member or non-member from use of the pools or diving boards due to violation of these rules.

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### Kid Swim and Adult Swim

“Kid Swim” takes place at the top of the hour for 45 minutes (e.g., 1:00-1:45 pm, 3:00-3:45 pm) and for a full 60 minutes between 5:00-6:00 pm. People of all ages are allowed in the pool during this time.

Adult swim takes place on the 45 of every hour for 15 mins (e.g., 1:45 - 2:00; 3:45 - 4:00, etc.) and for a full 60 minutes between 6:00 - 7:00 pm. No person under 18 is allowed in the pool during adult swim. Exceptions to this include:

- Non-swimmers who are receiving swim lessons from a parent or CGSRC lifeguard that has prior approval from the CGSRC Board, pool manager, or head lifeguard on duty.  
Lessons shall not interfere with lap swim. The parent/guardian or swim instructor must be in the pool simultaneously and remain within arm reach of the swimmer.
- If the pool manager or head lifeguard on duty offers permission.
- Special club events that require a modification to these times.

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### Clubhouse Rules

Members may use the club house, its kitchen appliances & tools, and TV, except when it is being used by a rental party.

Clubhouse or kitchen must be cleaned after use (chairs and tables put away, kitchen cleaned, TV and all electronic devices off, etc.). Utensils, tools, gadgets, serving ware, etc., must be cleaned after use and returned to the appropriate cabinet/drawer.

Children are only allowed in the clubhouse with an adult.

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### Barbecue Area

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The barbecue area is for the use of members and their guests. Parties may not take-over the barbecue areas; grills must be made available for use.

Barbecue fires are allowed only in the brick barbecues provided. No portable barbecues are allowed without prior approval of the CGSRC Board or Social Director.

CGSRC provides charcoal and lighter fluid to members. Lifeguards will supply lighter fluid or matches only to adults.

CGSRC does not provide barbecue supplies to non-member rental parties.

To avoid injury and/or fire, briquette chimneys or other hot tools/appliances shall be left on the top of the brick barbecues and not placed on the ground.

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### Volleyball Sand Court

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Lifeguards do not supervise or referee volleyball games or activities. Parents need to supervise their children when they are on the sand court.

Volleyballs may be borrowed from the lifeguard desk for use at the volleyball court.

No hanging on the volleyball nets.

No throwing sand.

After being on the volleyball sand court, all people must rinse off before entering any pool.

The lifeguards may limit or restrict use of the volleyball sand court.

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### Play Structure, Swings, Sport Court, and Cornhole

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Lifeguards do not supervise the play structure, swings, sport court, or corn hole. Parents need to supervise their children when they are in, on, or utilizing this equipment.

The lifeguards may limit or restrict use of the play structure, swings and corn hole area.

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### Tennis Court Rules

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Lifeguards do not supervise the tennis courts. Parents need to supervise their children when they are utilizing the courts.

Tennis court is available 12 months a year to members and hours are 7:00 a.m. – 10:00 p.m.

Members may request a gate key to the tennis court from the Board. Unauthorized duplication of key or sharing the key with non-members is not allowed and may result in suspension of membership.

Play must be limited to one hour while others are waiting.

If all courts are in use, members desiring to play must sign up with the lifeguards and be on the grounds when their name is called or they will be deleted from the waiting list and the next person in line will be called.

Guests are permitted on the courts with playing members only after guest fees have been paid and liability waiver has been submitted.

Reservations for court use are made only for tournaments, round robins, and lessons coordinated through the Board.

Members and their guests shall keep all bikes, skateboards, skates, pets, etc. off the playing area and fenced area.

Eating and drinking are not allowed on the tennis courts.

To ensure fair access and court availability, team practices and organized sports activities are not permitted on this property without prior approval from the CGSRC board.

The CGSRC board and lifeguards may limit or restrict use of the tennis courts.

## SWIM LESSONS

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### CGSRC-Offered Swim Lessons

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Group swim lessons for non-swimming children is a service provided to CGSRC members on a first-come, first-served basis. Group lessons availability will be announced by the CGSRC Board and all lessons will be scheduled by the Pool Manager. No lesson shall occur without prior scheduling by the Pool Manager.

### Private Lessons

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The CG pool may only be used for private lessons in the following instances:

1. CG Gator Swim Team employees between 12:00 and 1:00 p.m., Monday-Friday during the summer swim team season.
2. Off-duty CGSRC lifeguards during adult swim. This is limited to teaching members only. Lessons to non-members or guests of members is not allowed. The arrangement is between the lifeguard and the swimmer's parent/guardian but any lessons must have prior approval from the CGSRC Board or Pool Manager.
3. Prior Agreement with the CGSRC Board.

## CGSRC RENTALS AND PARTIES

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The CGSRC Club House, pools, and grounds may be rented for social events by members and local schools. Availability is on a first come, first-serve basis with receipt of completed contract and required payments.

Fees for parties and rentals are established by the CGSRC Board. The most current version of approved fees is on the CGSRC website.

Parties with more than 100 guests require approval of the Board and costs are determined by the Social Director.

The Club encourages individuals or organizations to offer workshops, lessons, or other activities to CGSRC members. People interested should contact the CGSRC Marketing Director.

The Social Director shall determine the number of guards needed for each rental that occurs outside of normal operating hours. However, a minimum of two guards are required for all events that include pool use.

### Guidelines, Requirements and Limitations on Social Events

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CGSRC lifeguards are required to be present for social event rentals. For social event rentals during regularly closed hours and seasons, the number of guards and hours is determined according to the particulars of the event and the renter is responsible for these fees. The CGSRC Social Director will help coordinate the hiring of lifeguards and collection of the associated fee.

As a guide, the average requirement is 1 lifeguard per 30 guests (combo of swimmer and non-swimmer) BUT the number of guards required may vary based upon the particulars of the event.

In the summer season, party rentals are limited to members only and must end/be cleaned up by 9:00 pm.

CGSRC has designated party areas- by tree on south east corner by south gate; on lawn in front of east barbecues; and by sport court near north barbecues. Parties in earlier time slots will need to leave promptly at their end time if there is a follow-on party. Lifeguards will remind party organizers when they check in.

Parties will have individual guest sign in sheets and liability waivers are required for all party guests, swimming and non-swimming.

Rental parties are allowed to use the barbecues however CGSRC does not provide barbecue supplies to non-member rental parties.

CGSRC does not allow portable cooking or catering equipment without prior approval from the Board. This includes, but is not limited to, barbecues, deep fryers, and smokers.

CGSRC does not allow inflatable bounce houses and water slides or dunk tanks without prior approval from the Board or Social Director.

Parties must leave the conditions of the CGSRC in the same manner in which they found them or the deposit will be forfeited.

Party rental reservations cannot be transferred from a member to a non-member. Any such transfer will not be honored by CGSRC.

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### School Rentals

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Reservation or rental requests from schools for end of year school celebrations, should be emailed to the CGSRC Social Director. Reservations are accepted beginning January 1 for same year events.

Depending on date availability and school size, multiple schools may need to share the facilities.

At the beginning of a school event, lifeguards will discuss club rules, pool safety, and perform swim tests. Wrist bands will be used to identify those that can swim one length of the pool at school parties and can be allowed in pool.

A child at a school party that does not pass or take the swim test is not allowed in the pool.

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### CGSRC-Sponsored Events

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Throughout the year, the CGSRC Board will schedule social events, fundraisers, camps and/or workshops. Social events are not guaranteed to happen every year and may have associated fees or limitations. The CGSRC Board has full discretion over limits, fees, and costs associated with the event.

An annual club event calendar shall be reviewed and approved by the CGSRC Board. Once approved, it shall be posted on the CGSRC website.

## CGSRC BOARD AND CLUB MANAGEMENT

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### Board Member Eligibility, Terms, and Member Voting Rights

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The CGSRC Bylaws offer details on the number of directors, eligibility, terms, calling of meetings, and voting rights. The Bylaws also details when CGSRC Board may amend the bylaws and when a membership vote is required for approval. Please refer to the bylaws for this information. The Bylaws can be found on the CGSRC website.

The CGSRC Board shall not have more than two directors who are simultaneously members of the CGST Advisory Committee.

### Board Meetings

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The monthly meeting dates and times of the CGSRC shall be determined by the CGSRC Board after the annual election of new directors. The meeting dates are typically on the third Monday of every month and will be posted to the CGSRC website.

CGSRC Board agendas shall be posted to the CGSRC website a minimum of five (5) calendar days prior or to the meeting.

CGSRC Board minutes will be posted to the website after approval. Conclusions of any closed session votes shall also be reported unless it is inappropriate to share information with membership and public (e.g., relate to a specific member, legal issue, or personnel issue).

### Conflicts of Interest

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A CGSRC Board Member must recuse themselves from any votes that would financially benefit their family or a member of their household.

A CGSRC Board Member who is also on the CGST Advisory Committee may not vote on items pertaining to CGST.

### Chain of Command

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The CGSRC Bylaws defines Board succession for conducting business. However, the Board shall establish a chain-of command to respond to daily circumstances during normal CGSRC operation.

### Board Positions and Responsibilities

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Specific duties of each position will vary according to the directors chosen by the membership. The following are the general duties for the CGSRC Board Directors (bold font reflects roles specified in By-Laws):

- 1. President.**
  - a. Preside at meetings of the Board**
  - b. Exercise and perform such other powers and duties as the Board may assign from time to time.**
  - c. Distribute and track keys to CGSRC property

- d. Assist with club sponsored social events
- e. Maintain adequate insurance: Workers' Compensation, General Liability, and Directors and Officers coverage.
- f. Comcast account (telephone, voicemail, internet)- servicing, replacement as needed
- g. Manage TV youtube account
- h. Manage club security contract
- i. Respond to emails that come in through the club website
- j. Address member issues or complaints
- k. General Website content review and oversight
- l. Manage MailChimp account
- m. Acquire ABC Liquor License for club sponsored events
- n. Must have served on the CGSRC Board for one year prior.

## 2. Vice-President.

- a. **If the President is absent or disabled, the Vice-President shall perform all duties of the President. When so acting, the Vice-President shall have all powers of and be subject to all restrictions on the President.**
- b. **The Vice-President shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.**
- c. Hire and manage pool manager/ lifeguards
- d. Transmit pool manager/lifeguards work time to ADP
- e. Update and maintain CGSRC Employee Handbook, including posting updated version on website in November
- f. Assist with club sponsored social events
- g. Perform other duties as assigned by the Board
- h. Propose employee wage structure for adoption by the board
- i. Primary communication point between Board and staff – responsible for communicating Board decisions to staff and bringing staff concerns to the Board.
- j. Manage sound system: Spotify account, device for Spotify, speakers
- k. Order guard uniforms
- l. Ensure guards complete all legally mandated trainings (sexual harassment, etc.)
- m. Ensure all guards over 18 are live-scanned (background check)

- n. Print 8x10 pictures of new guards

### 3. Secretary.

- a. **Book of Minutes.** The Secretary shall keep or cause to be kept, at the corporation's principal office or such other place as the Board may direct, a book of minutes of all meetings, proceedings, and actions of the Board, and committees of the Board. The minutes of meetings shall include the time and place that the meeting was held, whether the meeting was annual or special, and, if special, how authorized, the notice given, and the names of those present at the Board and committee meetings.
- b. The Secretary shall keep or cause to be kept, at the principal office in California, a copy of the Articles of Incorporation and the Bylaws, as amended to date.
- c. **Notices and Other Duties.** The Secretary shall give, or cause to be given, notice of all meetings of the Board and of its committees required by these Bylaws.
- d. The Secretary shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.
- e. **If both the President and the Vice-President are absent or unable to serve, the Secretary shall perform all the duties of the President. When so acting, the Secretary shall have all powers of and be subject to all restrictions on the President.**
- f. Draft board meeting agendas and post on CGSRC website prior to board meeting.
- g. Draft and send to members a monthly CGSRC newsletter during season
- h. Update and maintain CGSRC Policies and Procedures Manual, including posting updated version on website
- i. Assist with club sponsored social events
- j. Perform other duties as assigned by the Board
- k. Update webmaster with new events

### 4. Treasurer.

- a. **Books of Account.** The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the corporation's properties and transactions. The Treasurer shall send or cause to be given to the directors such financial statements and reports as are required to be given by law, by these Bylaws, or by the Board. The books of account shall be open to inspection by any director at all reasonable times.
- b. Deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the corporation with such depositories as the Board may designate,
- c. Disperse the corporation's funds as the Board may order,

- d. **Render to the President or the Board, when requested, an account of all transactions as Treasurer and of the financial condition of the corporation, and**
- e. **Shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.**
- f. Draft and propose an annual budget to CGSRC Board for review and vote
- g. Assist with club sponsored social events
- h. Perform other duties as assigned by the Board
- i. Inform Board of members with unpaid dues/rental fees. Initiate suspensions as needed.
- j. Annual volunteer check reconciliation and deposit
- k. Ensure taxes filed annually. Collect and prepare documents needed by tax accountant.
- l. Prepare club financial information for distribution to membership at AGM
- m. Manage distribution and maintain inventory of credit cards issued to the Board.

#### **5. Social Director.**

- a. **Coordinate rentals and all social functions.**
- b. **Book rental parties.**
- c. **With assistance of the Board, appoint chairperson(s) for special events.**
- d. **Keep calendar of CGSRC up-to-date.**
- e. **Coordinate with Pool Manager regarding all scheduled functions.**
- f. **Ensure appropriate condition of facilities after functions.**
- g. **Oversee contract, including enforcement of rules, cleanup/damage, and fee collection.**
- h. **Perform other duties as assigned by the Board or President.**
- i. Assist with club sponsored social events
- j. Coordinate lifeguards and/or security for rentals
- k. Keep calendar of CGSRC up to date

#### **6. Operations Director.**

- a. **Be responsible for all scheduled and emergency maintenance.**
- b. **Oversee maintenance activities of Pool Manager/guards.**
- c. **Coordinate with Vice President concerning pool management activities.**
- d. **Serve as Board liaison with contracted pool supply companies relative to repairs and supplies.**
- e. **Enter into necessary general maintenance contracts with ratification of the board, including, but not limited to:**

- I. Manage garbage contract, changing frequency of services as season demands
  - II. Manage pool maintenance vendor and schedule preventative and corrective maintenance as necessary
- f. Schedule necessary equipment servicing, including, but not limited to:**
- I. Air conditioner annual servicing
  - II. Ice makers annual servicing
  - III. Fire extinguishers annual inspection
  - IV. AED bi-annual inspection
  - V. Pool heater annual servicing
  - VI. County Backflow Certification (Freshwater backflow testing) – annual testing
  - VII. Arborist annual inspection and servicing as needed
  - VIII. Manage grounds maintenance contract
- g. Assist with club sponsored social events
- h. Manage irrigation system, switching for summer/winter seasons, maintain sprinkler system
- i. Plan and manage at least two workday volunteer opportunities for members a year
- j. Coordinate activities to come into compliance on all issues identified in annual county inspection.
- k. Ensure signage is up to date with county regulations (may be delegated to Pool Manager)
- l. Perform other duties as assigned by the Board or President.**

## **7. Membership Director.**

- a. Maintain records of new, active and inactive members.**
- b. Sell memberships and coordinate with Treasurer regarding enrollment fees and dues.**
- c. Perform other duties as assigned by the Board or President.**
- d. Maintain wait lists (in boundary and out of boundary)
- e. Assist with club sponsored social events
- f. Perform other duties as assigned by the Board
- g. Manage MemberSplash account
- h. Respond to inquiries regarding membership or waiting list.
- i. Creates voting check-in process for AGM

## **8. Marketing/Program Director.**

- a. **Prepare short and long-range marketing plans.**
- b. **Implement activities and programs in the marketing plan which pertains to marketing responsibilities:**
  - i. **Coordinate with Social Director to ensure marketing of CGSRC addressed at all rental and social functions.**
  - ii. **Coordinate with area merchants to ensure CGSRC visibility.**
  - iii. **Coordinate social media advertising and messaging.**
- c. **Develop membership marketing proposals.**
- d. **Advertise and promote availability of memberships.**
- e. **Prepare and revise as necessary membership brochure(s).**
- f. **Coordinate press and public relations activities.**
- g. **Survey membership as necessary and compile questionnaire results.**
- h. **Serve as the Board liaison to the swim team and tennis program.**
- i. **Develop and oversee CGSRC programs and activities, including volleyball, basketball, swim lessons and tennis activities.**
- j. **Perform other duties as assigned by the Board or President.**
- k. **Coordinate club-sponsored social events and programs**
- l. **Coordinate with Pool Manager regarding all scheduled functions**
- m. **Ensure appropriate condition of facilities after functions**

## **9. Director at Large**

- a. **Manages snack bar volunteer schedule**
- b. **Orders and ensure delivery of club supplies and items for snack bar**
- c. **Assist with training of lifeguards and communication of expectations**
- d. **Assist with all club sponsored social events**
- e. **Perform other duties as assigned by the Board**
- f. **Track member volunteer hours (enter into MemberSplash)**
- g. **Order and ensure delivery of barbecue supplies**
- h. **Manage volunteer sign ups (SignUp Genius)**
- i. **Clubhouse maintenance – carpet cleaning/replacement as needed, curtain cleaning/replacement as needed, cabinet repair, general organization/clutter control, clock batteries**

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## CGSRC Financial and Operations

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The fiscal year for CGSRC is January 1 to December 31.

Condensed financial report shall be submitted monthly at Board meetings by the Treasurer. QuickBooks software is used to track budget and tax filing.

An annual budget shall be proposed by the Treasurer and approved by the Board.

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### Board Approval of Purchases

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Board members must secure Board approval for any one individual purchase or a collective service and material agreement over \$2,000. In emergency situations, where such an emergency may cause disruption to normal operations of the facility, the Board President or Operations Director may exceed the established \$2,000 spending limit, up to \$5,000 individually, or \$8,000 with joint approval.

Notwithstanding the \$2,000 spending authority, Board members are encouraged to seek prior Board consensus for any significant expenditure.

The Treasurer will not reimburse any Board member for incurred expenses unless the member has submitted a receipt and any other form the Treasurer may prescribe.

The President and Treasurer shall have authority to sign checks.

The Board will not reimburse a non-Board member for any unapproved purchases. If a member wants to purchase an item for CGSRC, the item may be donated or the purchase must be approved by a majority vote of the Board before purchase.

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### Loans and Debt

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Pursuant to the CGSRC Bylaws, any loan/indebtedness over \$50,000 requires a vote of membership.

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### Insurance

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Pursuant to the CGSRC Bylaws, the CGSRC Board authorizes the purchase and maintenance of an insurance policy, policies, or bond on behalf of its directors, officers or employees against any liabilities. Insurance policy, policies or bond shall be presented to the CGSRC Board by the Vice-President and approved with a majority vote.

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### Emergency Repairs

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A CGSRC board member may authorize services to respond to an emergency situation or mitigate damage.

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### Garbage Pick Up

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During the summer season, garbage pickup will be twice per week. During the off-season garbage pickup needs will be determined by the Board.

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## Vendors

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A list of current vendors for CGSRC is maintained by the Board. This list shall be shared with all current board members and the pool manager upon appointment or hiring.

After the election of a new board, a representative of the CGSRC Board shall contact the companies and update the names of authorized persons.

## CGSRC EMPLOYEES

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CGSRC has an employee handbook that includes policies, procedures, rules, code of conduct, discipline processes, and expectations of CGSRC employees. This handbook will be available on the CGSRC website. For specific personnel questions, please contact the Pool Manager, Vice President, or CGSRC Board.

The CGSRC Board shall annually approve the pay structure for lifeguards.

A list of employees shall be maintained by the Pool Manager and shared with all directors of the CGSRC Board.

## COLLEGE GREENS GATOR SWIM TEAM

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The College Greens Swim Team (CGST) offers members' children an opportunity to compete in a recreational swim league.

The CGST Advisory Committee is responsible for the management, operation, finances and function of the CGST. A resolution between CGSRC and the CGST Advisory Committee details the election of the CGST Advisory Committee members, committee member duties, meetings, requirements, and finances. This resolution can be found on the CGSRC website.

The CGST Advisory Committee to CGSRC is composed of 11 voting members who have children on CGST. The members of the CGST are primarily members of the CGSRC in good standing, however 2 members of the STAC may be non-member parent or guardians of CGST swimmers. Non-members may not hold the role of President, Vice President, Secretary, or Treasurer. The members of the CGST Advisory Committee are chosen by election of CGST families.

The CGST Advisory Committee will appoint one person to attend CGSRC Board meetings and act as a liaison with the CGSRC Board.

The CGST Advisory Committee will provide oversight of CGST events and activities to ensure compliance with CGSRC rules.

The CGST Advisory Committee is responsible for hiring of its employees and ensuring committee members fulfill their duties. CGSRC and CGST Advisory Committee will work together so both can operate smoothly and efficiently.

The CGST Advisory Committee shall reimburse CGSRC for any expenses that are solely for the benefit of the CG Swim Team. This includes pool heating costs during spring and fall swim clinics if the pool is not already heated for the function of the club and lifeguard training. The CGST Advisory Committee and the CGSRC shall proportionally share expenses mutually incurred, including sales tax payable to the State of California for snack bar sales and Workers' Compensation insurance for club and swim CGST Advisory Committee employees.

The CGSRC and CGST Advisory Committee shall hold two joint meetings per year. Meetings should be held before and after CG Swim Team season.

### CGSRC Member Swimmer Eligibility

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CGST is open to members' children or members of their household between the ages of 4 and 18.

As CGST uses the CGSRC pool free of charge, participation on the team is primarily available to CGSRC members, with a limited number of spots for non-members.

### Non-CGSRC Member Swimmer Eligibility

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CGST Advisory Committee may add up to 75 swimmers to CGST who are not members of CGSRC. Use of CGSRC pool and facilities for these 75 swimmers is limited to only during CGST swim team practices, meets, and events.

CGST Advisory Committee shall annually pay CGSRC a facility and pool use fee for swimmers who are not members of CGSRC. CGSRC will determine the facility and pool fee by January 31 of each year and notify the CGST Advisory Committee.

If this policy is amended or repealed, CGST swimmers, who are not members of CGSRC at the time of amendment or repeal, shall be allowed to remain a swimmer with CGST until they age out.

CGST Advisory Committee shall include families on the In Boundary CGSRC Waitlist when it sends out information regarding swim team registration. The CGST Advisory Committee will provide the necessary information to the CGSRC prior to the opening of registration and CGSRC will distribute the information to the In Boundary CGSRC Waitlist accordingly.

### Authorization and Conditions to Use Pool and Facilities

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The CGST is authorized to use the pool during the CGST season and for specific events after the season. All CGST events, activities, and meets will be scheduled with the Social Director to avoid conflicts.

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### Swim Practice

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The CGST has exclusive use of the pool for CGST practice during limited hours when the pool is closed to the members. The CGST's use of the pool must be consistent with CGSRC policies and procedures, including the CGSRC guest policy. The CGST Advisory Committee will discuss any requested exceptions to CGSRC policy with the CGSRC Board.

The CGST season extends from the first day of CGST practice until the Meet of Champions. CGST Advisory Committee or Head Coach may also coordinate spring and fall swim clinics with the CGSRC Board. CGST Advisory Committee must share the CGST season dates with the CGSRC prior to February 1.

Specifically, the CGST will have access to the pool the following weekday hours:

DATE	BEGIN SETUP	FINISH CLEANUP	SWIM LESSONS
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Start date in April through beginning of summer schedule in June	3:00PM	8:30PM	
Beginning of summer schedule in June through July	6:00AM	12:00	12:00-1:00

The CGST is authorized by the CGSRC Board to use CGSRC facilities subject to the following conditions and rules:

- Follow CGSRC rules as defined in the CGSRC Bylaws, this policy manual, and recent CGSRC Board minutes.
- Use the pool within its defined period or secure prior authorization for additional use.
- Split the cost of Health Department inspection for food service.
- Pick up trash and clean up bathrooms after each practice and home swim meet. The specific expectations will be communicated by the CGSRC Board.
- Remove all CGST equipment (lane lines, starting blocks, kick boards, public address system, etc.) after CGST use of the pool and before CGSRC opens to members or social events.
- Put away all tables, chairs, and barbecues used by the CGST.
- CGST swimmers and their families are not to use the volleyball/sand area, club house, ping pong table, or foosball table during CGST practices. Children may use the play structure and sports court during swim practice hours with supervision and contingent upon appropriate use.
- Sports court is only to be used for dry land practice and is not to be used for playing before the club opens for the day.
- The CGSRC Board Member who is the swim team liaison will input or ensure swim team date and information is added to CGSRC website calendar.
- CGST Advisory Committee will cover cost of extra garbage pick-up when there are multiple swim meets in a three-day span.
- CGST owns and shall use the shed on the west side of the CGSRC for swim team use and storage.

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### Swim Meets

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During scheduled home swim meets, the CGST will have use of the pool from 6:00 am to 1:30 PM. The pool will open to the membership on home meet days at 2:00 PM. The use of the pool outside these hours must be previously arranged with the CGSRC Board. The CGSRC Board understands that events may arise that require temporarily extending the CGST hours and therefore will make all efforts to be available to CGST representatives to arrange extensions.

The CGST must be able to respond to accidents, emergency situations, and safety concerns that may occur during swim meets and practice. Therefore, the CGST Advisory Committee will provide two lifeguards or two swim

coaches with appropriate training at all home swim meets and at practice sessions or special swimming events. These lifeguards must possess the same lifeguard and first aid certifications as CGSRC lifeguards. At swim team practice and special events, the head coach and assistant coaches are certified with Adult and Pediatric First Aid/ CPR/ AED and Safety Training for Swim Coaches. These certifications are renewed every 2 years.

The CGST Advisory Committee will provide proof of the lifeguard and first aid certification to CGSRC prior to the start of spring clinics or CGST first practice. The CGST may choose to use CGSRC lifeguards and reimburse CGSRC for cost of all salary expense. The use of CGSRC lifeguards must be coordinated with the Vice President so CGSRC can coordinate lifeguard schedules.

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### Fall and Spring Swim Clinics

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CGST or the CGST Head Coach may offer swim clinics for swimmers in the fall and spring. The CGST Advisory Committee or CGST Head Coach must submit details of clinics (dates, number, swimmer eligibility, cost, etc.) and receive prior approval of CGSRC Board. As part of the approval, the CGST or CGST Head Coach will incur the costs for heating of pool when it is solely being used for a swim clinic.

Clinics will be on weekdays when the club would normally be closed.

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### Snack Bar and Barbecue

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The CGST Advisory Committee may operate a snack bar during home swim meets. This function is independent of the snack bar operated by the CGSRC Board during regular CGSRC hours.

The CGST is responsible for set-up and closing of its snack bar and will clean the area used for the snack bar.

The CGST may use two barbecues in the grass area between the pump house and club house during home swim meets for their snack bar. The CGST will provide at least one person at the barbecues at all times and assure that the fires are out before leaving the area.

