

SUN VALLEY
SWIMMING POOL ASSOCIATION
RULES

Revised August 2008

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A. POOL HOURS

1. Pool hours for members are 10 a.m. to 10 p.m. Adult-only lap swimming is allowed starting at 6:00 a.m. It is the responsibility of those members participating in early morning lap swimming to remove and replace the pool covers and swim with a buddy. If a member finds they are unable to remove and replace pool covers it is their responsibility to find or hire someone to help them perform this task. NOTE: After school is out, swim team will have exclusive use of the pool from 7:30 a.m. to 10 a.m. After 10 a.m., one lane will be available to all pool members during swim team practice.
2. A lifeguard shall be on duty from 3:30 p.m. to 7:00 p.m. from the opening day of swim season until school is out. When school vacation starts the lifeguard shall be on duty from 11:00 a.m. to 7:00 p.m. daily and if the air temperature is 68 degrees or above. Exceptions to this may be approved only by the Board of Directors.

NOTE: Every effort will be made to provide complete lifeguard coverage during the aforementioned hours, but we cannot guarantee coverage at all times. Safety of children is always the ultimate responsibility of parents.

3. Lifeguards and Gatekeepers may leave the pool when the air temperature is below 68 degrees.

B. USE OF POOL

1. The gate to the pool area is to be closed and locked at all times. Each family shall be required to use its key card to gain admission. The key shall remain on the key board as long as any member of the family is present. (NOTE: There is an exception made for swim team members during an authorized practice as verified by the coach.) One key card shall be provided to each family. Additional cards may be obtained for \$10.00 from the Financial Secretary.
2. Only those member families whose dues and fines are paid will be eligible to enter the property. All fines must be paid within fourteen (14) days of a Notice of Fine. Late fees may apply.
3. Adult membership privileges and responsibilities shall be accorded to all members eighteen (18) years and older. Those adult members under twenty-one (21) will not be permitted to perform night gate duty

4. Members and guests age sixteen and seventeen (16 & 17) may have adult swimming privileges, including swimming during rest period, but they may not be gatekeepers. Sixteen-year olds may be chaperones, but only when a lifeguard is on duty.
5. Children age ten through fifteen (10-15) who have passed the prescribed star swimmer test (see below), may swim unaccompanied by an adult member only when the lifeguard is on duty. Star swimmers must bring their Star Swimmer certification tags with them to the pool.
6. Children under sixteen (16) years of age who are unable to pass the pool's swimming test must be under the immediate supervision of an adult member.
7. Anyone wishing to give swim lessons at the pool must have Board approval and must be a pool member in good standing (an exception is made for swim team coaches and lifeguards). Those children receiving lessons must be pool members in good standing or swim team members.

C. STAR SWIMMER TEST

1. The prescribed swim test referred to in the previous rules sections consists of: swimming one (1) length or two (2) widths of the pool, reciting five (5) of the posted pool rules, and treading water for three (3) minutes. The test will be administered by the lifeguard. Swimmers ten (10) years or over who pass the Star Swimmer test will receive a tag to attach to their key card as proof of successful completion of the test.

D. LIFE GUARD DUTIES

1. A lifeguard shall be on duty daily from 3:30 p.m. to 7:00 p.m. from opening until school is out, and then daily from 11:00 a.m. until 7:00 p.m. during school vacation when the air temperature is 68 degrees or above and otherwise defined by the Board of Directors. When the lifeguard goes off duty, he/she shall clear the pool grounds of members under sixteen (16) years of age who are not accompanied by an adult member.
2. The lifeguard shall enforce all rules and determine standards of conduct, health, and safety, having the authority to bar from the pool and/or premises anyone who fails to cooperate. In case of repeated infractions, he/she shall notify the Rules Chairperson so that appropriate action can be taken by the Board of Directors.

3. It is to be understood that the lifeguard is not a babysitter, and the parent or other assigned responsible adult is to have children under control and obeying the rules of the pool at all times.

E. GUEST PRIVILEGES

1. Adults may bring guests of any age. Children two (2) years old or under and non-swimmers are not charged as guests. Members in good standing may bring guests according to the guidelines set forth in this section. Members will be charged for guests at a cost of \$1/guest/day, or at whatever the current rate set by the Board of Directors. Guest cards may be purchased from the Financial Secretary or Membership Chairperson. Checks only, please.
2. Members must arrive and remain with guests and are responsible for them at all times. Guests are subject to the same rules and restrictions as members.
3. Members twelve (12) years or older, who have passed the Star Swimmer test, may bring up to two (2) guests twelve (12) years or older who are competent swimmers - but only when the lifeguard is on duty.
4. The number of guests shall be limited to ten (10) per family per day. If a member family wishes to have more than ten (10) guests per day, they must obtain written permission from the Rules Chairperson. For groups of more than ten (10) children under sixteen (16), members must pay for an additional lifeguard.
5. Pool members may request the Board's approval for live-in relatives, friends, babysitters, etc. to be temporarily included in their pool membership. The request should be made in writing and be directed to the Membership Chairperson. The request should specify names of additions and effective dates. This should be done well enough in advance to receive the required Board's approval. Approved additions to the membership card will be posted in the gatekeeper's book by the Rules Chairperson. There will be no charge to pool members for this accommodation.

F. HEALTH, SAFETY, AND CONDUCT

1. Rules of the State Board of Health shall be posted and shall prevail at all times.
2. All persons shall be expected to use common decency, good manners, and regard for others in sharing these facilities.
3. No running, no pushing, and no disorderly conduct.

4. No potentially hazardous equipment shall be used. No squirt guns. Only plastic and rubber type swimming aids shall be allowed. Judgment of the lifeguard and/or gatekeeper shall be observed in kinds of toys and their use.
5. No glass object permitted on pool grounds.
6. No riding of bicycles, scooters, skateboards, or rollerblades in the pool area.
7. One person on dive board at any time. No hanging on dive board.
8. No hanging or sitting on lane ropes.
9. No smoking. No alcoholic beverages permitted on the premises, except by Board approval for special functions.
10. Only swimsuits or pool wetsuits allowed in swimming pool.
11. No disposable diapers or pool-ups in swimming pools. Baby plastic pants only.
12. No swimming is allowed at night without the use of lights. The last person leaving the pool shall turn out the lights.
13. No pets are allowed on the premises.
14. Strollers and playpens must be set back at least six (6) feet from the swimming pool.
15. Parents are responsible for the conduct of their children at all times when using the pool facilities.
16. When the lifeguard is not on duty, one person may swim alone only when the gatekeeper is present. For lap swimmers, buddy swimming is recommended.
17. All members are expected to clean tables after eating/drinking at them and dispose of all trash.
18. It shall be the duty of every pool member to inform the Board of Directors of infractions to these rules. The Board shall be the final judge of what constitutes acceptable conduct.

G. GATE DUTY RESPONSIBILITIES AND PROCEDURES

1. Gate duty is the responsibility of every membership, with the exceptions of Board members. The person on gate duty must show up at the designated

time, sign in, and do a visual check of the pool area, regardless of weather conditions or temperature. They must sign out when their shift ends. All persons whose memberships were purchased prior to 2004 and are up for sale are still responsible to fulfill their obligations for gate duties or obtain a replacement until their membership is sold. If they wish not to do gate duties, they may return their membership to the pool and relinquish their right to a refund.

2. Gate duty is to be performed according to the assigned schedule by adult members eighteen (18) years or older whenever the temperature is 68 degrees or above, as indicated by the temperature gauge at the pool.

Gatekeepers between the hours of 7:00 p.m. to 10:00 p.m. must be twenty-one (21) years or older.

3. The person on gate duty shall assist the lifeguard in the enforcement of all pool rules and shall have full responsibility for their enforcement in the lifeguard's absence.
4. Persons unable to meet gate duty assignments shall arrange for a replacement. A list of members available for gate duty at \$8.00 per hour will be posted on the bulletin board, listed in the gate duty binder, or may be obtained from the Rules Chairperson.
5. Members failing to meet a gate duty assignment or to furnish a replacement will be notified by the Board of Directors and will be fined \$40.00, due and payable within fourteen (14) days of notice. Late fees may apply.
6. Members on gate duty who do not complete their shift (and temperature is 68 degrees or above) will be fined \$20.00, due and payable within fourteen (14) days of notice.
7. If member is not relieved at the end of his/her duty:
 - a. He/she shall attempt to contact the next scheduled gatekeeper.
 - b. If relief cannot be found, he/she should contact the Gate Duty/Rules Chairperson to make them aware of the situation.
 - c. The Gate Duty/Rules Chairperson can then- (based on how busy the pool is at that time), authorize and approve a pool substitute, paid at the rate of \$8.00 per hour. There will be no self-substitution by members for gate duty shifts.
 - d. If there is no lifeguard on duty, the gatekeeper shall clear the pool of all members under sixteen (16) years of age unaccompanied by an adult.
8. Members who wish to "buy-out" of gate duty responsibilities should notify Rules/Gate Duty Chairperson before or during the first week of the pool

season. Buy-outs will cost the equivalent of the substitute charges plus an administrative fee of \$25.

GATE DUTY PROCEDURE

WHEN OPENING THE POOL: (10:00 a.m. or 1:00 p.m.)

1. Sign-in the Gate Duty binder, indicating time of arrival and temperature.
2. Do a visual check of the pool and pool grounds.
3. If the temperature by the thermometer behind the gate duty desk reads below 68 degrees, you may sign out and leave. However, if the temperature should rise to 68 degrees or above, you must return to complete your gate duty.
4. Remove member sign-in book and any hand outs from drawer behind gate duty desk and put them out on desk.
5. As members enter, collect their key cards and hang them on the key board. Each member family should sign in. Punch guest card for each swimming guest over two (2) years of age. Guests must enter with a member and must leave when member leaves. Have all swimming guests over 2 years of age write their names in the sign-in book and mark PAID or CHARGE next to their names according to whether a guest card has been punched or the member should be billed for his/her guests.
6. Children under the age of ten (10) must be accompanied by an adult. Children ten through sixteen (10 – 16) years must have a swim test star (one star for each child) attached to the key card as proof that they have successfully completed the Star Swimmer test and may be at the pool unaccompanied by an adult. Unaccompanied children may swim only when there is a lifeguard on duty.
7. A red tag hung on the key board indicates no pool privileges. The gatekeeper shall refer the member to the Financial Secretary to rectify his/her account.
8. An adult should accompany a swim team member under the age of ten (10) to practice and leave only after practice has started to ensure that practice has not been canceled. Swim team members under the age of ten (10) must be met by an adult when practice ends.

AT DUSK:

1. Turn on pool deck perimeter lights. Switch is located at the gate duty station.
2. Turn on pool flood lights and underwater lights. Switches are located in boy's bathroom foyer.

3. Parking lot light and front gate light are on an automatic timer, set to go on at 7:00 p.m. and off at 11:00 p.m. (If for some reason you need to override it, use override switch in boy's bathroom foyer.)

WHEN CLOSING UP FOR THE NIGHT:

1. Person closing the pool will consult and perform duties posted in the gate duty binder and included with these rules
2. Clear pool and pool grounds of all persons. Do a visual check of pool and all areas including bathrooms. Check to see that faucets and showers are turned off and not dripping. Turn off bathroom lights and close bathroom doors.
3. Sign out in the Gate Duty book, indicating time and temperature. Replace books and other desk materials in drawer.
4. Turn off pool deck lights and pool flood lights. Close front gate securely when leaving.

NOTE: On July 1, the Rules/Gate Duty Chairperson will put out next year's gate duty sign-up binder.

H. GATE DUTY SUBSTITUTES

1. All substitutes must be available to work the entire shift for which they have been hired. Substitutes must be eighteen (18) years or older for shifts between 10:00 a.m. to 7:00 p.m., and twenty-one (21) years or older for shifts from 7:00 p.m. to 10:00 p.m. Substitutes must be pool members in good standing.
2. Gate duty substitutes should be paid by the member who hires them BEFORE they perform the assigned gate duty.

J. SALE OF MEMBERSHIP PURCHASED BEFORE 2004

1. Members wishing to sell their membership must notify the Membership Chairperson, in writing, of such intent. The Membership Chairperson sells all memberships in the order in which sell requests are received.
2. Once the membership is sold and the sale has been approved by the Board, the selling member will be notified and relieved of membership responsibilities. (All members whose memberships are up for sale remain responsible for assigned gate duties or for hiring a replacement until their membership is sold). The Treasurer will refund any monies due.

3. If the Membership Chairperson has not sold a membership thirty (30) days after receiving a request-to-sell letter, the member may sell his/her membership privately after notifying the Membership Chairperson of his/her intention to do so. Private sales may be made for any amount up to the current membership fee. Once a private sale has been made, a transfer agreement with both the buyer's and seller's signatures must be sent to the Membership Chairperson for pool records and Board approval. The seller remains responsible for all gate duties until the transfer agreement is received and approved by the Board. Selling member must make buyer aware of all outstanding gate duty assignments, as the new member will be responsible to fulfill them. A membership with outstanding fines or fees may not be sold privately.

NOTE: Memberships purchased after January 1, 2004 are NOT eligible for refund. They revert automatically to the Sun Valley Swimming Pool Association.

Revised March 2007

BY-LAWS
Of the
Sun Valley Swimming Pool Association
Incorporated

A Non-Profit Corporation

Revised August 2008

BY-LAWS
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I. Purpose

The purpose of this Corporation is to acquire, construct, operate, and maintain a swimming pool and attendant facilities including a wading pool and other recreations facilities, for use of members of the Corporation, their families, and guests.

II. Membership and Assessments

- A. This Corporation shall be composed of memberships not to exceed 195 families. Membership may be owned jointly by husband and wife, or by joint owners of a single household.
- B. Membership shall be restricted to those persons qualified.

Classes of membership are:

- 1. **Life Membership** – The holder is entitled to the full privileges of membership as a member in good standing, as long as he is current with all his Corporation obligations, including monetary obligations, cooperative dues, and adherence to the rules of conduct and safety.
- 2. **Inactive Membership** – This type of membership may be granted by the Board of Directors to Life Members who will be absent for a period of one year. Inactive Members must draft a letter to the SVSPA Board to request inactive status and pay a yearly fee of \$100.00 due on or before the first day the pool opens for the season. Members who miss the deadline must pay full membership dues. Members who request inactive status after the due date must have significant hardship and must inform the SVSPA Board in writing. The SVSPA Board will review such cases on an individual basis and will make a determination regarding the member's status and total fees due. Inactive members are exempted from gate duty obligations. If the member wants to prolong the inactive status for a subsequent year, a new request must be made in writing to the SVSPA Board.
Note: Members who 1) do not pay their annual membership dues, 2) do not submit an inactive request to the SVSPA, or 3) do not notify the SVSPA Board of an intent to sell their membership shall forfeit their membership (i.e. have their membership revert back to the Corporation) without any applicable refund being owed to them by the SVSPA.

- C. All of the rights, benefits, and duties of a membership shall accrue to the immediate family of the holder or joint owner thereof. No one such family shall own more than one membership, and each membership shall have one (1) vote.
- D. Membership fees, assessments and charges shall be acted upon by a majority of the members present at a meeting.
- E. Membership shall not be subject to attachment, garnishment, execution; shall not be an asset of the debtor in the event of bankruptcy or assignment of creditors. Upon any of the foregoing conditions, or any other involuntary transfer, membership shall automatically revert to the Corporation, and the former member, his heirs, trustees, executor, administrator, or assign, shall have no right, title, or interest therein. However, in the event of the foregoing, the Corporation shall pay to the former member a sum of money not to exceed the current purchase price paid for a membership.
- F. When a member desires to redeem his/her membership, the membership shall revert back to the Corporation and the redeeming member shall be paid a refund by the SVSPA per the terms provided on his/her membership application.
- G. Upon the death of the member, his membership shall automatically revert to the Corporation and shall not become an asset of his estate. Nevertheless, the Corporation shall pay to the representative of the deceased a sum not to exceed the current purchase price. In the case of the membership owned jointly by husband and wife or by joint owners, the death of either spouse or joint owner shall not prejudice the ownership thereof by the surviving party.
- H. Any member may be expelled by a two-thirds (2/3) vote of the membership for any act of misconduct deemed by the membership to be detrimental to the best interest of the organization: provided that said membership shall offer the member reasonable notice in writing and an opportunity to be heard before a membership meeting (or before the Board of Directors, if he prefers) before any action is taken by the membership. In the event of such expulsion, the expelled member shall receive a sum not to exceed the current purchase price of membership.

III. Elections

- A. Directors of the Corporation are President, First Vice President, Second Vice President, and eight (8) Directors, total of eleven (11), all of whom shall be elected by members in good standing in this order, and by secret ballot, except for the Swim Team Director who is given a seat on the board and is chosen by the current Swim Team Committee and subject to the approval of the sitting SVSPA Board of Directors. The immediate past president shall be an ex-officio member of the Board of Directors, serving in an advisory capacity and without voting powers.
- B. The Directors and Officers shall be elected from members in good standing, for regular terms of one year, beginning on January 1st of each calendar year. No

person shall hold the same office for a period longer than three (3) consecutive years.

- C. Election of Directors and Officers shall take place by mail in November of each successive year.
- D. The candidate for any office who receives a majority of votes for the office will be elected.
- E. In the event a vacancy shall occur on the Board of Directors for any reason other than the expiration of a regular term, then such vacancy or vacancies shall be filled by the Directors from the members of the Corporation, and the person selected shall hold office until the expiration of the then current term.
- F. A nominating committee will be selected by the Board of Directors, which committee will present a slate of at least one candidate but not more than three for each office at the September Board meeting and additional nominations may be presented by a pool member when present at the meeting. Posting of time and place of such Board Meeting will be at the pool on the bulletin board.

IV. Officers and Directors

The officers of this Corporation shall consist of a President, a First Vice President, a Second Vice President, who shall be the primary officers: Secretary, Treasurer, Financial Secretary, and such other officers as the membership from time to time may determine. All officers must be members of the Corporation and the three (3) primary officers hereinabove named must be members of the Board of Directors. Each of said officers shall have the authority and duties customarily associated with his office, together with such other authority and duties as shall be delegated to or placed upon him by the membership. Without limiting the generality of the foregoing:

- A. The Board of Directors of the Corporation shall exercise the following powers:

1. To conduct the business of the Corporation between regular membership meeting where the decision of such matters cannot reasonably await a regular meeting; provided that any action taken by the Board of Directors shall be consistent with these By-Lays and with existing resolutions of the membership.
 2. All Corporate powers of the Corporation.
 3. The power to call special meetings of the Directors of the members.
 4. Shall appoint an auditing committee to audit the books of the Corporation within thirty-one (31) days after the closing of the pool of each year and shall receive and enter into the minutes of the Board of Directors the report of the auditing committee.
 5. To set forth rules of conduct and safety and take such action as is necessary to enforce same.
- B. The President shall preside over all meetings of members and Board of Directors, shall sign all contracts and other instruments which have been first approved by the Board of Directors, may call special meetings of the members or the Board of Directors, and subject to the will of the membership, generally shall direct the affairs of the Corporation.
- C. First Vice President
1. The First Vice President in the absence or inability or refusal to act of the President, shall exercise all authority and perform all duties granted to or enjoined upon the President by law, or by these By-Laws.
 2. The First Vice President shall be permanent Chairman of the Membership Committee and shall have power to appoint a sub-committee.
- D. The Second Vice President shall, in the absence of the first Vice President, assume the duties of the First Vice President. In addition, he shall be the permanent Chairman of the Pool Committee.
- E. The Secretary shall keep a record of all proceedings of the Board of Directors and of the membership, shall serve all notices required by law or by these By-Laws, shall maintain appropriate records of the membership of the Corporation, shall sign all contracts and other instruments as designated by the Board of Directors. The Secretary shall be the permanent Chairman of the Publicity Committee with power to appoint a sub-committee.
- F. Treasurer
1. The Treasurer shall effect payments of all obligations which have been first approved by the Board of Directors.

2. Shall make a report of the Corporation's Financial standing at each regular meeting, and submit this report in writing to the Secretary, to be entered into the minutes.
 3. Shall have a list of all property belonging to the Corporation, and to be custodian of all tax papers, insurance papers, licenses, permits, etc.
 4. Shall file all Corporation tax data and returns with proper Federal, State, and Local Authorities.
- G. The Financial Secretary shall effect all collections and deposits of money, reporting same to the Treasurer.

V. Meetings

A. Meetings of the membership:

1. A regular annual meeting of the members of the Corporation shall be held on a date selected by the Board between the 15th of May and the 15th of June of each calendar year, at such date, hour and place as shall be designated by the Board of Directors. Notice of said meeting shall be given at least six (6) days prior thereto, by mail.
2. Special meetings of the members may be called by the Board of Directors or by the President, and the President shall call such meeting upon the written request to the President of at least ten (10) percent of the members in good standing. A special membership meeting must be called by the President within two (2) weeks after he shall have received proper written request. Said written request shall set forth the purpose of said meeting. Only such matters as are referred to in the request shall be considered at the special membership meeting. Notice of time, place and purpose of said special membership meeting shall be given at least six (6) days prior to the meeting, by mail.
3. Not less than fifteen (15) percent of the membership in good standing shall constitute a quorum at any meeting of the members, and in absence of a quorum the meeting shall have no authority except to adjourn from day to day or until such time as may be deemed proper by the members present.

B. Meetings of the Board of Directors:

1. Meetings of the Board of Directors shall be held at least once every three (3) months, on the call of the President and he shall call such meeting upon request of any three (3) Directors. Notice of any meeting shall be given to each Director by the Secretary by telephone or mail at least three (3) days prior to the date set for the meeting.

2. A majority of the members of the Board of Directors shall constitute a quorum for the purpose of any Directors meeting and if less than a quorum is present, the meeting shall have authority only to adjourn from day to day or until such time as the Directors present may deem proper.

VI. Records

The records of this Corporation shall consist of its Articles, these By-Laws, complete minutes of all meetings of the members and Board of Directors, a roll of the members, statements completely reflecting the financial affairs of the Corporation, and such other records as may be designated from time to time by the Board of Directors.

All of said records shall be opened to the inspection of any member of the Corporation at any reasonable time.

VII. Business Principles and Practices

The organization shall be cooperative and following principles shall be observed:

- A. Democratic principles shall govern. Each membership in good standing shall be entitled to one (1) vote at the membership meetings as hereinabove provided. No proxy voting shall be permitted.
- B. The organization shall be neutral with respect to race, religion, and politics.
- C. All meetings of this Corporation shall be conducted under Robert's Rules of Order, except as otherwise provided herein.

VIII. Amendments

These By-Laws or any part thereof may be adopted, amended, or repealed:

- A. By a vote of two-thirds (2/3) of the members present at any regular membership meeting or a duly called special membership meeting; provided, that the motion for said amendment or repeal shall be made and seconded at a meeting held at least twenty (20) days prior to the meeting in which the proposed amendment or repeal is voted upon. The motion for the amendment of the By-Laws shall be presented in writing and shall set forth the portion of the By-Laws to be amended and the proposed amendment.

IX. Dissolution

In the event of the dissolution of the Corporation, the Board of Directors at the date of such dissolution shall divide all assets of the Corporation equally among the members in good standing on that date; subject only to contractual obligations.

Revised August 2008