

General Information Policies/Procedures

Aronimink Swim Club

P.O. Box 854
Drexel Hill, PA 19026
610-449-0163
www.aroniminkswimclub.com

CONTENTS

CHAPTER 1—MISSION STATEMENT AND ORGANIZATION

Mission Statement
Non-Profit Corporation
Management of the Business
Annual Membership Meeting
Committee Assignments

CHAPTER II—FINANCE

Financial data to Stockholders
Annual Budget—Annual Dues/Expenses
Investment Procedure
Monthly Statement of Income/Expenses
Insurance
Obligation to Pay Annual Dues
Financial Obligation of Associate Member

CHAPTER III—FACILITIES

Available Facilities
Members' Usage of Facilities
Bicycle Policy

CHAPTER IV—MEMBERSHIP

Definition of a Member
Territorial Boundaries
How to Join the Club
Number of Applicants to be Accepted
Determination of Applicants Position on the Waiting List
Processing of Accepted Applicants
Classes of Membership
Admission Procedure/Guest Privileges
Membership Dues and Guest Fees
Replacement of lost membership card
How to Terminate Membership

CONTENTS

CHAPTER V—ACTIVITIES

- Swimming Lessons
- Lifesaving Course
- CPR Course
- Family Day
- Family Barbeque
- Children's Splash Parties
- Movie Night
- Raft and Tube Nights
- Arts and Crafts
- Water Aerobics
- Swim Team

CHAPTER VI—OPERATIONS

- Staff
- Summer Schedule
- Complaint Procedure
- Accidents/Injuries
- Water Testing

CHAPTER VII—REGULATIONS FOR USE OF FACILITIES

- No Alcoholic Beverages
- Admission Procedure
- Admission Privilege for Disabled
- General Conduct
- Food/Soft Drinks
- Picnic Area
- Reserving Chairs/Chaise Lounges
- Parking
- Tennis Courts
- Showers
- Enforcement of Rules and Regulations

CHAPTER I

MISSION STATEMENT /ORGANIZATION

Mission Statement

The mission of Aronimink Swim Club in Drexel Hill is to provide safe and enjoyable recreation for club members and guests using the pool, tennis, and general facilities.

Non-Profit Corporation

The Aronimink Swim Club is a non-profit corporation operating under a charter granted by the Commonwealth of Pennsylvania. This Charter permits the issuance of no more than 1,000 shares of stock at a par value of \$100 each. Shares may not be transferred or sold to anyone other than the Corporation.

The Club was established in the early 1930's and moved to its present location in 1950.

Management of the Business

The management of the business and affairs of the Corporation is vested in a Board of Directors which consists of nineteen members, five of whom are officers. The Board generally meets the first Monday of alternate months.

Annual Membership Meeting

An annual meeting of members, starting at 7:30 pm, is held between the fourth Monday of March and the fourth Monday of April at the Club. All members are advised by mail of this meeting. The mailing includes a ballot for election of Officers and Board of Directors as well as a financial report of the previous year. Only active members, those having a share of stock, are provided a ballot. Associates members are also invited to attend this meeting but cannot participate in the election of Officers and Directors.

Committee Assignments

The President has the authority to appoint such committees as he/she and the Board of Directors deem advisable. Except for the Executive Committee which consists of all five officers, committee members are appointed annually subject to the Board's approval.

These committees and their responsibilities are as follows:

Operating . . . basically responsible for maintaining/improving all equipment relating to the two pools and locker rooms.

Finance . . . responsible for keeping the Club on a sound fiscal position.

Membership . . . responsible for processing new members, issuance of bonded letters, termination of memberships, and maintaining an up-to-date waiting list.

Tennis . . . responsible for formulating/implementing regulations governing use of the courts and maintaining a status check on the condition of the courts and equipment.

Swimming . . . responsible to stimulate interest in and support to the swim teams that compete in leagues or an intramural basis.

Recreation . . . responsible for the efficient conduct of all non-swimming activities.

Social . . . responsible for planning and promoting members' interest and attendance at splash parties, movie night, barbeques and other special events.

Members interested in being candidates for an elective office or serving on committees are urged to communicate their interest to the President or members of the Board of Directors.

CHAPTER II

FINANCE

Financial Data To Stockholders

The Board is obligated to provide all members a report of the previous year's financial position and status of the membership. The financial data, which is prepared by a CPA, is mailed to all active members prior to the Annual Membership Meeting.

An annual operating budget that includes the previous year's financial position and estimated income and expense items is prepared, discussed and approved by the Board in the first quarter of the year. This budget process enables the Board to:

- Determine the number of applicants to be accepted for membership
- Establish membership dues, initiation fee and guest fees annually
- Evaluate/establish needed reserves for possible large non-budgeted expenditures for major repairs or replacements to the Club's facilities where a specific time frame cannot be determined. Examples are the four large sand filters and the interior of the mail pool which were installed in 1949. The Board's reserving policy on such matters is based on having the financial capacity to pay for all or some such expenses rather than assess members additional fees

Investment Procedure

The Finance Committee works closely with the Treasurer to insure that available funds are invested in federally insured instruments that yield maximum interest.

Monthly Statement of Income/Expenses

A monthly financial statement is prepared for the Board of Directors to keep them informed of actual versus estimated income/expense items.

Insurance

Insurance policies are maintained as follows:

- Fire and extended coverage on our buildings
- Comprehensive catastrophe and general liability
- Flexi Plus Five - Officers/Directors Liability Ins.
- Workers' compensation on employees
- Accident coverage on all individuals, the cost of which is included in the annual dues.

Obligation to Pay Annual Dues

All members are obligated to pay annual dues whether they use the facilities or not. If dues are not paid, the Board of Directors has adopted a policy not to return the \$100 paid for the share of stock. If a member's dues are not paid, the amount owed to the club will be deducted from his/her share of stock when it is presented for termination.

Financial Obligation of Associate Members

In the first year, an associate member is required to pay the following charges:

- \$100 for a share of stock
- an initiation fee established by the Board
- membership dues determined annually.

As the Club is authorized to issue only 1000 bonded members, an associate member may have to wait several years before becoming a bonded member.

CHAPTER III

FACILITIES

Available Facilities

The following facilities are located on approximately 8 1/2 acres of ground.:

- Main pool (25 X 75 yds.) which includes a shallow area for small children and spacious decks
- Adult pool (25 X 15 meters) and decks
- Admissions office with first aid room
- Male and female locker rooms
- Snack bar
- Six tennis courts and two bang boards
- Volleyball court
- Basketball courts
- Box soccer field
- Recreation field
- Picnic area
- Children play area with equipment
- Parking lot for cars
- Bicycle racks
- Ping pong and shuffleboards

Members' Usage of Facilities

These facilities may be used by all members of the club subject in some cases to operating regulations such as the adult pool—for adults only.

Bicycle Policy

Theft and damage to bicycles brought to the Club has at times been a serious problem.

The club cannot accept responsibility for stolen or damaged bicycles. We will assign an off-duty lifeguard to tour the area at regular intervals in the hope that vandalism and theft will be minimized.

Members are requested to secure their bicycles to the racks provided by using chains and locks.

CHAPTER IV

MEMBERSHIP

Definition of a Member

The By-laws state that a membership shall include husband, wife and children, or life partners (as defined by the Board of Directors) and children, whose permanent residence is in the same dwelling, regardless of who, in the group, is the actual member. However, the Board of Directors may, in specific instances, include in the membership others than the above whose residence is in the same dwelling, but a special guest card must be purchased for each person.

Territorial Boundaries

Applicants must reside within the following territorial boundaries established by the Board of Directors.

- on the north by Steel Road
- on the west by Darby Creek excluding Drexelbrook
- on the south by Garrett Road
- on the east by Lansdowne Avenue, School Lane, Shadeland Avenue, Old lane and the western boundaries of the Llanerch Golf Club.

A map showing the boundaries is shown on the back cover of this manual.

How to Join the Club

Families living within the territorial boundaries who wish to join the Club should follow this procedure:

- Ask an adult member to act as a sponsor. (Members of the Board cannot sponsor an applicant).
- The sponsor should complete an application (available at the Admission Office or on the website at **www.aroniminkswimclub.com**) or write a letter to the Club stating that he/she is sponsoring the applicant (name) whose address and phone number is stated. If the applicant is a former member or son/daughter of a member, this information should be noted. Correspondence should be sent to the Club, P.O. Box 854, Drexel Hill, PA 19026.
- Following receipt of the correspondence, the sponsor will be sent an application form. In addition to the sponsor, three proposers must sign the application form. The completed application should be returned by mail to the Club.
- After the completed application is received, the applicant will be notified that their name has been recorded on either the preferred waiting list (former members or son/daughter of members) or the regular waiting list and his/her waiting list number. The latter is determined by the order in which completed applications are received.

Number of Applicants to be Accepted

Each year the Board of Directors determines the number of new members to be accepted from the preferred and regular waiting lists.

Determination of Applicant's Position on the Waiting Lists

During the summer months, the waiting lists are posted on the bulletin board at the Admissions Office. Sponsors may also call a Board Member for this information.

Processing of Accepted Applicants

Applicants who are being processed for membership will be notified by the Membership Committee and requested to attend an introductory meeting prior to the opening of the club for the following:

- Payment of the initiation fee, share of stock and annual dues.
- Provide a forum for applicants to ask questions, request information about the club and its operations.
- Briefly review rules and regulations governing use of the facilities and conduct of adults and children.

Categories of Membership

Membership consists of two categories:

1. **Bonded Members**...hold one fully paid share of stock and limited to 1,000.
2. **Associate Members**...processed for membership, paid for a share of stock but has not yet received it. These members are entitled to all Club privileges except for voting and being a nominee for the Board of Directors. The number of associate members is determined annually by the Board of Directors.

Admission Procedure

Membership cards of different colors based on age brackets are issued to each individual member of a family. They can be obtained at the Admissions Office on opening day and thereafter.

Each member must present his/her membership card at the admissions office to enter the club. When leaving, each member should request return of his/her membership card. There is no limit to the number of times a member can enter or leave the Club.

Guest Privileges

Members can purchase guest tickets that can be used as follows:

- **Yellow Guest Card**...provides for twelve admissions. These tickets are valid until they are completely used. They are not transferable, nor redeemable, and must be presented by an adult member at the admissions office when signing in guests. Guests must live **outside** the territorial boundaries.
- **Pink Guest Card**...for persons outside an immediate family (as defined in the By-laws) who live in a members home all year, such as married children's spouses and grandparents. (a card must be purchased for each person with valid proof of residency) This is valid for an entire season and is usable like a regular member's card.
- **Purple Guest Card**... for families who have a non-member living outside of their home caring for their children. An adult member must purchase this special caregiver guest ticket. If you are interested in purchasing this pass, please stop by the office to obtain the caregiver authorization form and guidelines.

- **Waiting List Green Guest Card...** provides for twelve admissions. Available to families on the waiting list prior to June 30. The card can be used only on Monday thru Friday during August. The card is valid only for the year in which it was purchased.
- The card is not transferable nor redeemable. An eligible family may purchase more than one card.

Membership Dues and Guest Fees

These are established annually by the Board of Directors. If your dues are not paid on or before the cut-off date, you will be charged a late payment of \$50. Your payment must be postmarked no later than the cut-off date.

No one may use the facilities at the Aronimink Swim Club unless they have paid their dues in full.

If dues are not paid prior to opening day of the pool season, membership cards will not be at the pool until payment is made. If you bring your dues to the ticket office, you will not be able to pick up your cards at the time you make your payment. The late payment must be included with dues paid at the admissions office.

Replacement of lost membership card

Anyone who loses their card will be asked to pay for a replacement card. The person will not be allowed to enter the pool until the replacement card has been ordered and received.

The following is the payment schedule for lost cards:

- first time—\$5
- second time—\$10
- third time—\$25
- fourth time and every time thereafter—\$50

How To Terminate Membership

An **Active Member** should write a short letter expressing his/her request to terminate membership. The letter should be sent to the club c/o P.O. Box 854, Drexel Hill, PA 19026

The refund of the \$100 share fee is contingent on these provisions:

- Notice of termination is received by the club on or before May 31.
- Annual dues for the preceding years have been paid.

*No reimbursement is made on the initiation fee.

CHAPTER V

ACTIVITIES

Swimming Lessons

The Club sponsors free lessons to children. The regulations are as follows:

- Only children between the age of 5 to 10 are eligible.
- The child is unable to swim.
- A series of 10 lessons will be given Monday through Friday mornings.
- There will be three classes...9-9:30; 9:30-10:00; 10:00-10:30.
- Each lesson will be 30 minutes.
- If the number of eligible children exceeds our teaching capacity, the names of children selected will be drawn at random by an impartial person.
- Each class will be comprised of 10-12 children.

*If there is a significant number of adults (non-swimmers) interested in lessons, they will be provided free on Sunday mornings.

Lifesaving Course

The club provides free instruction for junior and senior lifesaving if a sufficient number of people sign up for the course.

Cardiac Pulmonary Resuscitation Course

Adult members are invited to take this course at the time all employees receive instructions. There is no charge.

SPECIAL EVENTS:

Family Day

The club sponsors Family Day for all members only to celebrate the 4th of July holiday. Games, prizes, free ice cream and a variety of special activities are planned for the entire family to enjoy.

In accordance with our operating policy, ***no guests allowed***. The reason for this is that the usual large turn-out of members makes it impossible to accommodate guests.

Family Barbeque

This is scheduled on Family Day. There is an additional admission charge. Tickets will be on sale at the admissions office.

Children's Splash Parties

Splash parties for 7-9 year olds and 10-12 year olds are scheduled during June and July. Refreshments are served. There is an admission charge.

Guests are permitted. The club takes special safety precautions including extra lifeguards and volunteer adult members.

Movie Night

Movie Night is scheduled during July. Additional details will be posted on the bulleting board during regular pool season.

Raft and Tube Nights

Raft and tube nights are scheduled periodically throughout the summer at the discretion of the General Manager. The scheduled nights will be posted.

Arts and Crafts

Arts & Crafts is offered to children in several age groups. Sign up at the admissions office.

Water Aerobics

Dates and Times will be noted on Monthly calendars available in the front office during the regular pool season.

Swim Teams

The club sponsors a varsity team (girls & boys) that competes in the Suburban Swim League during June and July. Practice begins during the week prior to the opening of the club. Check the bulletin board for dates and times. If there are a sufficient number of interested children, a junior varsity team will be formed and compete with other clubs in the league.

Parental involvement at the meets is very important for the success of the program. At the end of the season a party is held at the club for team members and parents.

Chapter VI
OPERATIONS

Staff

A qualified staff of lifeguards and other specialists are employed to conduct the operations of the admissions office, swimming pools, recreation area and snack bar. This staff will report directly to the General Manager who in turn reports to the Board of Directors. Specific committees appointed by the President will work with the General Manager to help insure that the various assignments are being handled efficiently and effectively.

Summer Schedule

Generally, the club officially opens its facilities on or about the Memorial Day weekend. Until mid June the tennis courts are open daily but the pools are open only on weekends. Thereafter, all facilities will remain open seven days a week until Labor Day weekend.

Pool hours are as follows:

	Pools	Tennis
Mid June on	10 am—9 pm	9 am—8 pm
July	10 am—9 pm	9 am—9 pm
August	10 am—8 pm	9 am—8 pm
September	10 am—7 pm	9 am—7 pm

Complaint Procedure

Members who have complaints about the club's operations should register them directly with the General Manager...not with the lifeguards.

Accidents/Injuries

Any accident or injury of a substantive nature should be reported to the General Manager. Minor cuts, bruises and bites can be treated at the first aid room in the admissions office.

Water Testing

The staff tests our water in the main and adult pools several times a day. Results are recorded. Additionally, the club employs an independent specialist to check the water several times each week.

Upper Darby Township and Delaware County officials also test our water frequently to be sure it passes their standards.

CHAPTER VII

REGULATIONS GOVERNING USE OF CLUB FACILITIES

No Alcoholic Beverages

Alcoholic liquors, malt beverages, illegal drugs or substances are not allowed on the premises. No person in an intoxicated condition will be allowed to enter the pool nor permitted to use any of the facilities.

Admission Procedure

To enter the club each person must present his own membership card. This regulation will be strictly enforced on opening day and continued throughout the year. **There will be no exceptions!** All members ages 0-10 (yellow card) must be with an adult, ages 11-13 (blue card) can come to the pool them self, ages 14-17 (orange card) can sign in a guest, ages 18 and up (white card) an adult and board member (red card).

Guests are permitted only from **outside** the pool area (see map on last page). Periodic audits of the guest register are made during the summer. Any member found to be ignoring this rule will be subject to loss of membership. **Guests will be admitted only when accompanied by a member 14 or older.**

Smoking will be confined to these three areas,

A: Along the fence in the northeast corner of the baby pool

B: In the back of the grassy area in the adult pool.

C: Downstairs below the south east corner of the kids (the big) pool. Any adult responsible for the welfare of a child age 10 and under either takes that child with them when they go to the smoking area or that they leave that child in the care of another responsible adult.

Admission for Disabled/Baby Coaches, etc.

A ramp has been constructed to facilitate wheel chairs, baby coaches or anyone who finds the entrance steps difficult.

General Conduct

The following rules and regulations are posted at the Club. To operate this club with maximum safety as a key objective, it is essential for all members to abide by these rules. Please be sure your children know these rules:

1. Bathing suits only (no cut-off jeans or pants)
2. No splashing, dunking or tag
3. No running
4. No large toys permitted in baby pool
5. No eating in pool areas
6. Must be 18 or over to use the adult pool
7. No talking to lifeguards on duty
8. No glass bottles
9. No locks on lockers overnight
10. No jumping or diving off boardwalk
11. Shoes must be worn in recreation area

There are designated areas provided for the use of play pens. We also provide storage for the play pens so that members can keep them at the club during the season.

Our lifeguards have passed senior lifesaving tests and are in complete charge of the pools. The recreation manager supervises all other facilities. For the safety of our members, their instructions must be obeyed.

Food/Soft Drinks

All food and soft drinks must be confined to the picnic and snack bar areas. **Eating or drinking is not permitted on the pool decks.**

Picnic Area

In the picnic area, tables are not reserved. The picnic grills are to be used only by members 16 years of age or older.

Reserving Chairs/Chaise Lounges

Members may not occupy more than one chair or chaise lounge. Chairs/chaises may not be reserved.

Parking

Upper Darby police continue to warn us that cars parked in the circle outside the club entrance will be ticketed.

Tennis Courts

Regulations governing play while the club is open are posted at the courts and on the bulletin board by the admissions office.

During the off season when the club is closed, a special tennis key may be purchased. It may be obtained from the admission office.

The rules of this privilege are as follows:

- Access for playing tennis only.
- All members of a family are entitled to play.
- Only members of the club may purchase a membership.
- No guests are allowed.

Showers

Members who participate in athletics are requested to shower before using the pools.

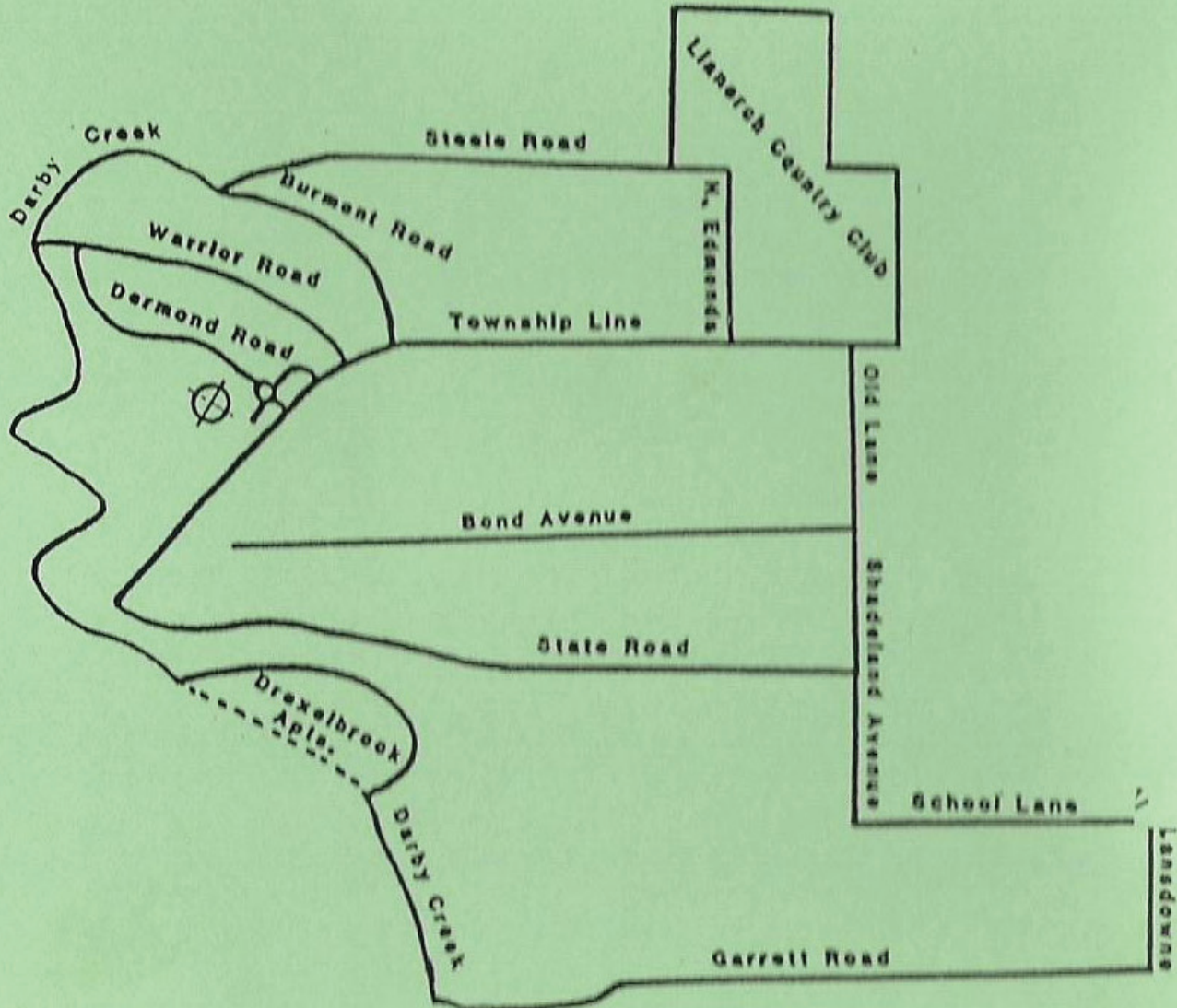
Enforcement of Rules and Regulations

The following provisions will govern in the event any member, adult or child, violates the conduct regulations and / or basic policies of the pool:

- Any member who engages in any behavior contrary to the general rules of conduct may receive appropriate discipline by members of the staff including minor housekeeping duties or expulsion from the club for the day.
- Any member who engages in any behavior deemed to be disruptive by members of the staff will be subject to the following;
 1. There will be a written warning by the Board of Directors or the first offense.
 2. There will be a suspension of the family membership for up to 30 days for the second offense.
 3. There will be a termination of the family membership for the third offense.
- In the case of criminal behavior, the police will be notified and the family membership will be terminated.

The History of Aronimink Swim Club 1938 – 2008” was released July 1, 2008. Order forms are available on the website (www.aroniminkswimclub.com). The cost is \$20/book.

ARONIMINK SWIM CLUB BOUNDARIES



This manual is intended to supplement the official
By-laws of Aronimink Swim Club.
This revision dated April 2011 supercedes all previously
dated or issued versions of the manual.