

Northville Swim Club (NSC) POLICIES & PROCEDURES

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1.0 NSC Policy and Procedures Objective

The purpose of this document is to define HOW matters are addressed by NSC Members or Board of Directors. Policies & Procedures are intended to clarify the steps required for any given area in question. Matters not addressed in either the Bylaws, Rules, or Policies are subject to Board action.

2.0 Private Parties

- A. A "Private Party" is defined as being **outside of normal pool operating hours** (which are open to the general membership), but during the scheduled season.
- B. Parties held during pool hours are subject to Manager approval and are limited to 20 guests. Requests for larger parties must have Board approval.
- C. Maximum party duration is four hours, which includes setup and cleanup.
- D. The \$50.00 deposit is refundable **only if** the area is left clean. Otherwise the deposit will be used for cleanup expenses by the Club.
- E. The charge for the party is \$50.00 per hour or \$5.00 per person, whichever is greater. The per-person charge applies to all guests and chaperones, whether they swim or not. Members are included in the count, and are charged for as party guests.
- F. Northville Swim Club members who are party guests will be charged the same and are included in the party guest count, along with non-members.
- G. Northville Swim Club will provide lifeguards, who will enforce all Club rules and regulations as they apply to all guests. Only lifeguards under the employment by Northville Swim Club will be allowed during the party - no substitute lifeguards.
- H. To ensure the safety of your party, please make sure that all guests familiarize themselves with all posted "Rules."

Note: *In the event of inclement weather, parties cancelled with less than 24 hour notice will be subject to charges equal to actual costs.*

3.0 Membership Policies

A. Applications/Waitlist

Applications for membership may be downloaded from the website and sent, along with a non-refundable application fee, to the Post Office Box. Membership to the Club is limited, therefore, when space is not available, applicants may be placed on a waiting list in numerical order. The Postmark date on the envelope determines the order in which a family is placed on the list. For this reason, all applications must be mailed and are not accepted at the Club. When the list is long and difficult to maintain, the Board may determine to close the waitlist and temporarily suspend accepting applications. Potential members on the waitlist are offered memberships annually in the spring only as space becomes available. They are allowed one opportunity to defer membership for one year and must either accept membership the following year or be removed from the waitlist. Once a member is removed from the waitlist and wishes to reapply, a new application is required. As waitlist applicants, families may sign up for swim lessons during designated sessions. They are sent a postcard every July with their new waitlist number and one-day free admission to the pool in the month of August. Families on the waitlist may choose to be removed at any time.

B. Senior Members

Members are eligible for “Senior Membership” and its benefits if at least one of the adults named on the membership Bond meets the “Rule of 60”: must be age 50 or older as of May 31 of a given year **AND** must have 10 years of Club membership not including that summer.

C. Associate Members

Members may purchase an Associate Membership for a babysitter/nanny, or any relative (young adult/other family member) who is living in the home for the summer. The Associate Member would then be able to use the Club only when in the presence of a family member. An Associate membership costs \$65 and is good for one summer only.

D. Divorce

It is Club policy that one person can have their name on only one membership Bond. Therefore in the case of divorce and/or if subsequently one of the members named on the original Bond remarries, the Bond may be reassigned to only one family unit within the year. Options are:

1. One individual may buy the other out, or if by the Divorce Judgment, may be awarded the entire original Bond. Proof of the judgment or letter of request must be signed by both parties and notarized in order to change the name on the Bond. A new Bond will be issued for that number in the name of the person the judgment or dually signed request identifies.
2. If both members wish to remain in the Northville Swim Club, if available, one additional membership will be offered, for purchase within one year of the establishment of the new family unit.

- a. If no Bond is available, the newly formed family or the person not getting the original Bond will be allowed to purchase Associate Memberships for each new family member (spouse and/or children) for the one season only.
 - b. If Bonds are available they may choose to be offered both new Bonds. Each family may then hold only one Bond. The new families must submit names for each Bond and payment for the new Bonds. The original Bond will then be refunded as issued in accordance with current policy. Payment for two initiation fees and dues for two memberships will also be required.
3. Both individuals may elect to leave the Swim Club; each Bond holder must request a refund in writing for the original Bond.

4.0 Guest Pass Policy

Each membership number (member family) of the NSC may use up to a maximum of 30 Guest Passes during a season.

A. Use of Guest Passes

1. A membership family may bring in one family or six unrelated guests at one time. Guests must be accompanied by a member at all times.
2. Guest Passes are issued on a daily basis and are not transferable, however, any guest may leave and re-enter as they please on a single day if accompanied by the original host member.
3. Up to six Guest Passes may be used on a given day at the NSC. A Guest Pass is required for each guest (whether they swim or not).
4. Guest Passes cost \$5.00. Guest Passes may be earned through volunteer work for the Club (see *Section B. Earned Guest Passes* below).
5. A member family (single membership number) is limited to using 30 Guest Passes per season regardless of whether the passes are purchased or earned through volunteer work.
6. Foreign Exchange students living with a member family may attend free. Guest Passes must be used for babysitters, or associate memberships may be purchased - see *Section 3.C.* of this document.

B. Earned Guest Passes

1. Of the allowable 30 Guest Passes per membership number per season, all 30 Guest Passes may be earned through volunteering for Club work.
2. Guest Passes are earned at the rate of five per hour of work for NSC.

3. Guest Passes may be earned during the Spring Work Days, by volunteering at teen dances or Coney Nights, working other Social events, working on the grounds, or other volunteer efforts at the discretion of a Board member.
4. Guest Passes may not be earned for future pledged work (no free/earned Guest Passes issued until the work is completed).
5. Volunteer work preseason (October through May) earns Guest Passes for the upcoming season. Volunteer work during June and July earns Guest Passes for the current season. Volunteer work during August earns Guest Passes for EITHER the current season or the next season. The member who performs volunteer work during August must assign the earned Guest Passes to either the current season or the next season at the time of the volunteer work. Volunteer work during September earns Guest Passes for the next season.

Example: If you work two hours at a Coney Night in August, at the end of your shift you must tell the Coney Night Coordinator if you want your ten earned Guest Passes applied to the current season or the next season.
6. A member family (single membership number) is limited to using 30 Guest Passes per year regardless of if the passes are purchased or earned through volunteer work.

5.0 Discipline Policy

The root of the word Discipline means “to teach.” It is the intent of these policies for members to abide by the rules and to define consequences if they do not. Parents are expected to acquaint their children and guests with all rules and to remind them that all will be accountable to staff for the enforcement of all rules.

A. Member Rule Violations and Discipline

All members and guests are expected to follow the Rules of the Club. The Rules of the Club are for the safety of all members and guests are never optional.

1. Members and guests who do not follow the Rules of the Club will be asked to correct their behavior or actions by a staff member.
2. Members and guests who choose not to follow rules in the pool, in the locker areas, or on the grounds will be asked to sit out of activities for 20 minutes. They may return to the activities after the 20 minutes if they follow the rules.
3. Members and guests who do not follow the rules, do something considered to be dangerous to themselves or others, or give the staff a difficult time when asked to change their behavior or actions will be asked to leave the Club by a manager, staff member acting as a manager, or Board member. If a young minor is asked to leave, a parent will be called and requested to pick up the minor while he/she waits in the office.

4. When a member is asked to leave, a Board member will call the person or, if a minor, the member's parents and discuss the problem. If further action is necessary, dismissal procedures from the Club may be considered in accordance with the Club bylaws.

B. Staff Dismissal

All matters of staff discipline are handled first by their direct manager, second by the Vice President, and ultimately any matter of significance or which could lead to dismissal must be addressed by the full Board of Directors.

6.0 Wireless Internet Policy

As part of its mission to provide access to information which meets the educational, cultural and recreational needs of the Northville community, the Northville Swim Club offers its members access to the Internet, through wireless access on Club grounds.

The Internet offers access to rapidly changing, diverse and unpredictable global electronic information, and therefore contains material that could be considered controversial.

The Northville Swim Club has no control over the information resources accessible via the Internet, and cannot be held responsible for the quality, accuracy, or currency of an Internet site.

The Northville Swim Club and its officers, directors, and employees shall not be held liable for any direct or indirect damages which accrue from using the Internet.

The Swim Club's Internet access may not be used for any fraudulent or unlawful purpose, including activities prohibited under applicable federal or Michigan laws. Illegal uses include, but are not limited to, harassing, slandering or libeling others; disruption or unauthorized monitoring of electronic communication; and copyright infringement. Any viewing, possessing, or manufacturing of child pornography is illegal and prohibited.

The Swim Club does not use filters to restrict access to the Internet. Parents or legal guardians have the ultimate responsibility for supervising their children's use of the Internet.

Access to the Club's wireless network is only available to current Club members. All members must receive a password from the front desk before each use. Members are not to share this password. No technical support is available or will be provided by Swim Club staff.

Failure to comply with the Policy on Internet Access or any related Internet guidelines will result in consequences, including denial of access to the Internet at the Northville Swim Club, and if warranted, police notification.