
MANCHESTER SWIM & RACQUET CLUB

Operating Rules and Policies



Pool Address:
10726 Trappers Creek Drive
Raleigh, NC 27614

Mailing Address:
P. O. Box 99016
Raleigh, NC 27624

www.msorcnc.org

Manchester Swim and Racquet Club Operating Rules and Policies

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- A. MSRC Board of Directors; Committee Duties and Responsibilities
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- C. Basic Rules of Tennis Play and Etiquette
- D. Swim Team Policies and Procedures
- E. MSRC Suggestion Form

The following items are mailed or emailed to the general membership yearly or can be found on the Manchester Swim and Racquet Club web site at www.msrtcnc.org:

- MSRC Events, Event Calendar and **MSRC Dates to Remember**
- Manchester Marlins' Practice and Swim Meet Schedule
- Current MSRC Membership Roster
- Volunteer Opportunities and Volunteer Logs
- MSRC Member Pool Rental Agreement

Related References (copies available upon request):

- Articles of Incorporation of the MSRC (1/12/88; BK4184PG0682; amended 11/15/91 and 05/01/11)
- Bylaws of MSRC (3/4/88; amended 11/15/91 and 05/01/11)
- MSRC Loan Agreement (11/12/90) Repayment by Manchester Properties, Inc.

I. General

A. Policy and Background

- (1) The Manchester Swim and Racquet Club, Inc. (MSRC), hereafter referred to as the “Club,” is a debt-free, non-profit federal tax-exempt organization incorporated in January 1988 under the General Statutes of North Carolina.
- (2) The Club's Board of Directors are elected MSRC members in good standing and serve on a voluntary basis for a term of two years each.
- (3) The Club's Board of Directors will include no more than 9 members and no less than 6 members. In the event of an even number of board members, the President shall abstain from voting.
- (4) The Board of Directors has the authority to make all rules, regulations, and policies for the Club, regulate membership, and establish fees and dues.
- (5) The Board of Directors may authorize expenditures for maintenance and/or operating expenses of the existing facilities up to \$750. Expenditures exceeding \$750 must be approved by a majority vote of those attending a General Membership meeting. The Board of Directors is authorized to carry out any emergency repairs exceeding \$750.00 if such repairs are imminent or safety related. Any major capital expenditure involving an assessment will require a two-thirds membership vote.
- (6) The Board of Directors advocates the “management by committee” approach. (See Appendix A)
- (7) Reopening of an issue or issues previously voted on by the general membership requires 25 MSRC members to petition the Board of Directors for a new survey of the general membership. The 25 members will be responsible for financial investigation and feedback to the general membership. An opposing committee will be permitted, if needed, to present their information.
- (8) Email will serve as the primary means of communication for committee activities and social functions of the Club. In addition, general membership meetings will be conducted for informational purposes. Several newsletters will be issued periodically.
- (9) The Board encourages each member to make comments and/or suggestions for any reason that a member is less than fully satisfied. Please direct your comments and/or suggestions to any board member for full consideration and response. Please be considerate – board members are not paid and must act on behalf of all Club members. See appendix E.
- (10) The “Manchester Marlins” swim team became an integral part of the operations of the Club during the fall of 1991.
- (11) Any violations of the rules and policies should be brought to the Board of Directors for appropriate action, which may include membership termination or fines.
- (12) MSRC budget and annual financial updates will be posted on the website for members to review. Members may also get updates by attending the general membership meetings or by attending an open Board of Directors Meeting.

B. Do's and Don'ts

- Do become familiar with MSRC rules and policies.
- Do get involved in Club functions and attend meetings.
- Do support your Club during fundraising activities.
- Do respect the authority of the pool manager and lifeguards.
- Do promptly inform a member of the Board of Directors when the manager or lifeguard does not follow the established rules of conduct.
- Do closely monitor your children's activities, particularly in the bathrooms.
- Do accompany your child or arrange adult supervision if your child is not 9 years old or older and has not met the requirements set forth in Section II. A. (11).
- Do accompany children less than 9 years old when purchasing concessions.
- Do take a shower before entering the pool.
- Do sign in your guests.
- Do pick up and dispose of litter on Club property.
- Do clean up after yourself, disposing of trash securely, especially after hours.
- Do enjoy the facilities and use them for their intended purposes.
- Do check lost and found periodically and collect your belongings. Items will be purged monthly.

- **Don't criticize or reprimand the lifeguards or manager directly.**
- **Don't instruct or give orders to the lifeguards directly unless there is imminent danger.**
- Don't bring any glass on Club property.
- Don't use profanity while on Club property.
- Don't allow your children to play in, loiter around or vandalize the bathroom.
- Don't play ball or throw water balloons on the deck area.
- Don't litter or let your children litter.
- Don't bring animals on Club property.
- Don't drive any vehicles on the Club property beyond the designated parking area.
- Don't spin your wheels or otherwise abuse the parking area.
- Don't use the tennis courts for anything other than playing tennis.
- Don't enter the office/kitchen, storage or pump room without authorization.

C. Vandalism

To discourage vandalism, member teens and their guest may not socialize on MSRC property after midnight. It is the responsibility of all members to report to the board of directors any suspicious activity on MSRC grounds. Members under the age of 18 are never allowed in the pool gates without parental/adult member supervision when a lifeguard is not on duty.

After Hours - 1st Offense

- Offender(s) will pay for damages.
- Loss of privilege to come to club without parent.
- Two-week suspension.

After Hours - 2nd Offense

- Suspension for the season.

During Pool Hours - 1st Offense

- Warning and the offender(s) must clean up or repair damages.

During Pool Hours - 2nd Offense

- Offender(s) will clean up or repair damages, will be suspended for two weeks and may not return without parent.

II. Pool Operation

A. Pool Management

- (1) All members shall sign in their guest(s) and indicate their name(s) and county/state of residence. This information will be used to monitor the guest policy.
- (2) The lifeguards shall be on duty at all times during regular operating hours except during rest/adult swim periods.
- (3) The lifeguards shall manage and control pool operations during regular operating hours (See II. B. (1)). Their instructions must be followed at all times.
- (4) The lifeguard on duty shall hold rest/adult swim periods each hour during normal pool operating hours. Each rest/adult swim period shall begin promptly at ten minutes before the hour and shall end on the hour. During rest/adult swim periods, children under 18 are not permitted in the pool, except for small children age 2 and under when accompanied by an adult. During each rest/adult swim period, lifeguard services are not provided, but adults may swim at their own risk.
 - (4a) Adult members (18 years and older) and their supervised children who have signed a waiver may swim at their own risk before and after hours according to the terms of the waiver. No one is ever allowed to swim alone before or after hours (See II. B (4)).
- (5) The lifeguard is responsible for Club member safety and enforcement of the Club rules during regular operating hours. However, parents must supervise and control their children at all times while on Club property.
- (6) The lifeguard must be properly positioned on his/her chair when six or more people are in the pool. Lifeguard services from the deck are permissible when fewer than six people are in the pool.
- (7) A listing of the "Lifeguard Duties and Responsibilities" will be posted. Any violations should be promptly reported to any member of the Board of Directors. **Members should not criticize or reprimand the lifeguards directly unless an unsafe situation exists.**
- (8) Visiting with or talking to lifeguards while they are on active duty is not permitted. Lifeguards are not permitted to use cell phones or text while on duty except during rest/adult swim periods or emergencies.
- (9) No rough and boisterous activity or profanity will be permitted.
- (10) During regular lifeguarded operating hours, children 9 years of age and older may come to the pool alone **IF** they can pass a test consisting of swimming one length of the pool (25 yards). It is the parent or guardian(s) responsibility to request the swim test from the lifeguard. This privilege will be revoked if a disciplinary problem develops or if a lack of maturity is shown. Parents will receive only one warning before a parent or guardian will be required to accompany the child. A sitter must be at least 14 years of age and be designated by the parents. The pool manager will make all judgments concerning these matters with the concurrence of the Board of Directors.

B. Operating Days and Hours

- (1) The pool will be open with at least one lifeguard on duty during regular operating hours. Peak summer hours are as follows:

Monday - Thursday: 10:00 a.m. – 8:00 p.m.

Friday and Saturday: 10:00 a.m. – 9:00 p.m.

Sunday: 11:00 pm. – 8:00 p.m.

***Refer to the Pool Operating Hours posted on the pool bulletin board. Pool Hours are subject to change annually. Members should be aware that lifeguarded hours are reduced early and late in the season.**

(2) Use of the pool is permitted during guarded operating hours or at other times with a member signed waiver, except as follows:

- a. The Manchester Marlins Swim Team is permitted exclusive use of six swim lanes of the main pool during practice times through mid-July. The wading area will be open during this time. Practice hours are as follows and are subject to change annually:

Monday – Friday 4:00 p.m. – 6:30 p.m. until traditional school is out, then
Monday, Wednesday, Thursday 4:00 p.m. – 6:30 p.m. and
Tuesday and Friday 9:00 a.m. – 11:30 a.m.
- b. Any member that would like to swim laps during the Manchester Marlins Swim Team practice can coordinate with the lifeguard to open a lap lane.
- c. The pool will be closed to the general membership at 4:00 p.m. on Tuesdays for all Tarheel Swim Association (TSA) swim meets held at the MSRC pool (rain dates: Wednesdays).

(3) Guarded pool hours, opening and closing dates will be posted on the pool bulletin board, the MSRC website and distributed by email to the membership prior to the pool opening.

(4) It is recommended that families utilize the pool during the hours when a lifeguard is present. However, to accommodate members' family and school schedules, pool access is offered during times when a lifeguard is not present, **BUT ONLY** if the MSRC Unguarded Hours Swim Waiver has been signed by all adult members. Waivers must be signed at the time of application and annually. The waiver rules apply to pool hours NOT manned by a lifeguard and are intended for the safety of MSRC members.

- a. Only MSRC members are allowed at the pool during unguarded hours.
- b. All pool rules apply to unguarded hours as listed in the operating rules and policies manual.
- c. Members **MUST NEVER** swim alone. Members must be accompanied by someone able to call 911 in the event of an emergency.
- d. When the lifeguard leaves at the end of a shift, unaccompanied children under age 18 **MUST** leave immediately.
- e. MSRC members cannot bring non-members guests (adults or children) to the pool during unguarded hours.
- f. An adult (18 years and older) MSRC member can bring the children of other MSRC members to the pool during unguarded hours– they are covered by the waiver.
- g. Members who employ an adult (18 years and older) sitter or nanny on a regular basis may send this individual with the member's child/children while employed. The MSRC member must have the sitter/nanny sign a liability waiver which is submitted to the Board of Directors.
- h. Occasional sitters are subject to guest policy and are **NOT** allowed to bring children to the pool during **unguarded** hours.
- i. MSRC members cannot utilize the pool during unguarded hours on the morning hours when the pool is scheduled for cleaning. These days and times will be posted at the beginning of each season.
- j. All after hours patrons must clean up after themselves – clean up all trash and secure trash can lids, collapse umbrellas, cover grills and put away all pool toys in bins provided.

III. Tennis Play

A. General

- (1) All members shall oversee the proper use of the tennis courts.
- (2) All guests must be accompanied by the host member at all times. (See also IV.C)
- (3) All players must wear appropriate tennis attire. "Proper" (i.e., shoes that mar the playing surface are not considered proper), flat-soled smooth-bottomed tennis shoes are critical to the life of the court surface.
- (4) Waiting players and spectators shall keep off the courts at all times and refrain from making any unnecessary noise or distracting movements.
- (5) Children under 9 years of age are not permitted on the courts unless they are playing tennis under the close supervision of an adult member. Older children are permitted provided they follow the rules and demonstrate proper court etiquette.
- (6) Any infraction of the rules or damages should be reported to a member of the Board of Directors.

B. Reservations and Play

- (1) Courts should be reserved on the hour or half hour using the posted sign-up sheet when needed or requested. However, reservations may not be made more than one week in advance. A reservation is forfeited if your partner is more than 10 minutes late. In the event that both courts are occupied and a member is waiting, play will be limited to:
 - a. 1 hour for singles.
 - b. 1 ½ hours for doubles.
 - c. Doubles play is encouraged during peak times.
- (2) Tennis play is permitted any evening until 11:00 p.m.
- (3) The last member to leave must lock the gate and turn off the lights.
- (4) All group tennis activities and club-sponsored clinics and camps for members will be scheduled well in advance and coordinated by the MSRC Tennis Programs Coordinator or board designee to ensure there are no conflicting events. Dates and times for these scheduled activities will be emailed to the membership, posted on the website and in the MSRC newsletter. The one-week limit on the court reservations does not apply to these club-sponsored activities.

IV. Guest Policy

A. General

The host member of the Club must accompany their guests of the Club at all times except in cases when there are club sponsored events opened to non-members.

B. Pool Guests

(1) The pool facility is for the Club's paying members and their houseguests. Even occasional use by non-members in Manchester and other nearby subdivisions is discouraged due to crowding and, more importantly, because it undermines efforts to draw new full members.

(2) It is recognized that special circumstances will necessitate some limited use by non-member individuals who reside in and around Manchester. Member guests who have paid for tennis camp will be allowed use of the pool during the allotted time as set up by the tennis camp coordinator. Member guests will be allowed pool use up to two times per season only when accompanied by the host member. However, a member may bring no more than two local area guests or one family at any one time. Any abuse of this policy should be brought to the attention of the Board of Directors.

(3) All members shall sign in their guests and indicate their names and county/state of residence. This information will be used to monitor the guest policy.

(4) All members are required to notify the Pool Rental Coordinator at least one week in advance for small parties during pool operating hours where there are 10-15 guests in attendance. This does not apply to an ALL MEMBER group who decide to congregate at the pool unless non-member guests are included. **Refer to VI. H. for details including fees and hosting parties of 16 or more guests.**

C. Tennis Guests

(1) The tennis courts are primarily for the Club's paying members and their houseguests. Regular use by members playing with local guests is discouraged. Occasional use is permissible during off-peak daylight hours. A member and local guest(s) may not make advance reservations. However, once a member and local guest occupy a court, they may not be "bounced" by other members who did not make advance reservations.

(2) Lessons, clinics and tournaments must be approved in advance by the Tennis Programs Coordinator or board designee to ensure proper scheduling and to determine fees, if applicable.

V. Beverage Policy

A. General

(1) NO GLASS containers of ANY KIND are permitted on Club property at any time.

(2) All state laws pertaining to the consumption of alcoholic beverages will apply to all members, when consumption is permitted on Club property.

(3) Alcoholic beverages are permitted on Club property on weekends and holidays and after 4:00 p.m. on weekdays. Alcoholic beverages, when permitted, shall be concealed and discreetly consumed from non-glass containers.

(4) The policy on alcohol will be monitored due to concerns over pool safety, potential abuse and the need to maintain a wholesome atmosphere for our children.

(5) The Tarheel Swim Association (TSA) prohibits the consumption of alcoholic beverages during swim meets.

(6) Any member or guest that exhibits drunkenness will be asked to leave.

B. Concession

- (1) The Concessions coordinator or a BOD designee shall be responsible for providing soft drinks and concessions deemed adequate for the needs of Club members.
- (2) The Club’s refrigerator shall be used for the stocking and dispensing of ice pops and other concessions offered by the Club. Use of the refrigerator for any food, beverages or other items belonging to members or their guests is not permitted except during social functions.
- (3) Ice pops and other concessions provided by the club shall be sold on a self-serve basis at any time during pool operating hours. Children under 9 years of age must have an adult accompany them to make their purchases.
- (4) Payments in exact change or an amount greater than the purchase must be tendered upon each purchase of all concessions made available for sale by MSRC. Payments are to be made to the cash box stored in the office/kitchen next to the refrigerator.
- (5) All empty containers shall be recycled or disposed of as appropriate.
- (6) No other organization or group may sell concessions at the Club unless agreed upon by the MSRC Board of Directors. Any violations of this policy should be brought to the attention of the MSRC Board.

VI. Membership Costs and Refunds

A. New Membership

(1) New membership costs have three components: a one-time application fee, an initiation fee and annual dues:

<u>Membership Costs</u>	<u>Family Membership</u>	<u>Single/All Adult Membership</u>	<u>Employee Membership</u>
Application Fee	\$100	\$100	NA
Initiation Fee	\$400	\$250	NA
Annual Dues	<u>\$465</u>	<u>\$370</u>	<u>\$1</u>
Total Cost for New Membership	\$965	\$720	\$1

NOTE: Fees are subject to change annually. See section VI. F. for details on employee memberships.

(2) For new members who join during the pool season, the **annual dues** component of the membership costs will be based on the following pro-rated schedule:

<u>Date Payment Received</u>	<u>Pro-Rated Amount of Annual Dues</u>	
	<u>Family Membership</u>	<u>Single/All Adult Membership</u>
Prior to June 16	\$465	\$370
June 16-July 15	\$415	\$320
July 16-Aug. 15	\$350	\$270
After Aug. 15	\$250	\$200

(3) A payment schedule is available for a new membership upon request of the Treasurer or the MSRC Board of Directors.

B. Membership Renewal

(1) Membership renewal costs are comprised of annual dues and a \$100 non-volunteer service fee, if applicable (see (2) below). Annual dues for the season are as follows:

<u>Member Costs</u>	<u>Family Membership</u>	<u>Single or All Adult Membership</u>
Annual Dues	\$465	\$370

*NOTE: Fees are subject to change annually.

(2) A non-volunteer service fee will be assessed to each member who does not pledge to volunteer at least 10 hours of service per family to the Club for the season. The non-volunteer service fee is intended to offset the cost of the contractual services that would otherwise be provided by volunteers. First year “new members” are exempt from this non-volunteer service fee. Volunteer hours or the service fee are required in the second year of membership.

C. Membership Payments/Termination

(1) Annual dues and any fees, such as the non-volunteer service fee, if applicable, are due by April 1 each year.

(2) A late payment fee of \$25 plus interest at an annual rate of 10 percent shall be assessed if dues and fees are not paid/postmarked by April 15 of each year.

(3) Any member who has not made full payment of dues and fees or had not negotiated for a payment plan by April 1 shall be considered “inactive” and shall not be permitted use of the Club facilities until full payment is made, including late fees.

(4) If moneys due the Club are not paid in full within one year from the time a member is inactive, membership is automatically terminated.

(6) Members may request to be considered “inactive” for up to one 12-month period without penalty. This request must be submitted in writing to the Board of Directors **before April 15**. Upon board approval, annual dues and the non-volunteer service fee will be waived for 12 months. If the member does not renew by April 15 of the following year by returning their renewal form and dues, the membership will expire automatically on **April 16**.

(7) The Board of Directors may waive payment of moneys due in arrears or may extend the period of inactive status in cases of extreme personal hardship, such as loss of primary employment or severe family illness. The Board of Directors may require documentation to substantiate extreme personal hardship.

(8) If a member relocates permanently from the local area, membership in MSRC will be terminated in accordance with the Articles of Incorporation and bylaws.

(9) Any billing errors or overpayment of fees to MSRC will only be refunded up to two years in arrears.

D. Refund Provisions

- (1) If a member relocates out of the area prior to May 15 of their second pool season, one-half of the **initiation fee** is refundable. This request must be submitted in writing to the Finance and Capital chairperson.
- (2) Annual dues refunds for members who relocate during the pool season will be made according to the following pro-rated schedule:

<u>Date of Move</u>	<u>Amount of Refund (based on Annual dues of \$465/\$370)</u>	
	<u>Family Membership</u>	<u>Single or All Adult Membership</u>
Prior to May 15	\$435	\$360
June 1-July 15	\$225	\$188
After July 15	\$ 0	\$ 0

*NOTE: Fees are subject to change annually.

- (3) The **non-volunteer service fee** is not refundable.

E. Board of Directors Discount

In November 1997, to encourage participation on the Board of Directors, the general membership voted to discount annual dues of the six board members by \$100 annually. (Appendix A lists the six board positions.) In the event that a board position is shared with one additional person, the discount will be split equally among the two chairpersons. This \$100 discount is applicable on the renewal dues for the year following a board member's service, and is offered only when the Club's fiscal year-end operating budget is balanced for that same year. In addition, it is expected that at least 80% of the capital funds will be retained in reserve each year for future needs, except in case of necessary maintenance.

Additionally, in recognition of their service, each MSRC Board Member would be allowed to waive the private pool party rental/party fee if they choose to host a private pool party. MSRC Board Members are still obligated to pay applicable lifeguard fees, pay the refundable clean-up deposit and will be required to meet all conditions as described in section VI. H.

F. Employee Memberships

All employees of the Club are eligible for a membership for the duration of their employment for \$1.00 annually. If the employee is married and/or a parent, the membership is extended to their family living in one household; otherwise, the membership is for the employee only. Payment must be received with a completed application form for all new employees. The employee will be invoiced annually for \$1 as long as they remain employed by MSRC.

G. Non-Member Daycare Sitters

Members who employ an adult (18 years and older) sitter or nanny on a regular basis will be allowed to send this individual with the member's child/children while employed for the purpose of child care and safety. The sitter's name and age must be submitted in writing to the Board of Directors and a **liability waiver must be signed** by the sitter/nanny. Occasional sitters are subject to the guest policy and are not allowed to bring children to the pool during unguarded hours.

H. Private Rentals

(1) All Club rules apply to private rentals.

(2) An adult member, 21 years of age or older, may rent the pool facility for a private function from 8:00 p.m. to midnight on any Friday or Saturday evening or weeknights from 8:00 p.m. to 11:00 p.m. not in conflict with Club functions. This member must be present during the entire function and will be solely responsible for the conduct and clean-up of their guests, and for any damage to Club property. The tennis courts may not be reserved for private rentals, but may be used during a private rental function, if available (see III. B).

(3) The private rental fee for 16-25 persons is \$55 and 26-40 persons, the fee is \$80. Larger groups must be coordinated with the MSRC Board of Directors. A \$50 clean-up deposit is also required. The clean-up deposit will be fully refunded provided that the pool facility and grounds are left reasonably clean and orderly and no damages are reported.

(4) A completed Pool Rental Form with a date request must be submitted to the Pool Rental coordinator or BOD designee at least two weeks (14 days) in advance for all private pool rentals. Once this date is accepted the Pool Rental coordinator will post the date and the member name on the Social Calendar at the pool. Separate checks, made payable to MSRC, are required for 1) the security/clean up deposit and 2) the rental fee (s) and should be rendered 14 days in advance to guarantee the reservation. If there is a cancellation within 14 days prior to the event, the clean-up deposits will be refunded, but there are no refunds of rental fees. Rental fees will be refunded only if the event is canceled due to inclement weather.

(5) For small parties (no more than 15 guests) during pool operating hours, a \$15 party fee applies. A Pool Rental Form must be completed and submitted to the Pool Rental Coordinator or BOD designee with the non-refundable party fee one week (7 days) in advance of the event. The fee is used for scheduling lifeguards, reserving table space, and monitoring guest attendance. The rental fee will be refunded only if the event is canceled due to inclement weather.

*NOTE: Rental Fees are subject to change annually.

**Appendix A: MSRC Board of Directors
Committee Duties and Responsibilities**

I. Policy and Membership Committee

Chairperson: President

- Review and revise organization plan and committee responsibilities as needed.
- Draft revisions to operating rules and policies as needed.
- Shop insurance annually.
- Coordinate, if needed with Manchester Homeowners Association board.
- Nominate candidates and conduct annual elections for the Board of Directors chair positions.
- Organize and conduct membership campaign.
- Achieve annual membership goal.
- Recommend membership cap if needed.
- Provide input for the annual budget.
- Provide information to the Communications Chair to share with the membership as needed.
- In conjunction with the Operations and Grounds chair, oversee specifications and signing of annual pool operations/lifeguard contract.

II. Operations and Grounds Committee

Chairperson: Operations and Grounds

- Develop annual pool management strategy.
- Prepare contract, solicit bids, negotiate, and recommend pool management and grounds maintenance contractors for board approval.
- Oversee contractors' daily and seasonal operations, especially lifeguards.
- Coordinate with Wake County on health and safety issues and ensure all Wake County requirements are met.
- Coordinate utilities -- phone, trash collection, etc.
- Maintain gas grills and fill gas tanks.
- Plan and conduct spring/fall clean-up days.
- Initiate and coordinate small repair and improvement projects.
- Develop 5-10 year major maintenance and repair plan and recommend budget.
- Provide input for the annual operations and maintenance budget.
- Provide information to the Communications Chair to share with the membership as needed.

III. Communications Committee

Chairperson: Secretary

- Prepare meeting minutes and arrange meeting locations.
- Distribute meeting minutes to the Board of Directors and/or the membership as appropriate.
- Distribute newsletters and all current materials and important information to the membership as prepared by board committees.
- Develop cost-efficient copying and distribution methods.
- Develop ways to improve membership communications.
- Maintain membership rosters and e-mail distribution list to general membership.
- Coordinate the use of posters and signs to communicate activities and events.
- Coordinate the posting of all current information on the pool bulletin boards to include the MSRC calendar.
- Coordinate and maintain the MSRC electronic calendar.
- Provide input for the annual budget.
- Coordinate with each committee chairperson and the website administrator to keep updated and secure information on the website.

IV. Finance and Capital Committee

Chairperson: Financial Manager

- Prepare annual budget with input from all committees.
- Establish annual financial goals and objectives.
- Provide board members with monthly budget status and cash flow reports; identify problem areas.
- Propose annual dues amount and special assessments as required.
- Pay bills, collect dues and fees.
- Maintain checking and savings accounts.
- Collect and track completed member volunteer logs.
- Arrange and/or conduct annual audit and income tax preparation.
- Develop, prioritize and propose 5-10 year capital improvement program with membership input.
- Devise methods to raise capital funding.
- Initiate the annual set up of utilities -- phone, trash collection, etc.
- Accept new members and initiate the distribution of new member packets.
- Provide information to the Communications Chair to share with the membership as needed.

V. Swim Team Committee

Chairperson: Swim Team Chair

- Arrange and conduct swim team activities.
- Hire swim coaches and prepare contract for board approval.
- Develop swim team budget and fundraising needs.
- Coordinate swim team fundraising activities with the Volunteer Committee.
- Coordinate pool reservations with Communications and Volunteer Committees.
- Coordinate swim lessons for the general membership and member guests.
- Appoint a Tarheel Swim Association (TSA) representative and an alternate TSA representative to attend all TSA meetings and report findings to the Swim Team Committee.
- Coordinate the posting of all important/current information on the designated swim team bulletin board.
- Provide updated swim team information to the Communications Chair as needed.

VI. Volunteer Committee

Chairperson: Volunteer Chair

- Prepare annual activities calendar for board approval.
- Plan and conduct all social/fundraising events through subcommittees such as Easter Egg Hunt, Pre-season party/fundraiser, Memorial Day Potluck, Movie Nights at the pool, Independence Day Celebration, End of Season party and other social events that member volunteers want to support.
- Brainstorm and initiate fundraising concepts as needed.
- Coordinate member volunteers for each planned social/fundraising event.
- Estimate annual fundraising income and expenses and provide input for the annual budget.
- Coordinate all pool rentals.
- Coordinate all concession sales at the pool.
- Coordinate the posting of tennis reservation forms at the courts as needed, arrange tennis lessons and tennis activities such as camps and clinics.
- Provide information to the Communications Chair to share with the membership as needed.

Appendix B: Lifeguard Duties and Responsibilities

A. Primary Duties

- (1) The primary responsibility of the lifeguard on duty is to continuously monitor swimming and poolside activities in order to prevent accidents and, if necessary, come to the aid of any individuals who may be in distress.
- (2) The lifeguard on duty shall enforce all pool rules and regulations using good judgment.
- (3) The lifeguard on duty shall be alert at all times to detect and cease any unsafe or undesirable activities that may occur. These may include the following:
 - a. Unsafe diving (i.e., diving over children, diving at angles, diving in less than 4 feet of water, performing flips or back dives).
 - b. Ball or Frisbee playing on the deck area.
 - c. Running on the deck area.
 - d. Playing basketball against the clubhouse.
 - e. Roughhousing or horseplay.
 - f. Jumping onto floats in the pool.
 - g. Interfering with people swimming laps.
 - h. Playing with water balloons.
- (4) The lifeguard on duty shall maintain the proper chemical balance by testing and recording water quality two times daily. One of these tests shall be performed immediately before opening each day.**

B. Conduct

The lifeguard, while on Club premises (whether on or off his/her chair), shall exhibit proper conduct and set a good example by his/her actions. This will include:

- a. Reporting to duty on time.
- b. Being properly attired in a bathing suit.
- c. Maintaining a courteous and respectful demeanor.
- d. Maintaining an alert attitude.
- e. Refraining from unnecessary talking and visiting.
- f. Refraining from inviting friends during pool hours.
- g. Being properly positioned in the lifeguard chair when six or more people are in the pool.
- h. Using a radio only when no members are present.
- i. Refraining from answering the pool telephone except while on break.
- j. Refraining from all activities unrelated to lifeguard duties and responsibilities (ie: card playing, foosball).
- k. Refraining from all cell phone use, placing or taking calls or texting except for emergencies or during the 10 minute break times.

C. Other Daily Duties

The lifeguard shall perform certain other daily duties to help operate and maintain the pool and poolside amenities in a safe, clean, neat and orderly condition. These other duties are as follows:

(1) Daily Pool Opening

- a. Take chlorine and pH reading; record results; treat as necessary to maintain all applicable standards and requirements.
- b. Check condition of skimmers. Clean and empty skimmers and skim pool.
- c. Check condition of main drain cover.
- d. Check condition of pumps, chemical feeders, float meters and pressure gauges.
- e. Check condition of all safety equipment (telephone, Sheppard's Crook, ring buoy and safety rope).
- f. Check condition of pool gate.
- g. Clean sidewalk leading to the pool and the pool deck. Use the blower, hose off or sweep if necessary.
- h. Check bathrooms for cleanliness. If necessary, clean commodes, sinks, showers, countertops and floor. Replenish toilet tissue, soap, paper towels as necessary.
- i. Wash and wipe down deck table tops.
- j. Straighten and arrange lounge chairs and other pool furniture as necessary to allow for safe walking around the pool perimeter.
- k. Open umbrellas.
- l. Unlock and open the pool office. Make sure the area is neat and orderly.
- m. Retrieve empty trash containers from the street after weekly pickup and place them in the appropriate location.

(2) Hourly Rest/Adult Swim Periods

- a. It is the responsibility of the lifeguard on duty to hold rest/adult swim periods each hour during normal pool operating hours.
- b. Each rest/adult swim period shall begin promptly ten minutes prior to each hour and shall end on the hour.
- c. During the rest/adult swim periods, children under 18 are not permitted in the pool, except for children ages 2 and under when accompanied by an adult.

(3) Daily Operating Hours

- a. Estimate and record the head count of the number of people within the pool premises during each shift.
- b. Ensure that all members entering the pool gates are using their assigned Access card issued to each family.
- c. Check on unfamiliar people entering the premises to ensure they are either members of MSRC or that they are guest of a MSRC member. Non-members or uninvited persons should be asked to leave. MSRC will provide Pool Management with an updated membership roster for the sole purpose of enforcing pool access requirements.
- d. Monitor the office area for inappropriate activity and check that the area is maintained in a neat and orderly condition.

(4) Daily Pool Closing

- a. Take chlorine and pH reading; record results; treat as necessary to maintain all applicable standards and requirements.
- b. Empty ALL trash and recycle bins on the pool deck. Move recycle and trash containers to the street at the entrance as needed for weekly pick up.
- c. Clean sidewalk leading to the pool and the pool deck. Use the blower, hose off or sweep if necessary.
- d. Clean bathrooms, including commodes, sinks, showers, countertops and floor. Replenish toilet tissue, soap, and paper towels as necessary.
- e. Wash and wipe down the deck table tops.
- f. Straighten and arrange lounge chairs and other pool furniture as necessary to allow for safe walking around the pool perimeter.
- g. Close umbrellas. In severe weather, umbrellas should be removed and placed in the storage room.
- h. Turn off water to pool.
- i. Straighten and clean up office area and lock the office door.
- j. Make sure all patrons, under the age of 18 and who are not with a parent, leave the premises.
- k. Place the "Lifeguard not on Duty" sign at the lifeguard chair.
- l. Lock pool gate and turn off all light in the pool area.
- m. Lock tennis gate if left unlocked and turn off lights on the tennis courts if no one is playing.

(5) Maintenance

- a. Vacuum the pool at least twice per week.
- b. Back wash filters, daily or as necessary.
- c. Clean out hairnet basket weekly.
- d. Inspect and clean pump house as needed.
- e. Scrub pool tiles weekly.
- f. Organize lost and found weekly.
- g. Brush pool weekly
- h. Check that all chemicals are neatly stored in the shed adjacent to the pump house.

Appendix C: Basic Rules of Tennis Play and Etiquette

A. Basic Rules of Tennis Play

- A ball landing on any part of the line, even the outside edge, is considered good.
- The ball in play must be hit before it bounces twice. The ball may be hit in the air before the first bounce.
- If a ball in play touches the net and then falls into the proper court, it is good and play continues.
- If the served ball hits the net and is otherwise good, that ball is a "let" and is replayed.
- If a player reaches over the net to block a ball before it has crossed over the net to his side of the court, he loses the point.
- If a player touches the net while the ball is in play, he loses the point (a ball is in play until it has landed out, bounced twice, hit a backstop, etc.).
- If a player is hit by a ball before it has bounced, even on a service, no matter where he is standing, he loses the point.
- If a server swings at and misses the ball, it is a fault.
- A ball is not out until it has bounced; therefore, it is illegal to catch or stop a ball on the fly and call it out, regardless of where the player is standing.
- Practice serves are taken by both servers before the match is started and not once the match is underway.

B. Tennis Etiquette

- In unofficial matches, players immediately call the lines on their own side of the court.
- Other players' balls should be returned to neighboring courts.
- Players should wait for their balls to be returned rather than retrieve them from neighboring courts.
- No one shall walk behind a court while play is in progress.
- Receivers should try not to return bad serves.
- Players and spectators should respect the rights of others by refraining from loud talk or laughter, which might interfere with the concentration of others.
- "Lets" should be called by either player for interference on either side of the court, e.g. a ball rolling on the court.
- Everything should be done by both players to make the play fair, to call the lines correctly and immediately and to give the other player the benefit of the doubt.

Appendix D: Swim Team Policies and Procedures

(1) The pool is officially closed on Tuesdays at 4:00 pm when the Tarheel Swim Association host swim meets at MSRC. The rain date for swim meets is Wednesday evening. Practice/Swim meet time and dates will be posted on the pool bulletin board and on the MSRC website prior to the pool opening.

(2) The "Manchester Marlins" swim team coaches shall manage all swimmers during swim team practices. There will be no interference by parents or guardians during swim team practice.

(3) Visiting or talking to coaches or swimmers during swim team practice is not permitted.

(4) Any questions or comments to coaches should be addressed after practice is over. Positive comments and pats on the back are encouraged.

(5) Any concerns about the coaching staff should be addressed only with a Swim Team Committee representative. Do NOT criticize or reprimand the coaching staff directly unless there is imminent danger.

(6) Parental supervision is required during swim practice for swimmers in the 6 and under swim group.

(7) Parental supervision is optional during swim practice for swimmers in the 7-8 group and above. **However**, when a lifeguard or parent is not present to supervise, swimmers under the age of 18 will not be allowed in the pool until swim practice begins for their age group. If there is any behavioral problem with a swimmer during practice, a parent will be asked to attend practice until such time the coaches and/or Swim Team Committee feel it is no longer required.

(8) Once swim team practice commences in May of each season, swimmers **7 years of age and older will have a one week trial period** and swimmers in the **6 and under swim group will have two week trial period**, during which they may withdraw from the swim team and receive a full refund of their registration fee.

(9) Any parent who disregards the above swim team guidelines may be asked to no longer attend swim team practice until further notice.

If there is consistent non-compliance of the swim team policies and procedures listed above by either swimmers or parents, the Swim Team Committee may remove a swimmer from the team.

Appendix E: MSRC Suggestion Form

The MSRC Board of Directors is interested in your ideas and suggestions. Please feel free to submit this form or you may email a Board Member directly. Board Directors' email addresses can be found at www.msrtcnc.org.

My concerns/suggestions are:

Submitted by: _____

Date: _____

**Please mail your concerns/suggestions to MSRC, P.O. Box 99016, Raleigh, NC 27624.
This form will be submitted to the appropriate committee to be addressed within 30 days.**

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REV. 3/01

Section VI. E, Board of Directors Discount revision approved by the BOD on December 6, 2009.

Sections VI. A (1) and F. Employee Membership(s) revision approved by the BOD on February 24, 2011

Revised: October 7, 2011