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2017 MEMBER HANDBOOK

CALVERTON SWIM CLUB 2017 BOARD OF DIRECTORS

Name	Positions Held	Term Exp
Sandy Albright	Social Committee, Operations Committee	2018
Kari Banks	Swim & Dive Teams Liaison, Membership Committee	2017
Nancy Femiano	Staff Liaison, Operations Committee	2018
Kelly Jones-Ferreira	Asst. Secretary, Membership Committee	2017
Jeff Karns	Secretary, Operations Committee	2017
Ruben Melendez	Treasurer, Operations Committee	2018
Duncan Munro	President, Operations and Membership Committees	2018
John Niedermair	1 st Vice President, Operations Committee	2018
Karen Pugh	Asst. Treasurer, Membership/Social Committees, Volleyball Liaison	2017

POOL MANAGEMENT

Rebekah Harrison, Manager - C.J. Rager, Assistant Manager

HOURS OF OPERATION

Regular season operating hours are:

Monday – Thursday: 11:00 am – 9:00 pm - Friday: 11:00 am – 10:00 pm

Saturday: 11:00 am – 9:00 pm - Sunday and Holidays: 12:00 pm – 9:00 pm

Operating hours are shortened on days when both Montgomery and Prince George's County Public Schools are in session, and on nights before school days. Please see the calendar for specific dates and times.

Please see the Club Calendar (on-line at www.calvertonswimclub.com) for more information, exceptions, and special events. Please note, the water closes 15 minutes before the Club grounds close for the evening. All members and guests are expected to gather their families and belongings and leave the facility by closing time in order for the staff to close on time.

The Club will be closed to the general membership during certain special events as published in the annual calendar. See the calendar for dates and times for these planned special events. Notice of early closure will also be posted at the Club.

GENERAL INFORMATION ABOUT RULES AND REGULATIONS

Rules and regulations are developed in compliance with Montgomery County Health Department regulations, and are approved by the Board of Directors to ensure the safe and sanitary operations of the pool and to enhance the enjoyment of all members and guests using the facilities. The rules are enforced by the manager and staff. Comments or complaints should be addressed to the President or a member of the Operations Committee, not to the manager or members of the staff.

Members are asked to instruct their children and guests to observe these rules and to follow the direction of the staff. Failure to comply with the rules can result in suspension of pool privileges. Parents are further expected to set an example for children by knowing and following these rules themselves, and to recognize the staff's responsibility to enforce rules equally for both adults and children.

The pool manager on duty has the authority to temporarily deprive any member from using the Club's facilities. Suspensions may be appealed in writing to the Board of Directors. Any suspension of a minor (under 18) will require contact between the manager and a parent or guardian as a condition of ending the suspension.

Rules and regulations are subject to change. Any changes made after the handbook is published will be prominently posted.

SAFETY

NO GLASS CONTAINERS OF ANY KIND ARE PERMITTED ON POOL PROPERTY, INCLUDING THE PARKING LOT.

No diving is permitted from the pool edge into water less than 5 feet deep. Signs on the pool deck mark safe water depths.

Diving or jumping must be straight away from the side. Flips, spins, twists, cannonballs, or similar entries are prohibited.

Only one person may be on a diving board at a time. Diving is permitted only straight away from the board and the next diver must wait until the previous diver has reached the exit ladder before diving. Dives and actions judged unsafe by the guard on duty are prohibited.

No child under age 15, including swim and dive team members, may use the diving board or enter the dive well without wearing a patch or wristband indicating he or she has passed a swimming ability test administered by the manager/staff. A patch will be issued to each member at the time he or she passes the test. Guests will be given one wristband at the time of passing their initial test.

Replacement patches may be purchased in the office, and members may purchase additional wristbands for guests on subsequent visits.

Actions that could lead to injury, or which would be likely to impede another person's right to use the pool without undue disturbance, are prohibited. Such actions include, but are not limited to, running on the deck, pushing, wrestling, dunking, and towel snapping, or tossing a person while in or into the water, or intentionally and forcefully splashing water at another person. The judgment of the guard or manager on duty will determine if specific actions violate this rule. The judgment of a guard or manager in such situations is final and not subject to protest.

Jumping, climbing, or sitting on the fence between the pool deck and grass area is prohibited. Enter and exit at the foot baths only.

Pool employees are not allowed to assume custody of small children except during scheduled aquatic instruction periods.

Recreational or personal flotation devices are not permitted in the main pool except at specifically designated functions. Exercise devices, such as kick boards and aerobic exercise belts, are permitted for use by adults as long as they are being actively used in a group or individual exercise program. Other flotation devices may be used by adults for exercise at discretion. Face masks or goggles with glass lenses are not permitted. Other objects, such as pool toys, balls and dive targets may be used only with specific approval of the manager, and must be supplied by the club. Small buoyant toys are permitted in the baby pool.

Water wings and U.S. Coast Guard approved flotation devices may be used by members and guests of the Club subject to the following conditions. Use is limited to water that is 4.5 feet deep or less. A parent or adult guardian must remain within an arm's reach of the person using the flotation device. Flotation devices, other than water wings, must be provided to the Club Manager for inspection and approval.

Once approved, the manager will mark the floatation device as approved and the member or guest may use the floatation device in the pool. If the approval mark is lost or destroyed, the floatation device must be presented to the Club Manager for re-inspection and approval before use.

Wheeled vehicles and playpens are permitted in the grass areas or baby pool enclosure only.

Only soft-soled shoes may be worn on the pool deck area.

Other than volleyballs and basketballs, ball playing is permitted on Club grounds using Club supplied balls only. Members and guests may not bring in their own baseballs, softballs, footballs, kick balls, etc.

HEALTH

Admission to the pool may be denied to any person having an infectious condition that can be readily spread via air, water, or through casual contact. Such conditions include, but are not limited to, sore or inflamed eyes, flu, and those conditions producing obvious nasal or ear discharge.

No pets are allowed on the Club grounds between Opening and Closing Day. Certified service animals are permitted on the deck, but not in the water.

All persons must shower before entering the pool. All persons entering the pool deck from the grass area must use the foot baths.

Children who are not potty trained must wear swim diapers *and* rubber pants over their diapers before entering the pool.

NO FOOD, DRINKS OR TOBACCO / VAPING PRODUCTS ARE PERMITTED on the pool deck and baby pool deck. Drinking water in clear plastic containers with lids is permitted in these areas.

Alcohol consumption on Club grounds is permitted only in designated areas that are described in the Club's Alcohol Consumption Policy.

Smoking (*) or using any electronic cigarette is only permitted in designated smoking areas, which are identified by the presence of tobacco debris receptacles. Those persons smoking (*) or using any electronic cigarette in the designated smoking areas are asked to use the provided receptacles to dispose of smoking debris. Please see Club policies for further details.

(*) "Smoking" means the act of lighting, smoking, or carrying lighted or smoldering cigar, cigarette, or pipe, of any kind.

"Electronic cigarette" means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product, and includes any such device or substance that is included in tobacco control laws of the state of Maryland or Montgomery County. The term includes any device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

ATTIRE

All patrons within the pool area must be attired in swimming apparel. No street shoes or clothing allowed on decks. The swimming pool and decks must be maintained in a sanitary manner for the protection of patrons.

Pool users must wear swimming suits or swimming trunks upon entry into the pool. Clothing such as cut-offs, gym shorts, and underwear is not permitted as swimwear. Swimwear should not have been worn for exercising immediately prior to pool use and must be colorfast and of lightweight material suitable for swimwear, such as Lycra, Spandex, or nylon. Clean T-shirts may be worn for modesty or medical reasons but first must be sanctioned by the Pool Manager.

For persons who require full coverage, apparel must be for swimming only and of light weight material.

FACILITIES

Use of the designated handicapped parking spaces is limited to handicapped persons. Please do not park in the handicapped parking spaces unless you are entitled to do so, and are displaying the proper credentials on your vehicle.

Members and guests are responsible for disposing of their own trash in the trash receptacles provided. Parents are responsible for their children's trash. Members and guests are asked to recycle cans and plastic bottles in recycle bins provided.

Cooking facilities are located in the upper grass area. There are five grills within the large brick structure. The grills are for the use of all members and their guests. Climbing on the grills is prohibited.

Members with special dietary needs may bring their own cooking equipment to the Club upon approval of the Manager or President of the Board.

Low chairs must remain in the baby pool.

Members and guests are requested to place towels on chairs or lounges to prevent suntan oils from damaging the straps.

INTERNET ACCESS – The Club will provide wireless internet access (Wi-Fi) for use by members for their convenience. Network access and password information is available in the Club office. The password will be changed periodically. Members using this service should be aware that the system is basically a public use system, and should use appropriate caution when transmitting sensitive information. Also, the system is designed to shut down when the Club closes in the evening, and the size of data files that can be transferred is limited. Members and guests using the system must do so in accordance with the following user agreement.

WIFI USER AGREEMENT

Agreement for the use of wireless internet access at the Calverton Swim Club.

The Calverton Swim Club (CSC) offers on its premises wireless internet access (WiFi) at no charge for members and guests with portable computers or devices capable of receiving wireless signals. WiFi is available during regular pool operating hours.

CSC members and guests are expected to use this WiFi service in a legal and responsible manner. By using WiFi service at the CSC, members and guests acknowledge that he or she is subject to, and agrees to abide by all laws, all rules and all regulations of the State of Maryland, and the federal government that are applicable to WiFi and Internet usage.

Members and guests agree to refrain from inappropriate and unacceptable activity while using CSC WiFi service. Examples of inappropriate and unacceptable use of WiFi service include, but are not limited to:

- Activities or transmissions of materials that violate Federal, State or local laws (e.g., fraudulent acts, copyright infringement, and threats or acts of intimidation or harassment against another person).
- Using the CSC WiFi for commercial purposes or personal gain, or misrepresenting oneself as another user.
- Attempting to circumvent security software or other security measures placed on CSC network systems.
- Damaging or tampering with CSC computer equipment, software or settings.
- Maliciously accessing, altering, deleting, damaging or destroying any CSC computer system, network, programs or data.
- Disrupting or attempting to disrupt network traffic or attempting to overload or crash the CSC network and its attached systems.
- Attempting to monitor, capture or otherwise intercept CSC network traffic.
- Engaging in spam activities (i.e., sending unsolicited electronic communications to large groups of individuals at the same time)

- The viewing of inappropriate websites that are in conflict with the values of the CSC.
- The use of CSC WiFi services to send hate mail, malicious statements or images intended to injure or humiliate others, threats, personal attacks on others or statements expressing animus towards any person or group by reason of race, color, religion, national origin, gender, sexual orientation or disability is strictly prohibited.

Virus, security and privacy protection is the responsibility of CSC members and guests using CSC WiFi services. Credit Card information, passwords, or any other personal information should not be transmitted using CSC WiFi services as this is not a secure service.

The CSC is not responsible for any loss of data, theft or damage to personal equipment or software when using CSC WiFi Services nor can the CSC guarantee that a WiFi connection to the internet can be made or maintained.

CSC staff cannot provide technical assistance to members and guests using CSC WiFi Services and the CSC reserves the right to terminate a wireless internet connection if deemed necessary.

ACCESS BY CHILDREN

All patrons under age 8, and those age 15 or younger without a swim patch (see safety rules), must be supervised by an adult while at the Club. Children age 8 through 10 who have a swimming ability patch must be signed in by a family member or caretaker age 18 or over in order to enter or remain unaccompanied at the Club. Except as noted above, unsupervised children will not be allowed to remain at the facility.

The Club is not a babysitting facility, and accepts no added responsibility for the care of unsupervised children, or to monitor their departure from the Club. The child is responsible to record his/her departure upon leaving the Club.

Lifeguards signal a 15-minute rest break every hour. Children under age 15 as of December 31 of the current year are required to leave the main pool during the break.

Use of the baby pool is limited to children age 6 or younger who do not have a swimming ability patch. Each child must be directly supervised by an adult or babysitter, who is located within the baby pool enclosure, responsible for the child's safety and conduct.

ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS

The terms of four (4) members of the Board of Directors will expire at the end of this season. All of these Board members are eligible for re-election. Any Member interested in the well being and growth of the Club is encouraged to consider seeking a seat on the Board. The role is challenging, but rewarding, and is a great and necessary service to the Club.

Nominations for the Board of Directors may be submitted by any member in good standing. Nomination forms will be available in the Club office in early August. Nominees should complete the Candidate Nomination Form, have it endorsed by five other members, and submit it to the Secretary by 9:00 PM on Friday, August 18, 2017. If an election is required, the internet will be the primary method of conducting the election. Election material will be sent to those members without internet service by USPS, and the ballots may be returned to the Club. The deadline for voting by either method will be 4:00 PM on Sunday, September 3, 2017

MEMBERS' RESPONSIBILITIES

Members and guests use the pool at their own risk. The Club is not responsible for injuries arising from such use.

The Club accepts no responsibility for lost or stolen property. Members are strongly advised not to leave valuables in plain view, in the bath house, or in their vehicles.

Members are responsible for damage caused by themselves, their dependents, or

their guests to Club property and will be billed for repair or replacement costs.

The Club is a family facility. Appropriate attire, behavior, and language are expected at all times.

Under no circumstances will bullying or intimidation be permitted.

The Club is an *absolutely* drug free zone—no warnings, no exceptions, zero tolerance for illegal drugs.

MEMBERS' ACCESS TO THE FACILITY

The Club initiated an electronic entry system in 2013. No membership cards are issued. All members age 2 and over are required to have their photo taken and entered in the entry system before being admitted to the facility. Any member whose appearance changes significantly is required to have his/her photo updated.

Every member will be assigned a unique, personal identification number. Each member is required to enter his/her number into the entry keypad, and be recognized by his/her photo in the entry system, before being allowed entry to the facility. The Club's bylaws provide for suspension or expulsion of persons for fraudulent use of membership identification.

Upon leaving, members should record their departure on the entry system keypad. If a member fails to do so, and attempts to re-enter the facility later that day, the system will deny access.

Only the Membership Committee may add persons to a membership unit. Staff members are not permitted to do so. Members wishing to make changes or additions to their unit registration will need to complete a "Change of Membership Request" form, which can be obtained from the office. Guest fees will be required as appropriate until the changes are approved (usually within 48 hours). Any persons who are not shown on a membership unit's registration form must be admitted as guests, and the member must pay the appropriate guest fee, which is not refundable.

NANNY/BABYSITTER - Owners may add persons who are at least 15 years old and are not residents of the household, but who are retained to care for children or dependents, to the membership for a non-refundable fee of \$100 per person per season. Nannies are considered GUESTS of the Club. Nannies must accompany the children / dependents listed on the membership registration in order to enter the Club, and are NOT permitted to sponsor guests or to participate as a member of any Club team.

GUEST PRIVILEGES

A member who brings a guest to the pool accepts responsibility for the actions of the guest. Members must pay for guests to enter. The appropriate fee for that day must be paid for every guest age one (1) or over. Payment will not be accepted from a guest.

Guests may only enter and remain at the Club when accompanied by a member.

Except as noted below, a family member over age 15 must accompany guests at all times.

In order to allow a member's child to enter the facility with a baby sitter who is not a member, a child under age 15 may bring one guest age 15 or older to the Club. This exception is not intended to apply to any other circumstance.

Each family is limited to eight (8) guests at a time, unless pre-approved by the Manager.

GUEST FEES AND PROCEDURES

Guest fees apply to all non-members over age 1 that are brought to the Club by members, including adults who accompany member children to the Club for any purpose.

Members must purchase a Guest Pass for each guest they wish to sponsor to enter the Club. The pass must be completed and signed by the sponsoring member, and

surrendered by the member at the entrance to the Club when the guest enters (with the sponsoring member). The Guest Pass will be kept as a record of the guest's visit.

Guest Fees

Weekdays: \$6.00 (or one guest pass) per person. Saturdays, Sundays, and Holidays: \$8.00 (or two guest passes) per person. Special Event Days – Memorial Day (May 29), Independence Day (July 4) and Labor Day (September 4) – \$10.00 per any guest over age 1 – Cash or check only - Guest passes not valid.

Sheets of eight (8) Guest Passes are available for \$30.00 each, allowing up to eight weekday visits (a \$48.00 value), or four weekend/holiday visits (a \$32.00 value). To facilitate entry to the Club, please complete pre-purchased Guest Passes before coming to the Club.

Guests leaving the facility before the sponsoring members are requested to stop at the front desk on the way out so their departure can be recorded.

While at the Club, sponsoring members are responsible for their guests and for the actions of their guests, including any damage caused by the guests. Members are urged to review the Club's rules with guests prior to coming to the Club.

Guests must leave the facility when the member leaves, unless another member is willing to sponsor the guest. In that case, both members must make arrangements at the front desk.

GENERAL INFORMATION AND CLUB ACTIVITIES

Club Rules: Please read the rules and regulations appearing in this Handbook. They are important to the peace, safety, and enjoyment of all members. Members are expected to know, understand, and follow all rules. Members are responsible for their guests' compliance with the rules. Please read and discuss the rules with your family and guests.

Lessons and Team Sports Participation: Participation in swim and dive lessons, swim and dive teams, and league volleyball and horseshoe teams are open to members only (including single season members).

Swimming Lessons for all ages and abilities will be offered. Lessons for disabled members may be available on a private or semiprivate basis. The Water Safety Program coordinator is Kacey Banks, who can be reached at swimcutie411@gmail.com, or through the Club office.

Diving Lessons for all ages and abilities may be offered. Inquire at the Club office for further information.

Lifesaving Classes may be offered. Inquire at the Club office for further information. **Phone:** The front desk phone is for Club business only. Members may receive personal phone calls on the secondary phone line (301-572-9838).

Associate Memberships are available to unmarried adult children of paid pool members who no longer live at home. For more information, please contact a member of the Membership Committee.

Single Person Seasonal Memberships are available to any one adult (age 18 or over).

General Membership Meetings are scheduled for Sunday, June 4 at 5:30 p.m. and Sunday, September 3 at 5:30 p.m. All members are encouraged to attend.

When the grounds are open for a designated event, and the pool is closed, entry onto the concrete deck is strictly prohibited.

Lap Swimming: Except during scheduled Club activities, a lane rope for lap swimming will be in place from pool opening until closing, Monday through Friday and opening until 2:00 p.m. and from 6:00 p.m. to closing on Saturdays, Sundays, and Holidays. The manager on duty may extend the hours based on requests and bather load. Non-lap swimmers are not permitted in lap lane(s). Note: On a few

occasions during the season, the competition bulkhead will be left in place for up to three days to make life a little easier for swim team parents. We apologize for any inconvenience.

Meetings: The Club's **Board of Directors** will meet, at the Club, several times during the season. Members are welcome to attend. The dates and times of the meetings are posted on the Club calendar (www.calvertonswimclub.com) and at the Club.

ATHLETIC AND TEAM COMPETITION

General Athletic Competition Requirement: Parents or legal guardians of all persons under age 18 who wish to participate in any organized athletic activity (volleyball league, horseshoe league, swim team, or dive team) must authorize that participation by signing a release form that is provided by the Club. These releases must be re-signed every year unless they have been retained by the activity leader or liaison; in the cases of retained releases, they are considered to be in effect unless canceled by a parent or legal guardian of the child.

Volleyball: Volleyball at Calverton is both a recreational and competitive sport. It is incumbent upon all who participate in volleyball to do so in the spirit of recreation and good sportsmanship, and to make the game enjoyable for all who are playing. 2017 leagues will include Men's, Women's, Coed Sixes ~~and~~ Coed Threes/Fours, and Doubles. Registration fees are \$10 per player for each league. Players must be at least 14 years of age prior to December 31, 2017. Please see the volleyball bulletin board for league and tournament information. **NOTE:** Posted league play (regularly scheduled or makeup) takes priority over pickup or open play.

Horseshoes: The Club will not have a horseshoe league in 2017. However, interested members are encouraged to join other aficionados of the sport on Friday evenings for friendly pickup matches.

The Chargers Swim Team: The Chargers Swim Team is a certified 501c3 non-profit that teaches life swimming skills, promotes self-confidence and self-esteem, and encourages both fun and healthy competition. The Charger roster includes athletes

with a variety of skill levels and we welcome those who are new to the sport. The summer swim season includes A (competitive), and B (instructional) meets as well as fun social events for parents and kids such as a Pasta Dinner and bowling day. The Chargers also offer a Pre-Team program for swimmers aged 5-7 who have earned their patch but are not quite ready for swim team, and a Mini-Bolts program for swimmers age 4-5 who are comfortable in the water (can put their faces in), but have not yet mastered the basics. The Chargers are looking forward to competing in Division K for the 2016~~7~~ MCSL season. The team website, www.calvertonchargers.com is a great resource for swim team information. For questions please contact one of the team reps, Sarah Flick (sarahkflick@gmail.com), Laura Hutchcroft (laurahu@microsoft.com), or Angie Holmes (angieholmes228@gmail.com).

Dive Team: Come join the Calverton Dive Team! The Dive Team is open to any children, experienced or not, ages 5-18. Children must have their "patch" to participate. Please see the Dive Page on the Calverton Swim Club Website (www.CalvertonSwimClub.com). We have several meets coming up this summer, including one just for Rookie Divers! Registration forms are available online. We like to have parent participation, so we encourage all parents to take official's certification clinics. More information is listed on the webpage. Dive Team is much more than just dive practice and meets – we have social events, meet lots of new friends and get really good exercise. Practices are held in the mornings and some evenings. Join the fun this summer!! Please contact the Dive Rep, Sharon Haley for more information or any questions – 301-847-1724.

Team Practices: Only participants are permitted in the pool area during lessons and team practices. When the pool is not open for general use, non-participants may observe the activity from designated observation areas. Except upon the express approval of the Operations Committee, recreational areas of the facility (playgrounds, volleyball courts, baby pool, etc.) may not be used at these times.

CALVERTON SWIM CLUB'S TOP 12 RULES

For the safety and enjoyment of members and guests

1. NO GLASS CONTAINERS OF ANY KIND PERMITTED ON THE CLUB GROUNDS.
2. NO RUNNING ON THE DECK.
3. OBEY NO DIVING SIGNS ON THE SIDE OF THE POOL.
4. NO FLIPS, SPINS, OR CANNONBALLS OFF THE SIDE OF THE POOL.
5. MEMBERS AND GUESTS ARE EXPECTED TO RESPECT OTHER MEMBERS OF THE CLUB AND THE AUTHORITY OF THE LIFEGUARDS.
6. NO FOOD, DRINK OR TOBACCO / VAPING PRODUCTS ANYWHERE ON THE DECK.
7. NO FIGHTING, ROUGH HOUSING, OR HORSEPLAY PERMITTED ON THE CLUB GROUNDS.
8. CHILDREN UNDER AGE EIGHT (8), AND CHILDREN UNDER AGE 15 WITHOUT A PATCH, MUST BE SUPERVISED BY A PERSON AGE 15 OR OVER.
9. ALCOHOL CONSUMPTION AND SMOKING ARE PERMITTED IN DESIGNATED AREAS ONLY. THE CLUB IS AN ABSOLUTELY DRUG FREE ZONE.
10. ONLY PARTICIPANTS ARE PERMITTED IN THE POOL AREA DURING LESSONS AND TEAM PRACTICES, WHEN THE POOL IS NOT OPEN FOR GENERAL USE. NON-PARTICIPANTS MAY OBSERVE THE ACTIVITY FROM DESIGNATED OBSERVATION AREAS, UNLESS OTHERWISE AUTHORIZED BY THE OPERATIONS COMMITTEE.
11. MEMBERS ARE RESPONSIBLE TO ENSURE THEIR GUESTS UNDERSTAND AND FOLLOW THE RULES.
12. NO BULLYING AT ANY TIME.