

(Board) President:

Facilitate member and community relations, schedule and run board meetings, schedule and run member meetings, oversee pool manager, schedule annual inspections (coordinate with manager), ensure events are held, communicate member information via E-soft. Must attend 2 of the 3 main events to help out. Must know how to test chemicals.

Co-sign all contracts and papers relating to the affairs of the organization

Has to have been a board member previously

Schedule swim lessons. Interview and hire guards, managers and shack workers.

Prior to Open / Open:

January:

If there are any new board members, please provide them with a copy of the updated 2022 bylaws for more familiarity with the board and its purpose.

All new board members are required to complete the PA abuse clearance background and have it on file in the drive. This is kept in "board member clearances". The background check is free since the board is volunteer.

<https://www.pa.gov/en/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances/pa-child-abuse-history-clearance.html>

Review and update handbook. 2024 handbook can be found under "PFSC Handbook 2024" in the drive.

New board should decide and put in the January Newsletter the following information:

- a. The rates for the upcoming season and any early bird rate / due dates
 - i. Any changes need to be put in esoft.
- b. Any guest rate changes
 - i. Any changes need to be put in esoft.
- c. Hiring for guards and staff (post rates)
- d. Any items needed (ie. new fridge, more board members, 2nd CPA etc)
- e. Request business sponsors

Who is our CPA/ CPO for the season:

Bucks County requires that we have both a CPA (Certified Pesticide Applicator) and CPO (Certified Pool Operator). In 2023 and 2024, we hired Fox Pool Management to serve as our CPA. This means that we pay them (1200 in 2024) to let the state

and county know that they have been hired as the CPA for our pool. That makes us legal however, Fox Pool does not do anything else for us unless we call them and when we do, this is an additional cost.

We then must have a CPO. In 2023, Mindy Regensburg volunteered for this. In 2024, we hired Anthony Bartalone at \$23 an hour and we paid for his certification. He received a free family membership which included his maintenance hours. As with all board members, he was still required to bond. Please see "CPO EMPLOYMENT CONTRACT" on the drive for more information. On average (as of 7.22.24, average cost was \$206 bi weekly).

As a backup, we also paid for JM Bautista to become a CPO. He served as a back up for Anthony. JM was a manager and paid \$21 an hour when he served as assistant CPO.

Register as a Learn to Swim Facility: This is yearly. We must have a WSI on staff in order to have a Red Cross Learn to Swim facility. The WSI is the one who registers us. This is completed through their Red Cross portal under resources. This is the page: <https://www.redcrosslearningcenter.org/s/safety-outreach-learn-to-swim>

Football pool

Is the new board doing a SuperBowl Pool. If so, it can not be called SuperBowl pool as that is trademarked. Contact Rebecca Gentile who started the pool and did it each year up to 2023. Or Mindy Regensburg who took over and did the pool in 2023 Or Wanda Campbell who did it in 2024 if you have questions.

Send email blast to advertise and post on social media

Usually if the Eagles are in it, it goes fast and in 2023 we did two pools. If they are not in it, it goes much slower.

Swim lesson dates scheduled with WSi

Input into e-soft the dates and have secretary input information on the website

Reach out to past guards and staff to see if they are coming back.

When you file taxes with our accountant, if there has been a profit, we must pay that in March of the year. Our accountant does not usually do our taxes until September (he files an extension but we will be penalized if we do not pay the profit tax in March).

February:

Hire Staff -

There is an application button on our website. This links to the drive and this information must be checked regularly as people do use it and we do not get a notification that an application has come in.

The application information can be found on the drive by searching “2022/2023 Employment Application (Responses)”.

Post jobs - use PHS, nextdoor, instagram etc (for 2024 the PHS contact is mcellitti@pennsbury.org)

Schedule and interview new guards and staff. Interview manager who can then help open the pool and train guards.

Use the “2024 Employee Document Tracking” as guide for what is needed and create a copy for the new season so that tracking can begin and we ensure we have all needed items.

For new hires, they must email or bring in a hard copy of the following:

- Guard Certification (hard copy must be in the shack in the filing cabinet under Guard Certificates as the inspector looks for these)
- Child abuse clearance (if they do not have it, email them this link. It will cost them 13.40 and we reimburse them after it is received
<https://www.pa.gov/en/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances/pa-child-abuse-history-clearance.html>)
- Working papers from the school district (small blue card from Pennsbury)
- Parent signature for under the age of 16. You will need to email them this sheet. For guards it is under “Guard PA parental acknowledgment form” on the drive. For shack workers, it is under “PA parental acknowledgment form” on the drive.
- With the email you send them to inform them of their hire and what you need from them ASAP, also include the welcome letter found under “Employee Welcome Letter” on the drive.

Info needed / given during the interview:

For guards - they must be 15 or older, must be (or scheduled to be) Red Cross Certified as a lifeguard.

For guards - inform them of the dates of training if known or that trainings occur 2x per month and they are required to be there unless out of town.

(I usually say, we never want you to have to use the backboard, however we do not want the first time you are using it to be during an actual rescue).

If they are not certified and are getting certified, we reimburse \$170 of their cost after a completion of 30 days without a written disciplinary action.

Are they available holidays and weekends?

Introduce them to when I work and inform them about their ability to and requirement to post all known vacations in when I work from the start of the season. The app allows them to input all information for the entire season.

With the manager, schedule drill dates. There should be 2 dates per month on Saturdays and Sundays. The drills occur prior to opening and should follow Red Cross protocols and recommendations for drills. The drill dates need to be added to the employee handbook that is emailed out when they are hired and reviewed at the training so that they have advanced notice of drill dates.

March:

Lawn Mowing: reach out to the member to confirm they will continue to support. In 2024 the member was Ron Miller 267-994-3320. He cuts the grass the entire season and receives a free family membership.

Have fire extinguishers tagged for the current year: Prior to the fire inspection (which can take place anytime after we open) we must take all of our fire extinguishers to get serviced and tagged. Annual tagging is \$5 each extinguisher. In 2024 we used Bucks County Fire and Safety Services 245 Roberston Avenue, Morrisville, PA 215-736-3131

Dept of Health (Annual). Fill out and send in forms by April 30th. Ensure any issues from the prior year were addressed. Inspector can come anytime after the pool is open and it is unannounced. Review all bathing laws from the Bucks County Department of Health to ensure we are complying with all rules.

Electrical (every 3 years) due next in 2025. Tiffany took care of it in 2022. The current report is framed in the shack. Call Middle Atlantic Inspections

215-322-2626 for a time to do inspection once power is turned on in the spring. Cost was \$300 in 2022. Expired 4.2025

Bug and Ant Spraying: Reach out to and schedule for the Summer. Contact for 2024 season is Bill Merkle 215-932-2118. Have him come in May, June, July and August. He has a key already.

April:

Scheduling cover removal:

Contact Dan and set date for May removal of cover. Water with Jim and the water company must be completed before Dan comes out because he needs the water on.

Late April:

Plumber: Call the plumber to come out first. In 2024 we used Jim Grotesch 267-233-8338. He comes out first and goes into the manhole on the street and does something with the part that leaks ?? The plumber comes to undo winterizing and prepare it for the water company.

Water - Call the water company to schedule to have the water turned on. No one needs to be there. They do not need to go into the pool area. Needs to be done in time to fill baby pool and larger pool to filter levels before pool company can open pool, so schedule EARLY

Baby Pool - drain water with pump (takes a few days), bag leaves, then need to scrub clean and fill with water ASAP to prevent more dirt.

Large Pool - Schedule Removal of Pool Cover and opening of the pool / beginning chemicals of the pool.

PA Water Backflow (Annual). This cannot be completed until the pool is opened. Call schedule the inspection of the backflow protector and get PA form filled out to send in. Prior to open. He gets booked quickly so call early as soon as we have Jim scheduled. In 2024 we used Mike Grindele, AMG Plumbing 267-461-3196.

Update rules and regulations and posts to website, esoft and any other area with secretary.

Renew AED rental - Best Pricing and item in 2024 was with CORO Med / AED USA. Our contact is Robin Vogt. Robin@coromed.us 615-721-2946

May:

Clean up date and order mulch. We get 2.5 or 3 yards of mulch.

Set two dates, have the secretary create a post and advertise the 2 dates. Use the info on the drive to serve as guide for opening clean up dates.

Create camp schedule document

All items required to be on bulletin board

Prior to guard meeting:

Update "manager / daily tasks" book to include any changes and to address the needs of camps / events etc.

- Review and update the first aid kit list
- Review and update supplies list
- Review and update the tasks lists (2024 tasks lists can be found on the google drive by searching "daily tasks")

Guard Meeting: establish all rules, sign all paperwork, any training

Fire (Annual). Check batteries in fire alarms before the pool is open for the season (shack and pump storage unit). Ensure extinguishers are available in the shack, pump storage unit, by one bathroom and by the grills for a total of 5 (2 over by the grills, one in between each). Inspector can come anytime after the pool opens and it is usually unannounced. In 2024, he did call and schedule.

August:

Dan: Call Dan to close pool. schedule for 1-2 weeks after Labor Day, must pump water out to approx 3-4 inches below filter level, need electricity but not water, cover can be on or off, doesn't matter

September:

Labor Day picnic is purchased by the pool, prepared by the board members and sold. In 2022 and 2023 we had roughly 80 people. We made too much food in 2022. In 2023 we did the following and it worked well:

Ordered Mission BBQ pulled pork 6lbs.

Purchased an extra sauce from Shoprite

8 boxes of mac n cheese

4lbs pulled chicken

4 boxes of burgers
40 slices of cheese

October:

Reach out to pool member who shovels and clears the sidewalks as needed when it snows. In 2023, this was

During the season:

Lawn Care: Ensure lawn is getting cut each week

E-soft: Coordinates with e-soft as needed on member issues, needs and updates of the system.

End of season:

Coordinate:

remove all steps and railings from pool

put boards over windows (Bill and Cait Campbell did this in 2024)

put away furniture (put as many chairs, umbrella bases, trash cans, etc away in bathrooms without blocking plumber access, then put rest in there after plumber winterizes)

(Board) Vice-President:

Coordinate and schedule private and large-scale party rentals via E-soft. Complete emails and phone calls to follow up and coordinate parties and events. Create Sign-up Genius for help needed at events and for volunteering (keep sign up genius up to date, tracking hours. Acquire sponsors, coordinate large scale holiday events, promote membership Jan-April, plan and coordinate fundraisers. Log members maintenance hours & notify treasurer when hours are completed to reimburse maintenance fees. Set up for parties and collect money, guest waivers and interact with party hosts to address any needs they have. Oversee the distribution of bond shares and management of the member standing. If scheduling events or food trucks, must be there to set up with event provider and determine proceeds to the pool; coordinate with the treasurer. Must attend 2 of the 3 main events to help out.

Must know how to test chemicals.

Off Season:

January:

Schedule camps: reach out to current camps, recruit new ones to fill days, sign contracts

Begin to search for sponsors new and returning

Send emails / letters to local elementary schools to promote end of 5th grade swim parties. Reach out to ER and Manor to inquire if they would like to do their end of the year parties with us again.

Coordinate food trucks/fundraising events

- Arrange food trucks to come to the pool on Thursdays 4-8pm
 - We request 10% of sales back
- Arrange food trucks for the dog swim event
- Promote sponsorships (use sponsorship doc on drive)

February:

Complete cal of events with the president.

Reach out to acquire new sponsors. In 2024 we had Sports Pizza and Batteries Plus.

Use the sponsorship packages on the drive search "sponsorship packages".

April:

Create Sign Up Genius for the season: start before open, maintain monthly and send email reminders, tasks include: weed, rake gardens, water flowers, scrub bathrooms monthly, event sign ups, sams club / shoprite / pretzel run each Friday. Use "sign up genius example" in the folder "examples for 2025" on the drive.

In Season:

May:

Plan opening weekend (Memorial Day) party.

Memorial Day Weekend Party:

Party on Sunday with rain date of Monday

Food 1-2 Desserts 3-4, member meeting after desserts

Pool provides burgers and hot dogs, members bring sides (Dansberry family usually donates burgers and hot dogs)

50/50

5th Grade End of Year Parties:

Create "google form"

Be the contact for the 5th grade parties, check for completed waivers

June:

Swim Lesson Sessions:

July:

August:

Create sign up genius for end of season basket raffle

September:

Set up baskets for raffle

inform treasurer of price of the raffle tickets so it can be entered in esoft. Prepare tickets for sales

Parties:

- Coordinate and schedule private and large scale party rentals
 - Use esoft to schedule the parties
 - Check parties guest list and make sure waivers are done
 - Reserve tables for the parties in the morning
 - Inform guard managers to make sure appropriate guard coverage is schedule for the day of the parties. Inform of size of party so they know how to staff.
 - Greet the parties or set up for a lifeguard to greet the parties
 - Check waivers and forms, inform secretary if more need to be printed.
- Coordinate and track sign up genius
 - Set up sign up genius for all volunteer needs
 - Use the calendar to ensure that you have entered all dates and jobs required
 - Follow last years for additional input
- Create and maintain maintenance list & member list
 - Track maintenance hours from sign up genius and through communication with the board

- Update the maintenance list with new members weekly or as needed
(INSTRUCTIONS ON HOW TO CREATE AND ADD / MAINTAIN)
- Create a document with all members' emails that the secretary can use to send bcc emails.
- Attend and support events hosted by the pool

(Board) Secretary: social media posts, e-mail communications year-round, create flyers, advertise for events, organize Google Drive, periodically update website, maintain member profiles on E-soft, obtain and distribute meeting minutes.

January:

Change website to show new board members and delete old. Use the old as an example of what to post.

April:

Update rules and regulations and posts to website, esoft and any other area with President.

At the start of each season, print 5 blank sheets on waterproof paper (CPA has this) of the swim test sheet. It is under "PFSC Swim Test" on our drive.

At the start of each season print 25 guest waivers to have on hand for guests that do not sign up before hand / use the QR code. File in shack in filing cabinet. The manager will let you know when we are out and need more printed.

At the start of each season print 12 party sheets / guest lists and file in the shack in the filing cabinet. VP will let you know if more are needed.

Send out reminders on Facebook

Maintain and update the website

Create marketing materials for all events and post on social media, esoft and the bulletin board

Create monthly calendars in season and post

Have items printed and laminated through Officemax and pick up to post on board

Bulletin boards- Create, distribute and gather staff bios and pics of staff.

Post signs around pool -glass/ hand washing etc. Ask the CPA what needs to be reprinted or laminated for the coming season.

Reply to voicemails and emails

Make and keep minutes of meetings and post

Maintain a membership record including all information concerning members and their families including data concerning admission, standing and termination of membership.

Organize and keep records

Must attend 2 of the 3 main events to help out.

Be available to assist with finding ways to resolve problems as they pop up.

Be prepared to assist all board members in all aspects of the job and with all fundraisers.

Treasurer

(Board) Treasurer: collect dues, pay bills, employee payroll, set up/turn off utilities (coordinate with manager), handle cash register money at Shack, process credit card refunds via E-soft, prepare taxes, handle bank deposits, liaison to outside accountants and insurance companies.

Important:

When you file taxes with our accountant, if there has been a profit, we must pay that in March of the year. Our accountant does not usually do our taxes until September (he files an extension but we will be penalized if we do not pay the profit tax in March).

Esoft pricing

On going Tasks:

- Collect dues (membership, maintenance, bond, lessons, guest, acct balances, etc) and record appropriately in Quicken and Payment Records spreadsheet
 - Account for all venmo transactions and record them in Quicken
 - o You can get the information from either venmo or them emails in the "Venmo" folder in the Penn Fair email
 - Pay bills (utilities, taxes, chemicals, supplies, etc.)
 - Reimburse assessment (maintenance) fees when hours are completed
 - Reimburse bonds (when told)
 - Set up/turn off utilities (coordinate with President/Manager)
 - Handle cash register money at shack (see separate detailed instructions on this)
 - Process credit card refunds via E-soft
 - Prepare and make bank deposits (cash and checks)

- Prepare profit/loss throughout the year (projected and actual) and save to the drive under Finance/Payroll>Financial Updates (usually monthly for meetings and if any members happen to ask for the info it's up to date)
- Maintain Quicken software for all revenue in and out
- Reconcile monthly bank statements
- Liaison to outside accountants and insurance companies

Beginning of Calendar Year (pre season):

- Business License (annual) **April** - same time as Health Dept Docs. Pay and coordinate information with the president.
- Insurance Renewals in **May** (must be paid in April)
- Call to turn on electric in **April** (from saved drive info)

May - start / reactivate "when I work"

Update When I work

Remove old employees

Add new employees

Each will need their phone number, email address and wage / job information entered.

Create wage sheet so that you can use this to track timesheets and ensure we are paying the correct amounts. Example on drive is under "2024 Wage Sheet"

Create doc that will be sent to all employees and posted in the shack that lists the dates their paychecks will be in the shack and the pay period those checks will reflect. Example on drive is under "2024 pay schedule".

- Call to turn on wifi (from saved drive info)
 - Turn water back on (give three days heads up for scheduling and it is a \$30 restart fee)
 -

- Check and ensure that there are 7 days of the week with each having \$60 in them for the register
 - \$5 in change
 - \$25 in ones
 - Remaining \$30 any combination of 5's and 10's
- Check and ensure there is a bag of \$16 for the safe in the shack

Special Pricing for guest passes; change in esoft

No “ ‘ “ allowed like Jay's, it will mess up the system and you will not be able to delete it. Only use letters, nothing else.

Tasks Only Done During Pool Season:

· Inventory for Snack Shack:

- Purchase snacks for the snack shack
- Enter inventory of snacks and other items in esoft
- Track inventory in esoft and complete inventory check of items in shack weekly
- Complete weekly snack shack order during the season

Biweekly employee payroll (print checks and bring to shack)

- Payroll information is entered in Quicken and checks will print right from there

(Always double check the amount “when I work” gives you as it is not always accurate)

- Place checks in envelopes and put in appropriate folder in the filing cabinet at the shack

· When payroll information is received, save copy into the drive (My Drive>Finance/Payroll> (current year) Payroll)

(July) Send letters to first year members regarding info about bonding next year

(July-August) Members who are new do not know the process for next year and need to be informed

· Send letters/emails to half bonded members regarding third year bonding

August

Are we having the dog event? If so, apply for insurance for the day

1. Once we have closed and no longer will be paying anyone, 1099's need to be completed.

2. Water is turned off?
3. Suspend water through PAWC
4. Suspend internet

Annual End of Year Tasks:

- Prepare tax info and give to AccuTax for filing (as soon as it is available in the beginning of the calendar year – usually January/February)
 - o Prepare and end of the year profit/loss statement when ready and email that along with any tax documents received to bruce.rapoport@ge.com and David@goaccutaxinc.com
 - o **IF THERE IS A PROFIT - SPEND IT OR WE WILL PAY 20-30% TAX ON IT. IT IS BETTER TO PUT IT TOWARDS REPAIRS, ETC THAN GIVE IT TO THE GOVERNMENT.**

Prepare info needed for 1099 NECs for all guards and staff (should be done as soon as the season is over and everyone is paid - mid to end of September - to avoid any issues with getting forms from the IRS or e-filing on time).

Cannot actually file them until January

- o If paper filing, forms need to be requested from the IRS site EARLY so ensure receipt with plenty of time before they are due at the end of January for the year prior (2023 will be due by January 31st of 2024). Forms can be requested through the IRS site and are mailed for free.
- o If e-file you will need an IRS logon with verify.id.me and the code for the pool

CPA: coordinate with manager on pool related items, schedule cover on/off, order chemicals, coordinate weekly water quality testing, liaison to Bucks County Department of Health, liaison to Leslie's service department, repairs and maintenance of pool pumps and filters, and MORE!

CPA- Certified Pesticide Applicator / CPO Certified Pool Operator (this is a certified position)

The CPA / CPO is responsible for the water, chemicals, pumps, and any other equipment used to keep the pool functioning properly. It is important to maintain the proper balance of chemicals in the pool daily. This job requires constant

communication with lifeguards as they test the water every two hours (as required by Bucks County).

The CPA will:

- Test water 4 hours prior to opening (ensuring enough time to adjust chemicals if needed)
- Print chemical log for the upcoming season
- Print backwashing log for the upcoming season
- Follow all state/county guidelines for reporting chemical numbers to the county (this is done monthly using the chemical log)
- Backwash both pools weekly
- Organize water testing services (Analytical Labs, LLC used in 2024 - 215-723-6466)
- Post report from water testing lab weekly
- Post all certifications (state and local) pertaining to the business of the pool
- Schedule liquid chlorine deliveries with Buckman's (610-495-7495)
- Maintain chemical balance throughout the day (this may include adding chemicals or adjusting chlorine levels)
- Chlorinator refill on the baby pool is required weekly (in 2023 it was every 3 days)
- Continually monitor pool equipment. Contact pool company, plumber, etc. if the pool equipment needs to be serviced (in 2024 we used Dietrich Pool Service -267-970-7661)
- During the offseason, check the pool weekly. Ensure the baby pool is leaf and water free. Check the big pool cover for sagging and remove excess water/leaves/sticks.
- During the offseason, keep sump pump on second to lowest step in the big pool (do not drain the entire pool).

(Paid) Manager: supervise all maintenance related items at pool property, hire and supervise all staff, set up/turn off utilities (coordinate with treasurer), train board members on E-soft access, coordinate and acquire daycares, lifeguard in-services, stocking concessions, setting pool hours, making sets of keys, and MORE!

(Paid) Swim Lesson Coordinator (must be on staff as a trained lifeguard): schedule, advertise, staff, and teach swim lessons (coordinate with manager); correspond via e-mail/phone about lesson inquiries; communicate via E-soft for rain cancellations and parents communications, and MORE!

January of each year:

2. Change all passwords and distribute to active board members
3. Email all camps / daycares and set up schedule for the upcoming season
4. Complete summer calendar with dates and events
5. Can any bonds be refunded? Review bond list.
- 6.

August Each year

Tip for workers?

Thank you note from workers

September each year:

Close of season tasks

Clean shack / cover