

**SEAFORD SWIMMING POOL ASSOCIATION, INC.**  
**POLICIES**  
**June 1998**  
**Last Revised March 2012**

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### **Babysitters**

- A. Babysitter is responsible to provide adequate supervision for the children in his/her care at all times.
- B. Babysitter who is a member:
  - 1. If the minor is also a member, there are no stipulations beyond normal regulations.
  - 2. If the minor is a nonmember, then Special Membership must be requested by the member babysitter. The request will be acted upon by the board.
- C. Babysitter who is a nonmember:
  - 1. Special Membership must be requested and obtained for the babysitter by the minor's parents.

NOTE: In no case shall the babysitter or special membership policies be used to bypass the pool's standard membership by-laws or policies. The babysitter policy is intended to assist members in securing babysitters or in maintaining the member's babysitting responsibilities.

### **Board of Directors – Guest Fees**

The Board of Directors will not be liable for guest fees incurred during the season, however, all other guest rules apply.

### **Dues**

- A. Payments may be made in installments. Initial payment will be due by March 1. Final payment is due in full by May 15.
- B. Pro-rated fees: Rates to take effect on July 1 and August 1 apply only to first time members and not to special members. Members moving from area may be refunded a pro-rated portion of dues.

### **Employment**

- A. The Pool Manager and staff are to be interviewed and hired directly by the Board.
- B. Staff requirements
  - 1. Age 15
  - 2. Lifeguarding Certification – to include CPR and first aid
  - 3. Water Safety Instructor strongly recommended
- C. Employment Process

1. The staffing committee and/or Pool Manager should solicit applications and screen them.
  2. The staffing committee, with or without the Pool Manager, should interview appropriate applicants.
  3. The Board will hire the staff after reviewing the recommendations of the staffing committee.
- D. Staff members are excluded from paying dues, but will still be considered “bonafide” members of the association and will be liable for guest fees.

E. Compensation

1. Salaries for the manager will be set by the Board based on any number of criteria.
2. Wage of guard will be based on minimum wage and scaled by years of experience.

F. Experience

1. At least 13 weeks of full-time employment as a lifeguard at any aquatic facility will constitute a year's experience.
2. Previous employment at any aquatic facility will count towards experience.
3. Substituting at SSA will count toward experience.

**Exchange Students**

- A. When a member has an exchange student living in member's home, the exchange student may become a Special Member without charge.
- B. All requests for Special Membership for exchange students must be approved by the Board of Directors.

**Maintenance & Security**

- A. The Pool Manager is responsible for the maintenance and security of the association's equipment.
- B. Inventory
1. The condition of all equipment needing replacement prior to the next season should be reported to the Board.
  2. In case of any theft, vandalism, fire, etc. the purchase invoices shall be consulted to determine the extent of the loss and replacement needs.

**Miscellaneous Memberships**

- A. Those who return to Seaford area: If a member/associate member moves from the Seaford area but returns, the former member will be put on the top of the waiting list.
- B. Original note-holders who wish to rejoin:
1. If a former note-holder wishes to rejoin the pool, that former member will be put on the top of the waiting list. No initiation fee will be charged, but regular dues will prevail.
  2. If children (associate members) of a former note-holder wish to rejoin, they will be handled as any other applicant.
- C. Children of members who wish to become regular members:
- If a child (associate member) marries or becomes self-sufficient and has no break in membership then he/she will be placed at the top of the waiting list. Regular dues will prevail, without an initiation fee.
- D. Divorce
1. When association members become divorced, both husband and wife will be offered continuing membership in the association.
  2. If both choose to continue as members, then they will be counted as two family memberships with adjustments made in the number of new members offered membership. That is, the Board will continue to maintain the same maximum membership.

### **Private Parties**

- A. Pool members may rent the facilities of the Association for private functions.
- B. Approval
1. The Board of Directors will annually review the private party policy and provide direction to the Pool Manager for criteria in approving functions.
  2. All after hour functions must have prior approval of the board.
- C. Fees
1. Fees will be determined based on time, date and length of event.
  2. The responsible member is accountable to pay all fees involved in the staffing of extra guards.
- D. Hours
1. 8:30pm until 12:00am maximum during the pool season.

2. Hours of other functions before or after the normal pool season may be approved by the Board.

### **Single Members**

- A. The Board sets the maximum limit of family members at any one time; however, there is not normally any limit upon the number of single memberships.
- B. Single memberships are to be granted only to single people. The association philosophy and by-laws with respect to family orientation is not to be circumvented.
- C. Applicants for single membership are to be placed upon the waiting list as with family member applicants; however, when the single applicant's name reaches the top of the list, the single applicant is invited to join and the next family applicant is also invited.

### **Source of Revenue**

No one can use SSA Pool facilities or the pool name as a source of revenue without the approval of the board.

### **Swim Team Coach Responsibilities**

- A. Must have working knowledge of swimmers' abilities and should continuously monitor race times at practices and meets.
- B. Attend stroke clinic sponsored by the Delmarva Swim Association, if scheduled. Attend official's clinic sponsored by the Delmarva Swim Association.
- C. Each stroke should be taught individually. Starts and turns should also be taught. Instruction on these during the summer will be held as needed.
- D. Keep emergency cards on file for each swimmer — take to all meets.
- E. Generate and enforce practice rules which include the following:
  1. Swimmers must attend practices.
  2. Swimmers must show good attitudes and effort.
  3. Swimmers not practicing regularly and/or attending meets without notifying the coach may not swim in official races in the next meet, at the discretion of the swim team coach.
- F. Hold practices each day for younger/older team members.
- G. Communicate with the parents in constructive and productive manner.

- H. For the purpose of discussing line-ups, to clear up problems that arise, and to give general information about swimmer expectations, practices, and meets, meet with the parent liaison(s) on a regular basis.
- I. Attend scheduled swim meets and championships in which any member of the SSA swim team is participating. Coordinate information needed for invitational meets.
- J. Create line-up for swim meets using all eligible swimmers.
- K. Coach should be at the pool by 4 pm for home meets to set up and help clean up after the meets.
- L. Order awards for the banquet.
- M. Coordinate efforts with the parent liaison(s) for ribbons and banquet preparation, as well as swim suit ordering.
- N. Swim team coach will report directly to the pool manager.

### **Swim Team**

#### A. Eligibility

1. Any member's child who is eighteen years old or younger as of May 31 may swim on the SSA team.
2. Staff members are eligible and required to swim insofar as they are within the age limits established.

#### B. Schedule

1. The pool manager/team coach will coordinate meet schedules through the Delmarva Swim Association.
2. Practices and other events will be coordinated with established pool activities.
3. Meets are normally held on Mondays and Thursdays. On days of home meets, the pool will be closed early to set up for the meet; however, every effort shall be made to minimize inconvenience to association members.

#### C. Finances

1. As an association activity, the swim team is funded through the normal budget.
2. A swim team fee will be determined yearly by the board and charged.
3. Fundraisers must be determined by the Board of Directors.

#### D. Parent Organization

1. As with other activities of the Association, a family orientation is encouraged with the swim team.
2. Parents are encouraged to take responsibility for officials at meets, for travel, for supervision, and for general cooperation in running the activity.
3. The pool manager/team coach is the official representative of the team and of the Association; however, the parents are encouraged to appoint a representative and chairpersons as necessary.

E. Ribbons will be given to each participant.

#### F. Guidelines

##### 1. Practice Rules

- a. Swimmers must attend practices.
- b. Swimmers must show good attitude and effort.

2. Two practices will be held each day depending on the age groups.

##### 3. Meet Rules

- a. Swimmers must stay in designated areas at all times.
- b. Swimmers may not leave area without permission of guard/adult in charge.
- c. Absolutely no horseplay.
- d. Parents – parents are expected to work at least three meets during the season. Failure to do so may result in their child not swimming in official races.

#### **Swim Team Suits**

A. Swim team members may order designated swim team suits through the Association for team discounts.

B. No inventory will be maintained by the Association of the pool itself.

C. No one other than swim team members will be allowed to order the designated suit via the Association or through any group purchase plan of the team.

D. There is to be a designated swim team suit which swim team participants are encouraged to buy and wear at swim meets.

E. When designating a swim team suit, input should be sought from parents and team members.

## **Swimming Lessons**

### **A. Schedule**

1. Lessons will be scheduled by the Pool Manager and Board each year.
2. Any variation from the Association's published schedule will be posted at the pool

### **B. Fees**

1. The rate per session will be set by the board and will apply to all levels of instruction for children – generally beginners through advanced.
  - a. Each session will provide ten days of instruction.
  - b. Lessons will be scheduled and held for 45-60 minutes each.
  - c. Re-scheduling of individual day's lessons will be done only when inclement weather restricts pool usage.
  - d. Refunds for lesson cancellation shall be at the discretion of the pool manager and only under extenuating circumstances
2. Swim lesson payments are due the first day of the session.
3. Swim lesson classes will be limited to a maximum of 10 students on a first come first serve basis.
4. Swim lessons are available to non-members of SSA at a higher rate, to be determined by the Board.
5. Evening swim lessons will be available provided:
  - a. A minimum of 6 students register with a maximum of 10 students in class
  - b. A qualified instructor is available to teach the course.
6. Adult swim lessons may be offered, with the rates to be determined by the board.
7. No fee shall be charged by the Association for regularly scheduled lifeguarding lessons; however, the Association will collect any fees charged by the Red Cross.
8. Rates for Water Babies and/or other special categories shall be set by the Board of Directors in consultation with the pool manager and the instructor

### **C. Instructors**

1. All regular swimming instructors are to be employees of the Association.

2. Special instructors who are not regular employees of the Association may serve as volunteers or even be hired in special situations.
  - a. Special instructors must have approval of the pool manager and/or the board.
  - b. Pool members who would like to keep their certification current are encouraged to serve as special instructors.
  - c. Special instructors will often be necessary for classes such as Water Babies, Water Ballet, or other specialized instruction.
  - d. Special instructors must work under the authority of the pool manager and must not interfere with regular pool functions.

#### D. Guarantee

1. The qualified instructor should normally be able to guarantee improvement in the level of water skills of each student. However, the parents must cooperate fully in getting the child to the lessons, and the parents should give the child ample opportunity to practice the skills presented in the class.

#### E. Pool Manager's Responsibility

1. The pool manager is responsible for all lessons taught at the pool.
2. The pool manager shall assure proper placement of the students in the classes.
3. The pool manager shall oversee all swimming instruction and give suggestions and constructive criticism as necessary to insure excellence.

### **Waiting List**

#### A. Applications

1. Each applicant must submit a written application on the standard form provided by the Association.
2. Each application must be signed by a current member as a sponsor for the applicant.
3. Each membership application must be presented by the Board of Directors for action.

#### B. Procedures

1. Approved applicants will have their names placed upon the waiting list in the order in which the application is received by hand or in the order of post office marked dates for mailed applications.
2. The treasurer of the Association shall maintain the waiting list.
3. If the Association is not at full membership, the applicant will pay at the time of submission of application and will become a member in good standing.

4. When the Association is at full membership and a current member drops out, then the applicant at the top of the list shall be called to determine if they are still interested in becoming a member of the Association.
  - a. For a yes answer, the treasurer shall bill the applicant accordingly.
  - b. If the applicant's answer is no, then such will be noted upon the application and filed.
  - c. If the applicant wishes to wait until the following year, then their application will be held at the top of the list until the following season.