



PRINCE GEORGE'S SWIMMING POOL

MEMBER HANDBOOK

2017

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PG POOL BOARD OF DIRECTORS

The business and property of Prince George's Swimming Pool is managed by a Board of Directors, which is elected by the membership and consists of no less than seven (7) members. Members of the Board are elected to two-year terms. (The dates below reflect when that member's current term ends.) There are currently four officers: a President, Vice-President, Secretary and Treasurer. Member meetings for all members take place on the second and second-to-last weekend of each season. New and returning board members are elected at the second meeting each year.

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ADDRESS AND CONTACT INFORMATION

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www.pgpool.org

Mailing Address
PO BOX 181
Mt. Rainier, MD 20712

Prince George's Swimming Pool (PG Pool) is a privately owned pool run on a cooperative basis by its members. It is open ONLY to members and their guests from Memorial Day weekend through Labor Day weekend. There is no daily admittance for nonmembers. The facility features:

- A newly renovated 50-meter pool with a soft rubber lining and a new deck
- Large children's toddler pool with new liner and new, expanded deck and shade
- A new shade structure between the two pools
- Expansive picnic and lounging areas
- A new playground
- Picnic tables and chairs
- Gas grills, refrigerators, an ice machine and microwaves
- A new sandbox for children
- Volleyball court, ping pong table, basketball backboard and net, foosball, tetherball, board games and other activities
- Swim lessons
- Free Wi-Fi
- Use of the facility by members for birthday parties and other special occasions
- Many special events, such as
 - Free live music and reasonably priced dinners
 - Tent nights with late night and early morning swimming
 - Late-closing nights with music and swimming
 - July 4 activities for children
 - Movie Nights
 - A summer swim team open to member children 18 and under who can swim 25 meters unaided
- And more...

PG POOL HOURS OF OPERATION

a. Early Summer Hours 5/30 – 6/12

Mon-Fri: Toddler swim from 10:00am – noon; Main pool opens at 2:00pm. (Grounds may remain open from noon – 2:00pm.)

b. Regular Pool Hours 6/13 – 9/4

Mon-Thurs Noon – 8:30pm
Friday Noon – 10:30pm
Saturday 10:00am* – 10:30pm
Sunday 10:00am – 8:30pm

*On the Saturday mornings when there is a home swim meet there will be no lap swim and the grounds and pools will open at 12:00 noon. These dates should be posted on the website once they are known.

c. Special Pool Hours

Early Swim:

Mon-Fri 6:30am – 8:30am
Sat-Sun 8:00am – 10:00am*

*Except on the Saturdays that we have home swim meets when we open at noon.
No guests are allowed during lap swim.

Toddler Swim:

Mon-Fri 10:00am – Noon

At noon each weekday, when the special rates for Toddler Swim have expired, the gate guard will clear the grounds of non-members or collect the full guest fee from them.

Holidays:

Memorial Day*

Early Swim: 8:00am – 10:00am
Pools Open: 10:00am – 8:30pm
Grounds Open: 10:00am – 9:00pm

July 4th*

Early Swim: 8:00am – 10:00am
Pools Open: 10:00am – 6:30pm
Grounds Open: 10:00am – 7:00pm

The Board may decide to close the pool and grounds early on July 4.

Labor Day*

Early Swim: 8:00am – 10:00am
Pools Open: 10:00am – 8:30pm
Grounds Open: 10:00am – 9:00pm

*On the days before these three holidays, we will have Saturday hours.

d. Extended Post-Season Hours (9/9, 9/10, 9/16, 9/17)

Early Swim:

8:00am – 10:00am

Regular Pool Hours:

Saturday 10:00am – 10:30pm
Sunday 10:00am – 8:30pm

JOINING PG POOL

Application and Payment Options

We require members to join using the form on the website and pay by credit card.

While we discourage them, cash payments may be made in person to a member of the PG Pool Board of Directors. A \$50 administration fee is levied on those who pay by check.

Payment must include the co-op deposit.

When memberships are available, a prospective member may view the grounds only after a board member has authorized the tour and either conducts the tour themselves or delegates it to another member. Prospective members are not given free use of the pool or grounds.

Membership Prices (2017)

Adult: \$190

One dependent child: \$60

Two or more dependent children: \$120

Senior: \$140

Lap swimmer only: \$145

Capital Improvement Fee: \$25 (Every membership unit/family group/group house/couple with or without children/single adult pays this fee.)

All adults, except those with a lap swimming membership, under the age of 70 pay a refundable co-op deposit: \$100 up to the age of 59; those aged 60-69 pay \$50; members aged 70 and over do not pay a co-op deposit.

A babysitter pass may be added at a cost of \$75.00. This person may visit the pool an unlimited number of times ONLY when accompanied by a member.

Houseguests may join a membership for up to one month for a fee of \$90 per adult and \$40 per dependent child. They are permitted to come to the pool alone, but may not sign in guests.

Lap swimmer members do not pay co-op fees, nor do they have the other privileges of membership (bringing guests, booking parties etc.). They may only come to the pool during the early-morning lap swimming period and are restricted to four visits during normal weekend hours as a guest of another member.

Swim-team-only memberships are available. They cost \$30 plus swim team fees per family. Use the contact form on our website for more information. Swim team kids and guardians may attend practices and the Friday potlucks.

We sometimes offer August-only memberships to the pool to those at the top of the waiting list. These will be announced in late June or early July for each season that we decide to offer them.

Definitions:

Child: under age 2 on Opening Day

Dependent child: age 2 to 20 on Opening Day

Adult: aged 21 to 59 on Opening Day

Senior: age 60 or over on Opening Day

CO-OP DEPOSIT AND WORK INFORMATION

Because PG Pool is run on a cooperative basis by its members, members must complete the number of hours of work required of their membership category or their co-op deposit will be retained. Members may also decline to seek a refund after working their hours and consider it a donation to the pool (it is not tax-deductible). Co-op hours may be completed before the pool opens, during the pool season or up to October 31 as a few co-op jobs are available immediately after PG Pool closes for the season. (See Appendix C for a list and description of the co-op jobs.)

A membership that has completed the required number of hours of co-op work may request a refund of the co-op deposit. The request must be made through our website. The refund check will be mailed within four weeks.

Documenting the Co-op Service

In order to receive credit for co-op hours, each time a member does any co-op service they should login to our membership site and update their own entry in the co-op tab with the required information:

- The date the work was done
- A description of the work done
- Time spent

If a member does not have access to our membership website, they should contact a board member to make alternative arrangements for documenting the co-op hours or mail the required information to the pool's PO Box. Please include your name and membership number.

Requesting a Refund

In order to receive a refund of your co-op deposit, a member **must**

- 1) Complete and document the co-op hours by 10/31.
- 2) Submit a request by email to [refunds\(at\)pgpoolmembers\(dot\)org](mailto:refunds(at)pgpoolmembers(dot)org). Please include your membership number.

Please include your full name, membership number and mailing address in the request.

Deposits cannot be refunded if the request is received after 11/15.

Donating Your Refund

Members may donate their co-op deposit to the pool by completing their hours and not requesting a refund. We thank those in advance who choose to donate their money and time to the pool.

GUEST POLICIES AND FEES

Upon payment of the required guest fees, members may invite up to eight (8) non-members onto the pool grounds during regularly scheduled operating hours and as outlined and described in the Membership Application, the Membership Guidelines and the Pool Rules without making prior arrangements. Members are responsible for explaining pool rules to each of their guests, particularly those rules relating to safety in the pool. If a guest drops a child off, the member is responsible for the supervision of the child. In the case of guests who are not proficient swimmers, that may require a responsible caretaker (someone over 15 years of age) to be in the pool specifically charged with supervision of the child. If a child member signs in one or more guests, the adult(s) in that membership are responsible at all times for the conduct of the guests – even if they are not on the grounds.

We offer up to four party slots every day except holidays. Two slots are available from 12:00 noon to 3:00pm each day and two from 3:30-6:30pm. On Mondays through Thursdays the flat fee is \$50.00. On Fridays, Saturdays and Sundays the flat fee is \$100.00. For the 12:00 noon to 3:00pm slots Monday through Thursday, you may invite up to 35 nonmember guests. At all other times you may invite up to 20 nonmember guests.

Regular Pool Use

1. All guests who come to the pool during regular hours for regular pool use (that is, for other than a party or after-hours event) **MUST** be sponsored by a member. The member must come to the front desk to sign in the guest before the guest can be admitted to the grounds and must be present for the duration of time the guest is on the grounds. **NO** exceptions will be made.
2. Before entering the pool grounds, each adult guest must show ID and pay the required fees.
3. Any non-member age 18 or over is limited to 4 visits per summer as a guest except if a houseguest pass has been purchased. There is no limit on the number of visits by non-member guests under the age of 18.
4. A member may only bring up to eight non-member adults onto the pool grounds at any time without having previously booked a party.

Toddler Swim

1. Members may invite non-members to participate in the toddler swim from 10:00am - 12:00noon. Members must come to the desk to get their guests and ensure that the correct fees are paid.
2. The member must explain to the guest(s) the rules governing use of the toddler pool and **MUST** remain with the guest(s) at all times.
3. Guests must leave PG Pool at the end of toddler swim, or pay the regular guest fee.

Lap Swim

1. No guests are allowed during this time.

Parties

1. Party requests must be made through the pool's website at least two weeks before the date of the event. After the party has been approved by the party overseer, he or she notifies the member. A weekly list of parties is provided to the pool manager.
2. The sponsoring member should provide a list of non-member invitees to the gate guard, who will check off the guests as they arrive. The member must come to the gate to sign each guest in. If for some reason the member cannot provide a list, the gate guard will prepare a sheet with the member's name and all non-member invitees must sign the names of each adult and child attending the event.
3. There are **NO** party bookings on the three Federal holidays during the season: Memorial Day, July 4 and Labor Day.
4. The Bowling Shelter may not be prebooked, for love nor money.

Guest Fees

Category of Guest	Fee
Monday to 5:00 pm Friday	
Adult	\$5
Child 2-19	\$3
Child under 2	Free
5:01 pm Friday to Sunday	
Adult	\$10
Child 2-19	\$5
Child under 2	Free
Toddler Swim	
Adult*	\$1
Child 2-19	\$3
Child under 2	Free
Party rate	\$3 per guest

Guests aged 80 and over are free.

*Guest adults and children must leave after toddler swim or may stay if accompanied by a member and after paying the regular guest fees and signing in as described under Guest Policies above.

Refunds may be made at the discretion of a manager or board member in cases of bad weather cutting short a guest's visit. They are only available within an hour of original entry to the facility.

All ages are as of Opening Day.

PARKING AND TOWING

Parking

1. Members may park in the lined spaces in the parking lot. Three spaces near the entrance to the PG Pool grounds are reserved for handicapped guests/members only. There is also parking on surrounding streets.
2. Do not park so as to block the gates to the grounds or entrances to the parking lot.

Towing

PG Pool has a contract with Prince George's Towing to remove unauthorized vehicles from our lot after 4:00pm at the vehicle owner's expense. If a member needs to leave the car in the lot overnight, please ensure there is a PG Pool permit clearly visible. PG Pool is not responsible for cars towed from its lot.

EARLY CLOSING OF THE POOLS, GROUNDS AND FACILITY

Certain conditions, such as weather, may require closing the pools, grounds or facility early. All members and guests must comply with requests of Lighthouse staff and any member of the PG Pool Board of Directors to vacate the pool, grounds or entire facility as described below.

Swimming Pools

1. Criteria and duration for closing the pools include but are not limited to:
 - a. Thunder—reopening occurs 30 minutes following the last sound of thunder
 - b. Lightning—reopening occurs 30 minutes after the last sighting of lightning
 - c. Air temperature 67F degrees or below—reopening occurs when temperature reaches 68F
 - d. High winds or other conditions deemed unsafe—reopening at the discretion of the Lighthouse onsite manager in consultation with a member of the PG Pool Management Committee or Board of Directors
 - e. The bottom of the pool is not visible from the chair or the deck—reopening occurs when the bottom of the pool is visible
 - f. Vomit, feces, or other contaminants in the pool—reopening occurs based on County and State Health codes
 - g. Too few lifeguards—reopening occurs when staffing levels are sufficient to ensure safety

The Grounds

1. PG Pool grounds will be closed when lightning is sighted and for 30 minutes thereafter. All present must take shelter.
2. Members and guests may wait in the shelter or under the overhang of the PG Pool building or in the bathhouses and kitchen area unless instructed otherwise by the Lighthouse onsite manager or member of the PG Pool Board of Directors.

The Facility

The PG Pool Board of Directors and/or the Lighthouse onsite manager, in consultation, have the discretion to close the entire PG Pool facility early when circumstances warrant, for example, if it is highly unlikely that a storm system will pass in time to permit further use of the swimming pools or grounds, or if the weather becomes very windy, creating a hazard of falling branches. If members are using the facility for a special event, such as a party and want to continue to the end of their reserved period under the overhang, they may ask that the facility remain open until then. Such request may be granted if adequate staff can remain and it is safe to do so.

APPENDIX A. GENERAL RULES, REGULATIONS & GUIDELINES

These rules have been written to provide for the protection and benefit of all. Failure to comply with them is cause for ejection from the pool or other disciplinary action. Responsibility for enforcing these rules lies with the pool management company's onsite managers and staff. Appeals of their decisions must be made in writing to the Board of Directors and will be considered at the next scheduled meeting. A written statement will be filed with the Board Secretary with details of the cause for ejection and resulting disciplinary action if any member is suspended from pool use. Repeated violations may result in loss of membership.

EARLY CLOSINGS

- The onsite pool managers may close the pool when weather or health considerations dictate. Members and guests must leave the grounds when the pool is closed.

GUESTS

- Non-members are not allowed on the pool grounds unless accompanied by a member. Members are allowed to have up to eight (8) non-member guests at any one time upon payment of the required fee. Members are responsible for the behavior of their guests at all times. Adult guests are limited to a maximum of four (4) weekend (Friday from 5:00pm through Sunday plus Holidays) visits in total per pool season. There is no limit on the number of visits Monday through Friday at 5pm or by non-member guests under the age of 18 at any time. All guests must sign in showing current ID at the front gate.

GROUNDS

- Glass containers are not allowed anywhere on the pool grounds.
- Food, beverages (other than water) and smoking are not permitted within the pool enclosures.
- Chewing gum is not permitted on the pool grounds.
- Only adults are permitted to use grills.
- Radios and other electronic devices may be used for personal enjoyment, but inappropriate noise levels will not be allowed.
- Pets are not allowed on pool property.
- Abusive, offensive or profane language will not be permitted.
- Children under age 10 on the pool grounds must be under the supervision of a parent or a responsible person age 15 years or older at all times.
- If the behavior of a child age 10 or over is deemed to be unacceptable by either the manager or a member of the board, that child's right to be on the grounds unaccompanied may be rescinded.
- Members and guests shall refrain from excessive public displays of affection. Necking, fondling and petting are not allowed.
- Any injuries occurring on pool property shall be reported to the onsite pool managers. The pool managers shall give a written report of all such incidents to the Board of Directors.
- Games and activities in the grassy area shall be under the supervision of a responsible adult. Such games should not interfere with the duties of pool personnel or members using other parts of the pool property. Unruly or obnoxious actions may cause the pool manager to curtail the activities.
- Be courteous to others. The pool grounds belong to all of us and it is each member's responsibility to clean up after themselves and their children.
- Lost and Found items are disposed of periodically—usually by charitable donation or through sales to members. A notice will be posted at the pool and on the listserv at least one week prior to a sale or donation.

SWIMMING

- Anyone wishing to swim in water above their shoulders must be able to swim in a strong fashion. Persons unable to demonstrate their ability to swim to the lifeguard's satisfaction are not permitted in deep water.
- Children unable to swim must be supervised when in the main pool. All children must be supervised in the toddler pool. Children swimming without adult supervision must be able to demonstrate to the

lifeguard's satisfaction the ability to swim, tread water and rest in the water. Lifeguards then may issue a wristband to newer members who have passed the swim test.

- Children under 16 must leave the pool during the 15-minute rest period. Lifeguards may request additional rest periods if they observe swimmers who are chilled or fatigued.
- Swimmers are not allowed in the pool while wearing bandages or suffering with infections, communicable diseases, colds and nasal or ear discharges.
- Diaper-age children must wear swim diapers or training pants under tight fitting pants; disposable diapers are prohibited.
- Spitting, spouting of water, etc. are prohibited. Water guns or similar devices are not permitted.
- Running, pushing, wrestling, dunking, splashing or otherwise causing a disturbance in pool area will not be tolerated.
- Swim fins, snorkels and flotation devices except for Coast Guard-approved personal flotation devices and infant swim rings used by non-swimmers are not allowed in the main pool. Parents or guardians whose child is using a flotation device must be within arm's length of child.
- The use of play equipment is left to the discretion of the pool management company.
- There shall be no loitering or playing in the lap lane. Persons within the lane must be actively engaged in swimming.
- Members and guests shall refrain from talking to the lifeguards on duty. Questions or non-emergency requests for assistance may be directed to the lifeguard on duty at the guard shack.
- Diving from the edge of the pool is ONLY permitted in the diving well when the lifeguard on duty has closed the diving board and indicated that diving from the sides is allowed. Diving from the edge of the pool is not permitted in any other area of the pool. All diving in the diving well shall be executed in a safe manner. When using the diving board, divers will clear the diving area as soon as possible. There will be no diving until the previous diver has reached the steps at the side of the pool. Front facing dives, swan dives, front flips and back dives are permitted; inwards dives and backflips are not allowed. Adult use of the slide is limited to adult swim.

TODDLER POOL RULES

- All children using the toddler pool must be supervised by a parent or responsible person age 15 or older who is inside the fenced toddler pool area at all times. Families who fail to adhere to these rules could be temporarily prohibited from using the toddler pool.
- Only children six (6) years of age and under may use this pool. Older children may gather in the enclosed area under the supervision of an adult, but they may not be in the water.
- No jumping into the toddler pool or rough play is permitted.
- Unsupervised children or those over the age limit may be asked to leave by pool personnel or any responsible adult.
- The gate must be kept closed at all times.
- No running is allowed in the pool or on the deck. Excessive, purposeful splashing or throwing of water is not allowed.
- Water toys and floats are permitted in the toddler pool. Parents should be sure that only safe, non-breakable objects are used.
- Smoking and eating within the enclosed area are prohibited. No glass containers of any kind are allowed.
- Special care and consideration for others are especially important with diaper-age children. For that reason, disposable diapers are prohibited. Paper fibers will clog our filters and bacteria escape too easily. Swim diapers or training pants under tight fitting pants must be worn by all children not potty trained.
- If a child vomits or has a bowel movement while in the pool:
 1. Remove all children immediately;
 2. Notify the guards or office;
 3. Assist pool personnel with clean-up.
- Change dirty diapers in the bathrooms or on a towel in the grassy area.
- Children with infections, diseases, sores, colds, nasal or ear discharges, or with any communicable disease may not use the pool facilities.

COMPLAINTS

With the exception of emergencies or potentially dangerous situations, please refer all complaints to a Board Member. The Pool Management Committee will then relay the information to the pool management.

MEMBERSHIP

Adult:	\$190
One dependent child:	\$60
Two or more dependent children:	\$120
Senior:	\$140
Lap swimmer only:	\$145
Capital Improvement Fee:	\$25

(Every membership unit/family group/group house/couple with or without children/single adult pays this fee.)

- Children under the age of two on Opening Day are free.
- All adults under the age of 70 pay a refundable co-op deposit: \$100 up to the age of 59; those aged 60-69 pay \$50; members age 70 and over do not pay a co-op deposit.
- A babysitter pass may be added at a cost of \$75.00. This person may visit the pool an unlimited number of times ONLY when accompanied by a member.
- Lap swimmer members do not pay co-op fees, nor do they have the other privileges of membership (bringing guests, booking parties etc.). They may only come to the pool during the early-morning lap swimming period and are restricted to four visits during normal hours as a guest or another member.
- Houseguests may join a membership for up to a month for a fee of \$90 per adult and \$40 per dependent child (under 21 on opening day). They are permitted to come to the pool alone, but may not sign in guests.
- Memberships are non-refundable (either in whole or in part) and non-transferable and subject to confirmation that the information in the application is correct and complete.
- Membership is retained year-to-year. If you decide not to join in any calendar year, you must reapply using the waiting list, which currently (2016) is about 1,500 families. Members who will not be using the facility for a season or more may opt to retain their membership status for future years by paying \$200 plus the Capital Improvement Fee each year until they decide to rejoin as full members. During that time, they do not have the privileges of membership and if they want to enter as a guest, they must be signed in by a member and pay the requisite guest fee.

DEFINITIONS

Child: under age 2 on Opening Day

Dependent child: age 2 through 20 on Opening Day unless a membership consists of a single individual whose age is 18-20. Individual memberships for 18-20 year-olds will be charged at the adult rate.

Adult: aged 21 to 59 on Opening Day

Senior: age 60 or over on Opening Day

A membership must include or be signed by somebody aged 18 or more on the date the pool opens. A membership constitutes individuals sharing permanent/year-round households, living in the same house under the same roof and sharing the house's plumbing fixtures (such as toilets, sinks, tubs and showers) and the house's kitchen facilities. Dependent children may be included on a membership, even if not sharing year-round housing. Visiting relatives, babysitters, summer guests, etc. are not to be included as permanent/year-round residents of a household and should not be included as part of a membership group.

CO-OP OBLIGATION

Prince George's Swimming Pool is run on a cooperative basis. To fulfill the co-op obligation members may choose to commit to a seasonal job or work a few hours at a time on any number of scheduled workdays.

Workdays occur on various Saturdays and Sundays, March through October.

All adults (21-69 on Opening Day) pay a refundable co-op deposit: \$100 up to the age of 59; those aged 60-69 pay \$50; members age 70 and over do not pay a co-op deposit. The co-op requirement must be either paid in full or the work obligation completed before the pool opens each season. There are no partial refunds; the entire membership's co-op obligation must be completed before a refund request will be honored. For a list of co-op jobs see the Co-op Jobs section of the website. For information about requesting a refund, see the Co-op Refund section of this manual. A refund will not be made without a request in writing.

People doing seasonal co-op jobs may not transfer excess hours to other memberships. Co-op hours completed at workdays or other similarly organized co-op opportunities are transferable with the prior approval of a board member.

All co-op work must be completed by October 31st in any given membership season. Request for co-op refunds must be submitted by November 15. Late requests for co-op refunds will not be honored. Co-op hours can be completed by board-approved work that maintains or improves the pool's grounds, facilities and equipment, assists with the operations of the pool, or is necessary for events that raise money for the pool.

MEMBERSHIP PRIVILEGES

Membership allows full use of the pool and facilities during posted regularly scheduled operating hours and during special events and in accordance with the posted rules.

Member meetings for all members generally take place on the second weekend and second-to-last weekend of every season.

Members may bring up to eight (8) guests to the pool at any one time. Guests must be accompanied by members while on the pool grounds, i.e. the member and the guest(s) must be on the grounds at the same time. Guest fees will be charged for each guest's visit and will be collected at the entrance as the guest arrives. Guests will be required to sign in and provide contact information. Adult guests are limited to a maximum of four (4) weekend (Friday-Sunday and Holidays) visits in total per pool season. Guests will be required to sign in, show current ID and provide contact information.

Members are eligible to bring occasional groups to the pool using the special party rate for group events. Members must submit a Party Form (available on our website on the Party Bookings page) at least 14 days before the scheduled event in order to receive the special rate.

There are no party bookings on the three Federal holidays during the season: Memorial Day, July 4 and Labor Day.

APPENDIX B. CO-OP JOBS

In order to keep things running smoothly at PG Pool, every membership is required to either pay a co-op deposit or to fulfill a certain amount of co-op hours. For any adult age 20-69 the required number of co-op hours is 2.5.

To fulfill the co-op hour obligation members may choose to commit to a seasonal job (sample list below) or work a few hours at a time at any number of scheduled workdays or scheduled events. The workdays occur on various Saturdays and Sundays starting in April and continue until October. Members are reminded to keep track of their hours by emailing them to the co-op coordinators or completing the sign-in book at a workday. When the co-op hours are completed, members can obtain a refund of their deposit by going to the website and completing the online form. People without internet access should contact a board member. A refund will not be made without a request in writing or through the online form.

Choosing to work a Seasonal Co-op Job requires ongoing attention to a specific task over some part or all of the pool season. These jobs are based on the task rather than number of hours. Each and every one of the jobs is essential to the smooth operation of the pool, so we ask that you strongly consider signing up for one of the following. We also ask that any family committing to a Seasonal Co-op Job please be sure see the job through. Should the Board discover that the duty is not being fulfilled appropriately, co-op hours may not be granted.

Lost and Found Coordinator: Several families coordinate sorting out lost and found items frequently and hanging wet towels to dry. You need to get rid of stuff at least twice (mid-season and closing weekend) by either having a sale at the pool or donating everything. Frequently remind members to check the lost and found and give warnings before you get rid of everything.

Fridge and Microwaves: A couple of families can share the weekly job of completely cleaning out the fridge. Wiping down the microwaves should be done once or twice a week.

Kitchen: Requires cleaning and organizing the kitchen once a week. Make sure the floor is swept and mopped and the sink area does not get cluttered.

Supplies shopper: Several families coordinate to check the stock of general supplies at the pool and purchase supplies (costs are reimbursed by the pool.) These tasks include shopping for sodas and ice cream.

Front Desk Point of Sale Transaction Monitors: Check that daily sales are being recorded accurately.

Food Committee Members: Work with the Events Committee to plan and execute food sales when required.

Sandbox Maintainer: A great job for a family who spends a lot of time supervising the sandbox activities anyway. Involves removing items from the sandbox as needed and generally keeping it a clean, safe place for children to play.

Office and Book Organizer: Responsible for keeping the office clean and the bookshelves neat and organized. Includes sweeping the floor once a week.

Flower Bed and Garden Coordinator: Organizing garden sites, overseeing flowerbeds and watering the grass and flowers on a regular basis.

Fourth of July Festivities Coordinator: The Fourth of July is big event at PG Pool and involves coordinating activities and getting volunteers to pitch in.

Bulletin Board Maintainers: Updating and maintaining our three bulletin boards.

Plumbing/Carpentry/Electrical Work: As needed.

APPENDIX C. WORKDAYS

Workdays are organized in the months running up to pool opening, at least once a month during the season and after the season ends. They are an opportunity for members to fulfill their co-op hours and for several people to get together to carry out the larger tasks.

- Workdays generally run from 9:00 – 12:00 or 1:00
- Bring sunscreen, bug spray, work gloves, water and snacks
- Children are welcome but must be supervised; children may help with some tasks
- Please sign-in & out and record your hours on the sign-in sheet (pre-season)
- Rakes, brooms, shovels and trash bags are available. Please bring other specialized tools if you have them
- General tasks pre-season, in-season and post-season include: raking, debris removal, removing vegetation from fences, repairing, cleaning and painting picnic tables, cleaning chairs, sweeping, grill maintenance and cleaning, cleaning refrigerators and microwaves, and much more
- Pre-season workdays may also include: painting, fence repair, minor plumbing and electrical repair, rototilling of volleyball court, re-assembly of playground equipment, deck maintenance, toddler pool preparation and other more specialized repairs

If you have special skills or ideas for a project you would like to work on please coordinate with the Physical Plant Committee Chair.

The workday supervisor (a board member) should:

- Notify members via the listserv in advance of the day
- Find out from the Physical Plant Committee what the priorities are
- Know what tools are needed and ensure that working ones are available
- Open and close the grounds as necessary

APPENDIX D. SPECIAL USE/PARTY RENTAL PROCEDURES FOR MEMBERS

Upon payment of the required guest fees, members may invite up to eight (8) non-members adults onto the pool grounds during regularly scheduled operating hours and as outlined and described in the Membership Application, the Membership Guidelines and the Pool Rules without making prior arrangements. See the Guests and Guest Fees page for more information.

As a privilege of membership, members may also reserve non-exclusive space at the pool for a gathering of 7-35 nonmember guests (e.g. birthday parties, family reunions, etc.) for up to three hours on a single day at a reduced fee. This rate allows pool members to reserve two picnic tables regardless of the number of anticipated guests. The Bowlding Shelter may not be prebooked, for love nor money. For the 12:00 noon to 3:00pm slots Monday through Thursday, you may invite up to 35 nonmember guests. At all other times you may invite up to 20

There are NO party bookings on the three Federal holidays during the season: Memorial Day, July 4 and Labor Day or on the Saturday mornings when we have home swim meets.

All requests are considered on a first-come, first-served basis and there are no rain dates.

In addition to the two picnic tables, up to two folding tables can be rented for \$10.00 per table, per party. The tables are stored in the office and the manager on duty will release the tables after payment of the fee. Members are responsible for cleaning and getting the tables back to the office. Members may of course also bring in their own folding tables.

All tidying and cleaning that is required after the party is the responsibility of the member who organized the party, as is ensuring that the area around the party is returned to its pre-activity condition immediately following use. These responsibilities include, but are not limited to, removing all trash, replacing all moved items and storing all equipment. Members may use basic pool equipment, such as brooms and trash cans, to assist in the cleanup.

Any use of the pool's electrical system must be approved in advance by the Special Events Committee. No sound amplification systems or devices of any kind may be used at any time.

No activity occurring during the party may disrupt the ability of other members to use and enjoy the pool and grounds.

All members & guests must comply with PG Pool's General Rules & Regulations.

Grills may be used by adults but may not be reserved or moved to the party area.

NO GLASS CONTAINERS ARE ALLOWED ON POOL GROUNDS.

Instructions for Booking a Party

We offer up to four party slots every day except holidays. Two slots will be available from 12:00 noon to 3:00pm each day and two from 3:30-6:30pm. On Mondays through Thursdays the flat fee is \$50.00. On Fridays, Saturdays and Sundays the flat fee is \$100.00. For the 12:00 noon to 3:00pm slots Monday through Thursday, you may invite up to 35 nonmember guests. At all other times you may invite up to 20 nonmember guests.

1. Please complete and submit the Party Rental Form on our website at least 14 days prior to the requested use date
2. Please include a guest list in the notes section. We will not hold you to that list, but do the best you can
3. Submit the form and wait to receive a confirmation from the designated board member
4. Your party will be approved providing:

- i) There are not already two parties scheduled for that date and time
- ii) Your party has fewer than 20 guests and
- iii) Your party is proposed for usual operating hours (Please note that the grounds and pools are not available for party bookings until 12:00 noon on the Saturdays that we have a home swim meet. Please check the calendar for those dates.)

5. If there are already two parties scheduled for your preferred date and time, we will contact you about choosing another date.

REMEMBER: the member responsible (or another designated member) must come to the front gate for each guest in order for that guest to be allowed onto the pool grounds. All users must follow the policies and rules as outlined in the Membership Rules and Regulations.

The Bowlding Shelter may not be prebooked, for love nor money.

All users must follow the policies and rules as outlined in the [Membership Rules and Regulations](#).

Charges are based on the following rates:

Party Registration Fee: \$50.00 Monday through Thursday and \$100.00 Friday through Sunday. For the 12:00 noon to 3:00pm slots Monday through Thursday, you may invite up to 35 nonmember guests. At all other times you may invite up to 20 nonmember guests.

In cases of inclement weather, we will endeavor to reschedule your party. If the pool AND grounds are closed for the duration of your party, and we cannot find a mutually agreeable day to reschedule it, we will issue a refund.

Extra Tables: Up to two folding tables may be rented for \$10.00 per table per party. These will be in addition to the two regular picnic tables that the member is allowed to reserve for free.

To book your party, please log in to our membership site, go to Party Bookings and hit the link "Register a Party." Complete the form, pay the deposit and wait patiently to ensure you managed to secure a spot. First come, first served.

APPENDIX E. KILLER WHALES SWIM TEAM

What you most often hear from swim team members is how much fun they have. Our swim team is low-key, with the emphasis on teamwork, good sportsmanship, improved swimming and fun. (We are also renowned for the quality of our Friday night potlucks.) Any child up to age 18 (or 19 depending on the birthday) able to swim 25 meters reasonably well can be on the swim team and we would love to have your child join us (you can try a couple of practices to see if your child likes it). We practice Monday through Thursday in the evening, the time depending on age or ability of the swimmer. Meets take place on Saturday mornings, start time 8:30am and end time around noon. Every team member who wants to swim in a meet has a chance to do so, and while we encourage swimmers to be in the meets, they don't have to do so to be on the team.

Swim team fees are \$79 for one child and \$136 for two or more children in the same family. These fees cover our league membership, insurance, trophies and awards for the end of the season banquet and the coach's salaries. In addition, the team swimsuit costs about \$22.50 for girls and \$18 for boys. If you have any questions, please contact the Swim Team organizers, whose contact information is available on our website.

PG Pool Killer Whales Swim Team

Helen Searls, Team Manager 202-236-5531, helensearls@gmail.com
Liz Houston, Meet Manager 202-306-2579, miz.liz.houston@gmail.com

When there is a waiting list to join the pool, the Killer Whales may offer swim team-only memberships

Fees

Swim team membership: \$89/\$145 plus a \$25 handling fee.

A guardian may accompany the swimmer during swim practice.

Additional family members pay the guest fee if on the grounds during swim practice.

Requirements

Swimmer must pass the swim test

Swimmer is required to swim in at least two meets with the team

If a guardian wishes to accompany the swimmer on the grounds (and must accompany the swimmer if s/he is under 12) then the guardian is required to take on a seasonal job with the team.

eg

Stroke and turn judge (must attend training on June 3rd at University of Maryland)

Selling caps (meets and practices)

Organizing the Swimathon

Organizing the weekly pot luck AND clean up

Distributing ribbons

Ordering and distributing tee shirts

Ribbon writer and sorter at meets

Concession organizer for home meets

APPENDIX F: TENT NIGHTS

TENT NIGHT – OVERVIEW

We try to schedule two or three Tent Nights a season—when members may pitch tents and stay overnight at the pool—and make them accessible to as many pool members as possible. We can accommodate approximately 50 tents comfortably. If you sign up and then realize you can't make it, please erase your name from the sign-up sheet, so someone else can take your slot. **If Tent Night is extremely popular, for the next tent night we will allow folks who were not able to sign up, due to limited slots, sign-up first, to allow more even participation across the pool membership.** We ask that everyone honor this suggestion.

The Tent Night sign-up process begins the Monday before the event. Sign-up sheets go up at 6:30 pm. The process is first-come, first-served. If you can't be there that night, you might want to ask another member to sign you up.

Please fill in all the columns of your sign-up line. Write in PENCIL. The sign-up sheet will ask for information per tent -- your pool membership name, the number of people in your party, the first names of the people in your party, your cell phone number (or home phone number, if you don't have a cell phone that you will bring to the pool that night), and for which job you will be volunteering. If your line is not completely and legibly filled-in, we cannot guarantee your participation in Tent Night.

During Tent Night activities, **we need everyone to follow-through on your volunteer jobs.** This is why it is so important if you sign-up and can't make it to erase your name or let a Tent Night coordinator know (especially if it is a last minute cancellation). Everyone helps with cleaning up the pool grounds before we leave Sunday morning.

Everyone under the age of 18 must be with an adult who is their parent, guardian, or official supervisor. Coordinators reserve the right to ask those under 18 who have no clear supervision to leave the grounds.

Quiet time officially begins at 11:00 PM. You can still hang out on the grounds and make music/talk around the campfire can continue quietly throughout the night, but keep it low and be respectful of those who enjoy and need their sleep (No drumming or howling at the moon). Night Watch Volunteers have the right to ask loud people who do not realize they are being loud to tone it down or leave the grounds.

To ensure the safety of all, the gate will be locked at midnight. The non-campers who are not staying the night, must leave by midnight. Also, anyone who is staying the night, must be on the grounds by midnight.

Absolutely no one is allowed in the pool or inside the fenced pool area between 10:30 PM and 7:00 AM. If you happen to wander there during that time, you will be asked to leave immediately (so beware, sleep walkers and sleep swimmers).

There is a full run down on Tent Night on our website under the Members tab.

TENT NIGHT – RULES AND REGULATIONS

THE PURPOSE OF TENT-NIGHT is to create an experience of community that is fun, exciting and safe for our families and guests.

THE SAFETY RULES & POLICIES below seek to reconcile, as far as is possible, the competing needs and views of a membership as diverse as ours. They were adopted after extensive discussion within the membership.

COMMITMENT & COOPERATION: Please attend tent night only if you are committed to the three basic safety rules, agree with these policies and are willing to cooperate with the tent-night coordinator.

RULE #1: NO UNGUARDED SWIMMING - Injury or death occurring in the pool during a pool-sponsored event when no lifeguards are on duty creates liabilities that could close the pool down permanently.

RULE# 2: NO ILLEGAL SUBSTANCES, UNDERAGE OR EXCESSIVE DRINKING

RULE# 3: THOSE UNDER AGE 18 MUST STAY WITHIN THE FENCE AFTER DARK

CONSEQUENCES: Anyone breaking one of these three basic safety rules will be required to leave tent night immediately and, if under 18, must be accompanied home by the adult who is responsible for them. Serious violations can result in loss of pool membership.

POLICIES are made by the tent-night coordinator in consultation with the board or president and may change from one tent night to the next based on our experience and lessons learned.

A. EVERYONE SIGNS UP FOR A VOLUNTEER JOB: Each family coming to tent night must volunteer to perform a job at sign-up and sign an acknowledgement of the rules when they register on tent night.

B. EACH CHILD MUST BE REGISTERED WITH A DESIGNATED RESPONSIBLE ADULT: Each family/membership attending tent night must include at least one responsible adult who is committed to staying the whole time that their children and/or charges are on the grounds.

C. ALL NIGHT WATCH: Shifts of two responsible adults will safeguard the pool, one of them to occasionally walk the rest of the grounds.

D. QUIET TIME BEGINS AT 11PM: Children under age 13 must be in their tents after that time.

E. LATE NIGHT CAMP FIRE: After 11pm, quiet conversations or singing may take place only around the campfire or specific Tent-Night Coordinator (TNC)-designated tent areas. Teens (13-17) may stay up and around the fire after 11pm, with the approval of their parent (if present) or the adult who is responsible for them.

F. GUEST LIMITS: Each family/membership attending tent night can host no more than three minor children (i.e. <18 years old) from outside their immediate family (whether members or non-members).

G. LOCATING TENTS & PEOPLE: Each responsible adult will mark the location of their tent with a number on a simple posted map and fill in an adjacent listing of who is sleeping in that tent, so that people may be located during the night if necessary without waking everybody. Teens will likewise list their tents and occupants.

H. REGISTRATION: Sign up for tent night is on a first-come, first-served basis. The TNC will advertise the sign-up period at a reasonable interval in advance of tent night. After the designated closing time for registration, those signed up who were unable to attend any previous tent nights that year will be given places in the order in which they registered, followed by those who have already attended a tent night that year. In addition, priority will be given to member families with sponsored non-member guest families considered if space is available.

I. REGISTRATION, TENT SITE SELECTION & SET-UP: This process begins at 7:15pm on tent night. There is a limit of (50) tents, with two tents allowed per family/membership.

APPENDIX G: PRINCE GEORGE'S SWIMMING POOL, INC., BYLAWS

Adopted 6/20/09

ARTICLE I – The Corporation

1. The name of the corporation shall be the PRINCE GEORGE'S SWIMMING POOL, INC. (hereinafter called PG Pool).
2. The principal office shall be located at 3301 Buchanan St., Mt. Rainier, MD, or at such other location as the Board of Directors may determine advisable from time to time. The mailing address is:
Prince George's Swimming Pool, Inc.
P.O. Box 181
Mt. Rainier, MD 20712
3. Other offices for the transaction of business shall be located at such places as the Board of Directors (Board) may from time to time determine as necessary.
4. PG Pool, Inc. shall be operated at all times as a nonprofit corporation.
5. A member of the Board of Directors residing in the State of Maryland shall serve as Registered Agent for PG Pool.

ARTICLE II – Membership

1. Memberships in PG Pool shall be issued by the Board of Directors of PG Pool (hereinafter called the Board) each year in such categories as the Board deems appropriate.
2. A membership gives those individuals qualifying and identified on the membership application the right to use the facilities at PG Pool during regularly scheduled operating hours in accordance with policies and procedures adopted by the Board. The Board may also establish additional membership categories that allow for more limited access to Pool facilities in exchange for a reduced payment (e.g., Limited Use memberships).
3. The Board may, at its discretion, charge new members a one-time initiation fee in an amount the Board deems appropriate. The Board may waive the payment of this fee in any given year it deems that action appropriate as a way to increase the membership of PG Pool. Members who join under such a waiver will not be required to pay an initiation fee so long as they remain active members in good standing. No action by the Board under this section shall be construed as a right by any Member to a refund of any initiation fee for any prior or subsequent year.
4. Each year the Board, as it deems appropriate, shall set the fees for each membership category and the number of required co-op hours or equivalent payment.
5. Membership fee discounts can be authorized by the Board for early payment of yearly fees, partial season memberships and such other reasons as the Board deems appropriate.
6. Memberships are not transferable or refundable.
7. A membership is considered to be in good standing from the time a full-season payment is received until midnight on the eve of the opening day of the following season. At that time—when a new payment is due—the membership lapses until such time as that season's payment is received.
8. Any membership, and all individuals covered by that membership, that has paid the yearly fee for the current year shall be entitled to the use of any facilities of the Pool or have any of the rights of memberships in good standing, including without limitation the invitation of guests, unless the membership owes money on a prior year's fee. The debt to the Pool will need to be paid in full before the rights on membership are reinstated.
9. Individuals covered under a membership that owes money to PG Pool for a prior year will not be allowed the use of PG Pool facilities, even as a guest of a member in good standing.
10. If the Board deems it necessary, it shall set the maximum number of yearly memberships prior to the end of the swimming season and shall notify the membership of that number.
11. Memberships in PG Pool are available without regard to race, religion, national origin, marital status and sexual preference.
12. Applications for membership shall be in such form as authorized by the Board. Applicants will be required to submit a list of all individuals covered under the membership and to verify that all qualifications for membership have been met, as determined by the Board in its sole discretion.

13 The Board may limit or restrict the ability of members to bring guests or other non-members to PG Pool, providing that such restrictions must be uniformly applied. Members are responsible for the actions of guests at all times.

14 All individuals covered by a PG Pool membership, and any and all guests, must comply with the Rules and Regulations of PG Pool, as adopted by the Board, and with the instructions of the pool management company staff, and are expected to conduct themselves in a manner consistent with the continuing health, safety, and self-respect of other users of PG Pool. Upon willful failure to comply with the Rules and Regulations on the part of the members or guests; or refusal to comply with the request of the Manager of the pool management company or his/her authorized representative, to leave PG Pool grounds; or a persistent pattern of conduct that is detrimental to the health, safety, and self-respect of the other users of PG Pool; or deliberate destruction of PG Pool property; the Board may take such disciplinary action as it deems appropriate, including the suspension of membership rights or the expulsion from active membership of the membership unit in whole or part.

ARTICLE III – Membership Meetings

1 Meetings of the membership of PG Pool shall be convened twice a year, at or near the beginning of each year's swimming season and at or near the end of the season, at the discretion of the Board.

2 Members of the Board shall be elected at the Membership Meeting scheduled at or near the end of the swimming season.

3 A Special Meeting of the membership may be called at any time by the President and, in his or her absence, by the Vice President. It shall be the duty of the President to call a Special Meeting whenever requested to do so in writing by a majority of the members of the Board or by 25 percent of the membership units in good standing.

4 Notice of the time and place of all Membership Meetings, including Special Meetings, shall be made by a posting to PG Pool's listserv and website, and, during the swimming season, also by an easily visible sign at PG Pool to all members at least 10 days prior to the date of any meeting.

5 A quorum for the two regularly scheduled Membership Meetings shall be 20 membership units, and a quorum for a Special Meeting called in accordance with Article III, Section 3 shall be 50 membership units, except that the Board may establish a quorum of three-quarters of the membership units when a vote is called for on a motion that, if passed, could affect the ability of PG Pool to continue in operation.

6 Memberships in good standing shall be entitled to one vote at Membership Meetings. A membership in good standing shall be defined as memberships that have paid the current season's membership fees and have paid for or completed the required co-op hours and that do not have any outstanding debts to PG Pool from the current or any previous season.

7 The Board may elect to poll the membership by email on specific questions, provided that no decision made by such an email poll will be considered valid unless at least 50% plus one (1) of the membership units in good standing, as defined above, respond to the poll.

8 Proxy voting is not permitted at Membership Meetings.

9 The Board shall present the membership with a statement of PG Pool's condition and activities at each of the two scheduled Membership Meetings. This shall include a written presentation of PG Pool's financial condition.

10 The Board shall prepare an agenda for each scheduled and special Membership Meeting. The agenda shall be posted at PG Pool during the season and posted to the listserv and website at least five (5) days prior to the date of the meeting. Additions to this agenda submitted from the membership that involve the allocation of money and resources, the impeachment of a member of the Board, or changes in the corporation's Charter or ByLaws must be submitted to the President or Board of Directors seven (7) days prior to the date of the meeting in order for them to be considered. Successful motions that do not meet this requirement will be referred to the Board of Directors for their consideration.

ARTICLE IV – Board of Directors

1 The business and property of the corporation shall be managed by a Board of Directors consisting of a number of directors not less than seven (7) and not more than such number as may be deemed necessary by the Board. Directors shall be elected by the memberships in good standing.

2 The members of the Board shall hold office for two (2) years and may be elected to consecutive two-year terms. Vacancies on the Board may be filled for the unexpired term by the President, subject to the approval of a majority of the current members of the Board.

- 3 Members of the Board must be Pool members in good standing.
- 4 A quorum for the transaction of business at any meeting of the Board shall consist of a majority of the members, except that in such circumstances that involve immediate danger to the life or health of pool members and/or the general public or pose a hazard to the property of PG Pool, the officers may conduct business as may be necessary to alleviate such hazardous condition.
5. When a decision on a matter before the Board cannot be held until the next scheduled Board meeting, the Board may vote via email. A majority of the Board members shall constitute a quorum. A vote by a majority of the Board members shall be binding.
- 6 Members of the Board may be removed from office by a three-quarters vote of the members of the Board. They may also be removed by a two-thirds vote of the membership present at any Membership Meeting, provided that notice of such action is provided to the membership as set forth in Article III, Section 10.

ARTICLE V – Officers

- 1 Officers shall be elected each year from among the members of the Board by the membership units in good standing. Removal of an officer during his or her term requires a two-thirds vote of the members of the Board.
- 2 The President shall preside at all meetings of the Membership and the Board, shall have general supervision over the affairs of the corporation; shall have authority to approve expenditures up to \$250, and shall perform all other duties incident to the office. In case of absence or disability of the President, these duties shall be performed by the Vice President, and by the Secretary or Treasurer (in that order) in the absence of both the President and Vice President.
- 3 The Secretary shall keep the minutes of all meetings and shall perform all other duties incident to the office.
- 4 The Treasurer shall have custody of all money and securities of the corporation; shall issue and sign checks; shall keep regular books of account and submit them, together with all records and documentation, to the Board for examination and approval; and shall perform all other duties as incident to the office. He or she shall arrange to have the corporation's books audited once a year by an outside source approved by a majority of the Board.
- 5 All officers shall be authorized to sign checks. All checks and contracts in excess of \$5,000 shall require the signature of not less than two (2) officers.

ARTICLE VI – Authority of the Board of Directors

- 1 The Board of Directors shall have full power and authority, by resolution and majority decision, to adopt Rules and Regulations; to enter into contracts; and to take any and all other measures necessary to further the purposes of the corporation. All members of the Board of Directors may, following aforementioned resolution and majority decision, sign contracts on behalf of the Pool.
2. In the event that a required vote of the membership units in good standing cannot take place because of the absence of a quorum of the membership after three attempts by the Board to obtain a vote, the vote shall be that of the Board for all items on the agenda in question, and a decision reached by a majority of the Board shall be binding on the membership.
- 3 Except for acts of fraud and deliberate misconduct, no member of the Board shall have any liability to a member or any other individual in connection with voting or other acts as a member of the Board.

ARTICLE VII – Amendments to the Bylaws

- 1 The Bylaws of the corporation may be amended by a majority vote of the membership units present at any scheduled or special Membership Meeting, providing that notice of the proposal to change the Bylaws was provided to the membership as set forth in Article III, Section 10.

APPENDIX H: BOARD, OFFICER AND COMMITTEE DUTIES

The Board of Directors

The business and property of PG Pool is managed by a board of directors consisting of not less than seven members. Directors are elected by pool members at the member meeting that takes place towards the end of every season. Between those meetings, the board may elect new members to serve until the next election. Board members hold office for two years and may serve unlimited consecutive two-year terms.

Board Meeting Attendance & Responsibilities: Meetings occur twice a month during the season and roughly once a month out of season. It is incumbent on board members to come to meetings when possible. If a Board member misses three meetings in a row even with written apologies either to an officer of the board or the board listserv or two meetings in a row without written apologies to an officer of the board or the board listserv, the board can ask that person to resign from the board. Each board member is expected to sit on at least one committee.

PG Pool Officers

Officers are elected each year from among the members of the board by the pool membership.

The **president** presides at all meetings of the membership and the board, and has general supervision over the affairs of the pool. S/he may approve unbudgeted expenditures up to \$250, and performs all other duties incident to the office. In his or her absence, these duties are performed by the **vice president**, or by the secretary or treasurer (in that order) when both are unavailable. The president is ultimately responsible for everything that happens at PG Pool, ensuring that the other volunteers carry out their roles in a professional manner, completing tasks as assigned and in a timely manner. He or she is the public face of the organization.

The **secretary** schedules board meetings (once every two weeks in-season and once a month off-season); works with the president to develop agendas for board meetings; keeps the minutes of all meetings; distributes those minutes to board members and an edited version for posting on the website; and follows up on tasks given to individual board members between meetings. S/he also post notices of membership meetings in a timely manner at the pool. The secretary is also responsible for the Operations Manual and for keeping it up-to-date.

The **treasurer** manages, monitors, tracks, and regularly reports on all paid expenses and receipts for PG Pool. S/he pays all authorized bills in a timely way and tracks each payment in the Accounting software (QBO). Occasionally, receipts make their way to the treasurer who deposits them and records each receipt in QBO. The treasurer also records in QBO each direct deposit made through ACH or other transfer such as deposits from the merchant accounts. The treasurer also reconciles each bank account against the record in QBO every month and generates financial reports for the Board and the membership as needed. At minimum this usually entails a "Profit and Loss" (cash flow report) and "Balance Sheet" (assets and liabilities report) for each board meeting. The treasurer works with a committee in the fall (October or November) to create an operating budget for the following season.

All officers are authorized to sign checks. All checks and contracts in excess of \$5,000 require the signature of not less than two officers.

Committees

Executive Committee: Between regular meetings of the Board, certain tasks may be conducted by an Executive Committee made up of the president, the vice-president and at least two other board members. It may also include other pool members in good standing as the board shall designate. Members of the committee are elected each year by the board at the first meeting after the end-of-season member meeting. Members may be added at other times as needed.

The Executive Committee has a monitoring and advisory role and does not have any decision-making capacities. It may serve, for example, as the recipient of any member's concerns or complaints about other members or staff.

Current Members: David J. Nolan, Chris Gowen, Stacy Smith, Abebi Wolfe, Dennis Alexander

Capital Improvements: The Capital Improvement committee is responsible for managing all projects that involve outside contractors (i.e. non-co-op/nonmember paid labor) over a value of \$2,500.

Communications Committee: The communications team is responsible for communicating with the membership about board decisions, upcoming events, deadlines, reminders about the rules and norms of behavior that come with being part of our community, and asking for help from the membership. Currently this is done via the website and an in-season emailed newsletter. The communications team requests that at least one person from each membership is on our listserv, which is how the board communicates with the membership. The team is also responsible for placing signs around the grounds and for communicating with the membership via our Facebook and Twitter feeds about unscheduled closures and events. It ensures that the information that is publicly available is accurate and up to date. NB. Only pool members are allowed to join our Facebook page and the Yahoo listserv.

Co-op: The co-op committee chair monitors the seasonal co-op jobs during the season, fills them as needed (especially in the beginning of the season), and provides guidance for getting those jobs done. The larger co-op seasonal jobs have been: Ice Cream, Supply Shopping, Soda Shopping, Propane Supply, and Fridge Witch(s). The co-op committee also coordinates workday volunteers and deals with correspondence about co-op deposits and refunds.

Events: The Events Committee runs most programming for the pool outside of Swim Team meets and potlucks and the regular Ping-Pong/volleyball/foosball/tetherball/basketball play.

The Events season starts before the pool opens (with Countdown to Splashdown, usually a week before Memorial Day) and ends with Oktoberfest, weeks after we close. Both of those have a band or DJ, and a potluck, sometimes augmented by some food that is available in exchange for a donation. Other music events happen about every other week, mostly on Saturdays, with some quieter ones on Sundays. The Events chair works with a Music Coordinator, and we try to book some events with poolio-affiliated bands.

The committee also sometimes cook food at those events, and may coordinate other food events (like the 4th of July, or maybe a welcoming Dessert Social) with other committees. But more of this in recent years has moved to coordinating Food Trucks to come to the pool, for which we have a coordinator.

Other dedicated non-board coordinators work on Tent Nights (2-3 year), Movie Nights (usually someone who owns a projector), Sports Nights and an annual Triathlon. This committee receives and responds to plenty of ideas for more events, which often go to the board.

The committee involves coordinating all of these people, calendaring the events (and helping the communications team promote them in newsletters and via posters made by a member), and making sure all receipts get paid out and co-op hours recorded.

Five-Year Plan: PG Pool developed a Five-Year plan to set out some priorities for the pool and grounds in the coming years. Each board member and a number of other Pool members sat on this committee. The latest document is on our website under the Board tab.

Grounds: The grounds subcommittee is responsible for the upkeep of the grounds, including the trees, lawns, flower beds/other plants inside and outside the fence, and the irrigation system. It manages the contract we have with our landscaping company.

Management Committee: This committee liaises with the pool management company (currently Lighthouse) to ensure that the pool is run in a safe and orderly fashion throughout the season.

In the preseason, the main role is the development of a new contract based on the lessons learned during the previous season. The committee or its chair meets with the president of the management company several times over the winter. These meetings are primarily to assess the past summer and create a list of things that went well and those that did not; examine the number of guard hours and the work of the staff hired; develop a swim lesson program that works for our members; and ensure we are maintaining all current pool regulations and any new county pool rules/requirements

During the season, the management committee's role is one of constant communication not only with the president of the management company but also with the managers and staff. Members attend at least one staff training to introduce themselves; create and maintain a relationship with all camps that use our facilities; check-in with the gate guards and with staff to ensure that procedures are being followed; and generally inspect the work that the lifeguards are doing.

On camps, the committee contacts all camp directors for the next summer; assesses the previous summer in terms of service, price and weather/closings etc.; negotiates a new contract for the next summer; checks in with the camp directors during the first week of service and the gate guards to ensure that all participants are signed in and have medical waivers; ensures that all fees have been paid; meets with directors if something is NOT going well; and works with Lighthouse to ensure that all rules and regulations for camps at our facilities are followed.

Membership: The membership committee oversees all matters related to membership, liaising with our database company (Orchid) to ensure the online system is up and running in time for the membership enrollment process. The committee oversees and liaises with volunteers to ensure that membership queries and requests are resolved in a timely manner. PG Pool pays Orchid an annual license fee for the use of its system, along with other out-of-pocket costs and the cost of any changes that the board wants made to the database and for the time spent in readying the system for the membership sign-up season.

Physical Plant/Grounds: This committee is responsible for all non-pool-specific maintenance, upkeep and repair: grounds, buildings, equipment, fence, parking lot, etc. It liaises with contractors and vendors associated with the above and researches, evaluates and identifies new contractors and vendors as requested by the board. Members run workdays, but do not recruit volunteers and work closely with the Capital Improvements committee and those involved with pool-specific maintenance, upkeep and repair to identify where projects overlap and require coordination.

Welcoming: The welcoming committee sets up events at the beginning of the season to help new members and old get to know one other. Events such as dessert potlucks, bocce ball socials or potluck happy hours are ways to help members get to know each other. Ideally, the welcoming committee sets up multiple events during the season.