

# **GENERAL INFORMATION**

## **POLICIES/PROCEDURES**



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## **CHAPTER I**

### **MISSION STATEMENT /ORGANIZATION**

#### **Mission Statement**

The mission of Aronimink Swim Club (ASC) located Drexel Hill is to provide safe and enjoyable recreation for club members and guests using the pool, tennis, and general facilities. ASC does not discriminate on the basis of race, color, creed, gender, age, marital status, national or ethnic origin in its adherence to rules and by-laws concerning its admission policy, its financial policies, and its dealings with member behavior.

#### **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 no less than fifteen members, five of whom are officers. The Board generally meets the third Monday of each month.

#### **Annual Membership Meeting**

An annual meeting of members will be 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 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. Associate members are also invited to attend this meeting but cannot participate in the election of Directors.

## **ASC Deep Water Testing Policy**

At ASC, our members' safety is our first priority. It is a requirement for all members and their guest to take a deep water test before entering the pool. Complete details of policy are available at front desk and on ASC website.

## **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.

These committees and their responsibilities are as follows:

**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.

**Beautification**...maintains physical appearance of the club.

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

**Safety**... responsible for overseeing the deep water safety policy and coming up with new ideas on how to incorporate water safety in the pools daily activities.

Any Bonded members interested in being candidates for the Board of Directors are urged to communicate their interest to the President or members of the Board of Directors in writing. Please see the selection process information on the ASC website under 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. 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 Executive 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:

- Accident coverage on all individuals, the cost of which is included in the annual dues.
- General Liability, Umbrella, Property, Machinery and Boiler
- Workers' compensation on employees
- Directors and Officers Liability Ins.

### **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 a few 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
- Four tennis courts and two bang boards
- Two pickle ball courts
- Volleyball court
- Basketball courts
- Box soccer field
- Recreation field
- Picnic area
- Children play area with equipment
- Parking lot for cars
- Bicycle racks
- Ping pong
- Volleyball

#### **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 members 18 and older 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 their 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 (with the exception of former pool members) must reside within the pool boundaries. **A map showing the boundaries is located on the website [www.aroniminkswimclub.com](http://www.aroniminkswimclub.com) under our membership tab.**

#### **Eligibility and Application Procedures**

Families living within the territorial boundaries who wish to join the Club and any prior members who live outside the boundaries 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](http://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. 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 who live within the boundaries) or the regular waiting list and his/her waiting list number. Prior members who live outside the boundaries will be placed on the regular waiting list NOT preferred. 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 and requested to attend a mandatory 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 is required to pick-up his/her membership card. There is no limit to the number of times a member can enter or leave the Club.

### **Guest Privileges**

Guest Policy is pay as you enter...\$10.00/day pass...\$5.00/after 4:30pm pass. Members are allowed to take guests to the pool, who live within the pool boundaries. It is important all members must be present while their guests are at the pool. Any member who ignores this rule will lose their membership.

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

- **Pink Guest Card**...for persons outside an immediate family (as defined in the By-laws) who live in a members home , 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**... for a monthly fee families on the waiting list prior to June 30 may purchase a green guest card or pay a daily admittance fee for use during the month of August only. The card is valid only for the year in which it was purchased.

- **These cards are not transferable nor redeemable. An eligible family may purchase more than one card.**
- **Daily Passes**....a full day or evening pass after 4:30 p.m. is available.

### **Membership Dues**

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 member 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:

- Recommended for children over 5.
- Lessons will be given Monday through Friday mornings.
- Details of class times can be found on the yearly news-letter
- Each lesson will be 30 minutes.
- Lessons are designed to promote basic water familiarity and safety with the children
- They are not designed for those interested in competition swimming instruction
- Each class will be comprised of 10-12 children.
- Private lessons also available. Contact Pool Manager for details.

### **Lifesaving Course**

The club provides free instruction for junior and senior lifesaving if a sufficient number of people sign up for the course. There is a fee for class materials only.

### **Cardiac Pulmonary Resuscitation Course**

Adult members are invited to take this course at the time all employees receive instructions. There is a fee for class materials only.

### **SPECIAL EVENTS:**

#### **Family Day**

The club sponsors Family Day for members usually held close to 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 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**. THE MAIN POOL AND BABY POOL WILL CLOSE AT 6:00 P.M.

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

### **Birthday Party**

To host a Pool birthday party for children, parents must schedule the party two weeks in advance (No weekend parties allowed) with a member of the pool management team. A party permit must be completed. A fee will be charged. Complete policy is available on website.

### **Arts and Crafts**

Arts & Crafts is offered to children in several age groups.

### **Water Aerobics**

Dates and Times will be noted on Monthly calendars available in the front office and on website 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 for members only. Practice begins during the week prior to the opening of the club. Check the bulletin board and website for dates and times. **A fee is charged per swimmer to participate.**

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 themselves, 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 from inside and *outside* the pool boundaries. All members must be present while their guest are at the pool. Any member who ignores this rule will lose their 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. Aronimink Swim Club meets ADA compliance. We also have a portable chair lift which meets ADA compliance.

#### **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. Rubber or Vinyl pants must be worn over baby diapers.
2. Bathing suits only (no cut-off jeans or pants)
3. No snorkeling mask, tubing or breathing apparatus
4. No splashing, dunking or tag
5. No running
6. No large toys permitted in baby pool
7. No eating or drinking except for plastic water bottles in pool areas
8. Must be 18 or over to use the adult pool
9. No talking to lifeguards on duty
10. No glass bottles
11. No locks on lockers overnight
12. No jumping or diving off boardwalk
13. Shoes must be worn in recreation area
14. Life Jacket and Vest **ONLY** Coast Guard Approved are allowed. No Flotation Devices allowed! (noodles, kick boards, inter-tubes, etc.)

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

Our lifeguards have passed the lifeguard training course and are CPR certified. For the safety of our members, their instructions must be obeyed and respected.

### **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.

## **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](http://www..aroniminkswimclub.com)).**

THE RULES AND REGULATIONS CONTAINED HEREIN ARE NOT EXCLUSIVE. The Board makes no representation about the completeness or accuracy of the rules and regulation stated herein. The rules are subject to change, without notice, and interpretation by Pool management. The Board and/or the Manager on duty shall have the authority to enforce any and all rules, regardless of publication. In the event a situation arises that has not been provided for specifically in these rules, the Board and/or Manager on duty will address the situation so that the best interests of the members will be served.

This manual is intended to supplement the official By-Laws of Aronimink Swim Club. This revision dated July 2017 supersedes all previously dated or issued versions of the Manual.

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

[www.aroniminkswimclub.com](http://www.aroniminkswimclub.com)

**THE MAP OF ASC BOUNDARIES  
IS LOCATED UNDER THE MEMBERSHIP  
TAB ON THE WEBSITE**