Greenwood Hills Community Club

Member Handbook

Governing Documents (Updated 05-02-18)

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Welcome

Greenwood Hills Community Club, known as GHCC, is a year-round social club steeped in tradition, a unique place in the heart of Richardson built on a foundation of Fun, Fellowship & Community. You will find there is no better place in the area to swim, sun and relax or to share good times and great events with family & friends. Come meet some new friends and neighbors or reconnect with some old ones. Relationships are Built Here!

History

Since 1961, GHCC has been a vital part of the community. Originally intended as a convenient amenity for neighborhood families, the Club has grown into a local tradition. Today's parents are now bringing their own kids to the same pool they grew up with. Over the years, the Club has seen many changes, but we're still your best bet for spending some quality time with your family, friends and neighbors in a safe and friendly environment.

About

Greenwood Hill Community Club is a 501(c)7 non-profit organization that operates and maintains a social club on a cooperative basis by its members. The club operates a seasonal swimming pool with swim lessons and provides opportunities for year-round activities and events such as; fitness programs, family and adult centered special events, unique classes, social outings, and leagues & tournaments. The Club is also available for semi-private & private rentals ranging from birthdays to corporate events.

Board of Directors

The business and property of the Club is managed by an unpaid, voluntary Board of Directors, which is elected by the membership and consists of no less than five (5) members who are elected to three-year terms.

Facility Amenities

One of the biggest attractions of the club is swimming. GHCC offers an 160,000-gallon **pool** with a **diving well** and a covered 'toddler' **wading pool** for the younger kids. The pool deck offers more than enough seating with loungers, tables & chairs and umbrellas for the moments you need to escape the sun. Other seating areas surrounding the pool deck are (4) large **covered pavilions**, (3) pads and (1) covered pergola. Each has a pair of picnic tables for gathering and eating some great food cooked on one of the Club's (4) **gas grills**. These areas are available on a first-come, first served basis and can be reserved for a small fee. Since we are talking food, you are more than welcome to **bring your own food and beverages** onto the grounds, and we also have a **concession stand** making available snacks and drinks for purchase. For non-water sports GHCC has a professional sand **volleyball court**, **Nine Square-in-the-Air** and other **lawn games**. The Club also offers (as available) fitness **classes**, swim **lessons**, **camps**, **clinics,** and host year-round **special events** & social functions. If you are not in the mood to be social the club also offers **free Wi-Fi**.

Swim Season

The swim season starts the Saturday of Memorial Day weekend and runs through the Monday of Labor Day weekend, and unlike Richardson's public pools and country clubs, the Club affords you the opportunity to bring your own food and drinks, *including* adult beverages. There are gas barbeque grills available for the summer tradition of cooking out. You just won't find a more affordable or fun option in the area. GHCC traditionally offers three annual pool parties on the weekends of Memorial Day, Independence Day & Labor Day. These family friendly gems should not to be missed.

Year-Round Activities, Events & Classes

It's not just a pool, fool…. and sometimes it's not a pool at all, it's a tree house without a tree! As a year-round social club GHCC has several established annual events like The Polar Bear Plunge and holds other events such as Fire Pit Fridays, a Halloween Social, along with other various activities and classes. Other social activities such as a **Chili Cook-off** and **Mudbug Madness** are scheduled as member interest dictates.

Who Owns the Club?

So…to answer the question, "Who owns the Club?" You do! We all do! The Club is a membership supported community club, which is managed, marketed and maintained by the membership on a voluntary basis. Suggestions, ideas, creativity, comments and compliments are encouraged.

Membership Types

The club offers annual memberships which means that as a member you are entitled to use the grounds per the member bylaws and regulations outlined in this handbook. Details are further outlined on the website.

Rentals & Reservations

Greenwood Hills Community Club offers a few different options for on-site event rentals. The Club facility is available during regular swim hours for small-to-medium-sized parties as well as during off-hours for private groups and/or larger-sized parties. All requests are considered on a first-come, first-served basis and there are no rain dates. Adult to kid ratios always apply: (6) & under; 1 adult per 3 kids, Over (6); 1 adult per 7 kids.

More information on the rents & reservations schedule can be found in Appendix: E

Member Communications

GHCC uses email, Facebook, Twitter, Instagram, and sometimes YouTube to communicate with members of the pool. At least one person from each membership must be signed up to receive email, but we like communicating to all of our members, not just the boss lady. Email is used for official GHCC communications only. Don't you want to know about upcoming events, about pool closings, workdays so you can get your volunteer hours completed. Plus, you don't want to miss out on what "Wildcard" might say in his next video… just say'n!

Most other relevant information is available on our public website, www.ourpool.org. Our Twitter feed is for those who like instantaneous information about unscheduled pool closings (and re-openings). You can receive tweets directly to your phone as a text message or more conventionally direct to your own Twitter feed. Naturally, we aim to keep those messages to a minimum. We will also make post on Facebook Instagram is a great way to share photos. If you need help with Instagram, ask your kiddos (sorry no Shapchat).

As a member, you have a say in how the pool is run. Please feel free to email any member of the board and set up an appointment to talk with us. There are also official opportunities to have a say. Join a committee, run for a board seat or signup to discuss topics at a regular board meeting or meeting of the members.

Feedback

We take our fellow members experience at the pool very seriously and, as such, we encourage all complaints be referred to the manager on duty. If you believe your concern is not being addressed please follow-up with a board member. In addition, please let us know how we are doing by utilizing the following link:

https://www.ourpool.org/contact-us

Please remember this pool is owned by the members and for small things we ask that the members handle issues themselves.

Health & Safety

The Club carefully follows the recommendations for Healthy Swimming, as established by the Centers for Disease Control and Prevention (CDC). However, Healthy Swimming behaviors are also needed to protect you and your kids from the threat of Recreational Water Illnesses (RWIs). Learn more by visiting the CDC's website: www.cdc.gov/healthyswimming/index.htm.

If you or a family member has health concerns, or questions, contact a member of the Board of Directors.

Healthy Swimming

Healthy swimming is everyone's responsibility. Admission will be refused to all persons having an infection, disease, open sore, cold, sore or inflamed eyes, nasal or ear discharge or with any communicable disease.

Remember:

- Supervise all restroom trips.
- Hand washing is particularly critical before eating and after restroom trips.
- Make sure your kids are washing their hands properly, thoroughly and often.
- Stay out of the pool if you have been sick, particularly if you have diarrhea and for 2 weeks after the diarrhea has ceased.
- All kids who have the potential for a fecal accident in the pool are required to wear a Swim Diaper and a Swim Suit. No regular diapers.
- Do not change diapers at the Club anywhere except the restrooms.
  If you are aware of a diaper failure, a fecal or vomit accident or see any fecal matter in the pool, please and immediately notify a lifeguard.
- Take your kids on bathroom breaks often. Waiting to hear "I have to go" may mean it's too late.
- Wash the body (particularly diaper age kids) thoroughly with soap and water before swimming (especially the rear-end).

Failure to comply with the above is subject to the following disciplinary action(s): warning, fine, suspension or loss of membership.

If you or a family member has health concerns or questions contact a member of the Board.

Fecal Release

When there is a release of fecal matter into the pool it will be closed and the water will be treated with chlorine, referred to as "shocking" the pool. This process takes the chlorine to a high level to kill all bacteria. This level is beyond what is safe for immediate swimming. Depending on the temperature of the water and the exact chlorine level reached it can take up to 3 days for the levels to return to acceptable levels for swimming.

Please keep track of your young kids and make sure they are visiting & using the bathrooms regularly.

This treatment cost upwards of $500, not to mention lost revenues and more importantly your fellow members missed opportunity for FUN in the SUN!

Service Obligation

The Club has always operated on a cooperative basis, depending on its' members to maintain and improve the facilities and facilitate many of the day-to-day operations of the pool. Members' time and efforts help keep dues low and make our club a functional, clean, safe, and comfortable place to enjoy. When enough members don't pitch in, the club must outsource this work and that increases dues and other fees.

As a nonprofit organization, GHCC is run solely by volunteers with the exception of our lifeguards and gate operators. In order to keep our expenses & dues, to a minimum and still continue to improve our facility, we are in need of volunteers to help throughout the year. Some of the ways you can assist are:

1. Participate in a scheduled workday
2. Commit to one of the important seasonal job
3. Complete an occasional job (social or special event)
4. Serve on the board of directors;
5. Serve as a committee member.

Workdays for Club

Before each workday, we will send out an email to the membership outlining the tasks to be completed and the number of workers required. Members who want to participate should respond to the email.

Occasional Jobs

Project specific jobs mainly consist of maintenance, repair & professional service related items such as painting, plumbing, carpentry, electrical, architecture, landscape, graphic artist or other specialized skill. As these jobs arise an email will go out and they will be posted on the website for sign up.

Event specific jobs are necessary to the smooth operation and enjoyment of the clubs social & special events and activities. They include staffing the Welcome desk, game booths, food service, ticket sales, setup & cleanup, decorations, etc.

Seasonal Jobs

Choosing to work a Seasonal Job requires ongoing attention to a specific task over some or all of the year. It is a job that is 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 these. We also ask that any person or family committing to a Seasonal Job please be sure to see the job through to the end. Without your service hours several amenities of the pool will no longer be available.

Lost & Found

Minor items such as t-shirts, socks, towels, goggles, and the like will be placed in the lost and found area next to the bathrooms. Every two weeks this area will be purged of any unclaimed items. Anything of major value such as a phone will be placed in the safe.

Appendix A: Policies & Procedures

The following policies & procedures are for the protection and benefit of all members. They have been established to ensure safe and sanitary operation of club facilities. Your cooperation in abiding by these conditions will afford pleasant relaxation and recreation for all. Members and their guest are expected to observe all policies & procedures and to obey all instructions from the Club staff & management. Parents are responsible for their kids knowing, understanding and adhering to all policies & procedures, and obeying instructions of the board, staff and/or management. In accordance with the procedure set forth in the Club's governing documents, failure to comply with any Club policy, procedure, rule, regulation, by-law or manual may result in a fine, cause immediate suspension of club privileges or cancellation of club membership. With proper communication to the membership, these policy & procedures may be revised or additions established at any time by the Board of Directors.

Board Meeting Attendance & Responsibilities

Regular Meetings occur once a month (3rd Sundays at 2:00 p.m.) and it is incumbent for board members to attend. If a board member misses two meetings in a row with or without written apologies to the chairman, the board can ask that person to resign. Each board member is expected to sit on at least one committee.

More information on board, officer & committee duties can be found in Appendix F.

Membership

Membership is available to any person aged 19 or older, who resides within the boundaries of Dallas or Collin County, Texas, and considers such residence their homestead. Memberships are based on household size described as: an individual, parent(s), child dependent(s) & grandparent(s) living in same home. Not included in family memberships are: siblings, cousins, or nieces & nephews of a family member, nor visiting relatives or a divorced spouse. There are five household types:

1. Household or 1 (Sometimes called single or individual)
2. Household of 2
3. Household of 3
4. Household of 4
5. Household of 5 or more

There is only one membership type - Annual. Details are outlined on the website. Dues & fees are approved yearly by the board in accordance with member approved operating budget. Maintenance assessments may be levied; however, assessments are not intended to be regularly recurring fees. More information on the dues & fees schedule can be found in Appendix D.

Application Process

A membership application must include somebody aged 19 or older. A membership constitutes an individual or individuals sharing a permanent, year-round household, 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 kids may be included on a membership, even if not sharing year-round housing. Visiting relatives, babysitters, summer guests, etc. may not be included as part of a membership group. Applicants shall not be denied membership based on the applicant's race, gender, marital status, disability, color,

national heritage or religious affiliation, but GHCC reserves the exclusive right to refuse membership to anyone for any other reason at any time.

To become a Member in good standing an applicant must complete the online sign-up process at www.ourpool.org and have fulfilled their payment obligations.

Payments & Refunds

GHCC prefers payment via credit card but will accept other forms of payment. A payment plan can be established. The website will contain details on payment.

No dues or fees shall be refunded in the event that the pool operation is required to be suspended or if membership privileges are required to be suspended or terminated. Any request for a refund of membership dues must be requested, in writing, by the member before it will be considered by the board.

Admissions

Admission will be refused to all persons having an infection, disease, open sore, cold, sore or inflamed eyes, nasal or ear discharge or with any communicable disease or who is not a member in good standing.

Member Admission Policies

Before being admitted to the Club each member aged two (2) and over, must be:

- A member in good standing;
- Be wearing their issued membership band;
- Sign in at the front desk.

Adult to kid ratios must be adhered to:

- (6) & under; 1 adult per 3 kids
- Over (6); 1 adult per 7 kids

Note: Lost membership bands can be replaced at the gate for a fee.

Guest Admission Policies

~~Guests must be accompanied by a member in good standing to be admitted to the Club.~~ The accompanying member must sign in and pay before entering. Upon payment of the appropriate fee, each membership unit may bring up to eight (8) guests. For more than (8) guests, a rental or reservation must be made.

Facility Rentals

Greenwood Hills Community Club offers a few different options for on-site event rentals. The Club facility is available during regular swim hours for small-to-medium-sized parties as well as during off- hours for private groups and/or larger-sized parties. All requests are considered on a first-come, first-served basis and there are no rain dates.

Rentals are only available to members. If the renter is not already a member only a single membership must be purchased in order to rent the facility.

Additional Rental details can be found in Appendix E.

Hours of Operation

The Club operations are contingent upon presence of staff, lifeguards, weather and other mitigating factors. The club reserves the right to close early for non-attendance or other special circumstances. During the swim season the pool has fixed hours, with special hours on holiday weekends and for the remainder of the year Club hours are activity based. Please be ready to leave the Club at closing time. Occasionally hours will be reduced to accommodate a private event.

More information on operational hours can be found in Appendix C.

Early Closure of the Facility

Certain conditions, such as weather or fecal release may require closing the pool(s) or the entire grounds early. All members and guests must comply with requests of the club's staff and any member of the Board of Directors to vacate the pool(s) or grounds as described below.

Swimming Pool(s)

Criteria and duration for closing the pools include but are not limited to:

- GHCC uses the Weather Bug app that includes a Spark Lightning feature which identifies where the nearest strike of lightning has occurred. If there is lighting within a ten-mile radius of the grounds it will close for at least a half hour. The facility will remain closed for a half hour succeeding the last lightning strike within a ten-mile radius.
- Air temperature 67F degrees or below—reopening occurs when temperature reaches 68F
- High winds or other conditions deemed unsafe—reopening at the discretion of the Lifeguard manager in consultation with a member of the Board of Directors.
- The bottom of the pool is not visible from the chair or the deck—reopening occurs when the bottom of the pool is visible.
- Vomit, feces, or other contaminants in the pool—reopening occurs based on, Local and State Health codes.
- Too few lifeguards—reopening occurs when staffing levels are sufficient to ensure safety.

The Grounds

The Board of Directors, the onsite manager, and/or Club Captain in charge in consultation, have the discretion to close the entire 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 or flying equipment or debris. 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.

Note: Occasionally regular swim hours will be reduced to accommodate a private event.

Appendix B: Rules & Regulations

The following rules and regulations are for the protection and benefit of all members. They have been established to ensure safe and sanitary operation of club facilities. Your cooperation in abiding by these conditions will afford pleasant relaxation and recreation for all. Members and their guest are expected to observe all rules and regulations and to obey all instructions from the Club staff & management. Parents are responsible for their kids knowing, understanding and adhering to all rules and regulations, and obeying instructions of the board, staff and/or management. In accordance with the procedure set forth in the Club's governing documents, failure to comply with any Club policy, procedure, rule, regulation, by-law or Club manual may result in a fine, cause immediate suspension of club privileges or cancellation of club membership.

With proper communication to the membership, these rules and regulations may be revised or additions established at any time by the Board of Directors.

Age Definitions

Age definitions are based on date of birth on September 1 of the previous membership year. This matches RISDs policy.

- Toddler (3-6)
- Child (7-11)
- Junior (12–18)
- Adult (19-59)
- Senior (60 & Over)

Age Requirements, Limitations & Supervision

1. Members & guests under (7) must be accompanied at all times by a person aged (16) or older in a bathing suit and within arm's reach.
2. Members & guests under 14 must be accompanied at all times by a person aged (16) or older that will be responsible for the safety and conduct of the kid.
3. Before 6:00 p.m. all members aged fourteen (14) or older are permitted to enter the Club without an adult.
4. After official sunset all members & guests under (19) must be accompanied by an adult.
5. Kids (12) and under will be required to take a swim test and anyone swimming in water over their head to include the DIVING WELL or DEEPEND may be required to take a test. Refusal to comply will result in a loss of swim privileges.
6. The use of the wading pool is limited to kids (6) years or under who must be supervised by an adult.
7. Adult to kid ratios must be adhered to:
   - (6) & Under - 1 adult per 3 kids
   - Over (6) - 1 adult per 7 kids

General Conduct

1. Pick up and throw away your own trash.
2. Offensive, profane or indecent acts or language will not be permitted.
3. Breach of peace will not be tolerated.
4. No tobacco products, glass objects or animals are allowed on the Club grounds.
5. Do not climb on fences, trees or other structures.

Points of Order

1. All injuries and/or emergencies are to be reported immediately to the head lifeguard. The board or
2. the Club management has the authority to restrict access to any patron if they feel the patron creates a safety or health concern.
3. The Club will not be responsible for loss or damage to any member or guests' personal property of any kind.
4. The cost of any property damage will be charged to the responsible party. Members will be held responsible for all actions of their guests. Parents will be held responsible for all actions of their kids and their kid's guests.
5. All persons using the Club facilities do so at their own risk and sole responsibility. The Club, board and management assume no responsibility and shall not be held liable for loss, damage, injury or death arising from any cause whatsoever.
6. The lifeguards, are responsible for the strict enforcement of the Club rules and regulations and are authorization to deprive any member or guest of use of this facility for one day, for violation of these rules & regulations. An incident log will be kept for documentation. Discipline for repeat offenders will be brought to the attention of the Board of Directors, which will follow the GHCC Bylaws, Policies & Procedures, Rules & Regulations, and/or Operations Manual(s) when dealing with membership discipline.
7. The Board of Directors of the Club, management, and/or lifeguards reserves the right to take legal action as necessary for any unruly member or guest.

Food & Beverage

1. Please feel free to bring your own food and drinks.
2. NO GLASS CONTAINERS ARE PERMITTED, subject to the following disciplinary action(s): warning, fine, suspension or loss of membership.

Gas grills are available for cooking.

1. The consumption of alcoholic beverages is permitted inside the Club for persons of legal age.
2. No obviously intoxicated person will be admitted to the Club, and those who exhibit intoxicated behavior are subject to removal from the grounds.

Bicycles, Skateboards & Rollerblades

Bicycles must be parked inside the gates in the racks provided. Skateboards, rollerblades and the like are not to be used inside the GHCC fence. Please use extreme caution while in the parking lot.

Dumpster

The dumpster is for use of Club generated trash only. Please do not bring items from home and put them in or near the dumpster. If you see anyone doing so please notify call the police. Subject to a $250 fine.

Fecal Release or Vomit

If a kid vomits or has a fecal release while in the pool

1. Remove ALL kids immediately;
2. Quickly notify a lifeguard;
3. Assist club personnel with clean-up.

Parking & Towing

Any member or guest not adhering to the following rules will have their vehicle towed at their own expense.

1. The parking lot is reserved for use by GHCC members and guests (and by Waterview Church of Christ when needed, for overflow parking situations).
2. Please do not park in any of the fire lanes, grass or flower beds, subject to a $250 fine per incident.
3. Golf carts, ATVs, etc. must be parked in a spot, subject to a $250 fine per incident.

Note: Please do not park on the edge of the asphalt as this will quickly cause deterioration. It is also a violation of Richardson City ordinance to park a vehicle on an unimproved surface.

Safety Break

Every 10-minutes to the hour the main pool is closed to patrons under age 19 for a Safety Break.

This is a great time for parents to make sure their kids take a restroom break.

General Pool Rules

Anyone with an infection, disease, open sore, cold, nasal or ear discharge or with any communicable disease or who is not a member in good standing may not use the pool.

1. Shower before entering the water.
2. Use of the swimming pool will be permitted only when a lifeguard, hired or approved by the Board, is in attendance.
3. Wear proper swim attire. No street clothes, cut off shorts, white shirts, or inappropriate graphics or wording. Shorts without liners or with metal zippers or accessories are not permitted. No Thongs or Speedo's.
4. Swim diapers are required for all kids under the age of 3 or have potential for an accident.
5. Kids (12) and under will be required to take a swim test and anyone swimming in water over their head to include the DIVING WELL or DEEPEND may be required to take a test. Refusal to comply will result in a loss of swim privileges.
6. Respect & obey lifeguards.
7. No running on the pool deck.
8. Stay off lifeguard stands.
9. Keep ladders clear for exists, and please do not hang on rails or steps.
10. No speaking with a lifeguard while on stand or congregating near the lifeguard stands.
11. Every 10-minutes to the hour there will be a 10-minute safety break.
12. Be aware of no diving areas marked on deck. Diving is restricted to deep water areas.
13. Prohibited:
    a) Pets, food, drink or smoking in the pool.
    b) Rowdy or rough play, wrestling, pushing, dunking, running or splashing
    c) Shoving or throwing people into the pool
    d) Chicken fights or diving/Jumping off shoulders.
    e) Sitting or hanging on ropes or ladders.
    f) Spitting, spouting water, blowing nose, urinating or defecating in the pool.

Additional Deep-end & Diving Well Rules

Kids (12) and under will be required to take a swim test and anyone swimming in water over their head to include the DIVING WELL or DEEPEND may be required to take a test. Refusal to comply will result in a loss of swim privileges.

Deep-end

The deep-end is the area between the north & south walls from the ladders to the rope. No swim aids or floats, except during safety break.

Diving Well

The diving well is the area between the north & south walls from the ladders to west wall.

1. The diving well can be restricted by the lifeguards for any safety reason.
2. Divers must wait until the swimmer reaches the ladder or is out of the diving path before diving.
3. Only one (1) person on the diving board at a time.
4. The following are prohibited on the diving board:
    a) Swim aids; googles or masks;
    b) Diving to the side or jumping towards the wall;
    c) Cartwheels, seat drops, backwards or Inward dives;
    d) Hanging on or catching others off the board. (Parents may elect to catch their kid.)

Additional Wading Pool Rules

1. For kids aged 6 and under. Everyone must shower before entering the pool. No lifeguard
2. will be provided. All kids using the wading pool must be under the supervision of their
3. guardian at all times. Swim diapers are required for all kids under the age of 3 or have
4. potential for an accident. Change swim diapers in restrooms. Safe non-breakable water toys
5. are permitted in the wading pool. The following are prohibited:
6.
7.
8.

a) Rough play, running or jumping.
b) Food or beverage in the pool.
c) Floats

Lifeguards

1. Lifeguards are in charge of safety at the pool during open swim hours. Their instructions are to be followed to keep GHCC as safe as possible. This goes for kids and adults.
2. Please treat them with respect and remember that if they err, it will be on the side of safety.
3. They have the authority to close the pool, eject members/guests and take needed action(s).
4. Lifeguards are not childcare, please watch your kids at all times.
5. At a lifeguard's discretion anyone may be asked to pass this swim test to participate in these sections of the pool.

Swim Test

Kids (12) and under will be required to take a swim test and anyone swimming in water over their head to include the DIVING WELL or DEEPEND may be required to take a test. Refusal to comply will result in a loss of swim privileges.

1. Swim tests are required and will be recorded in the membership records.
2. Swim test are required to be take each year.
3. Swim tests will only be given during SAFETY BREAKS, in the deep-end.
4. The swim test consists of the following:
    a. Jump in the water in the deep-end, swim to the opposite wall; turn & swim back to the lifeguard;
    b. After reaching the wall, tread water for 1 minute;
    c. After a brief rest, retrieve a small article (such as lifeguard whistle) from the bottom of the pool at a depth of at least 6 feet.

Floats

May be restricted at the lifeguard's discretion depending on safe crowd size and usage.

1. Non-swimmers must wear a US Coast Guard approved personal floatation device (lifejacket) if swimming in the middle section of the pool without an adult.
2. Floats are permitted in the shallow and middle section during open swim.
3. Floats or swim aides are NOT allowed in the deep end or diving well, except during safety break.
4. No jumping or diving into floats from the side of the pool.

Toys

May be restricted at the lifeguard's discretion depending on safe crowd size and usage.

1. Only foam or inflatable toys. Inflatable and nerf balls are allowed; HARD BALLS ARE NOT.
2. No water guns.

Volleyball Court Rules

The sand volleyball court is only for regulation play, which includes Newcombe.

1. Participants are required to rinse off all sand before entering the pool.
2. Kids may use the court, so long as no adult members or guests would like to play volleyball.
3. The following are prohibited and subject to the following disciplinary action(s): warning, fine, suspension or loss of membership.
    a) Digging-in, throwing or removal of sand from the court;
    b) Burying people or objects in the sand;
    c) Pulling, climbing or hanging on the net, poles or lines.

Please supervisor your kids as sand in the pool will cause major damage to equipment resulting in the closure of the pool and replacement cost for the guilt party. More importantly; objects left in or buried in the sand or hidden depressions can cause serious damage to players. Any damage to the court, equipment or a player will be the responsibility of the membership unit at fault. The following disciplinary action will result for an above offense.

Appendix C: Hours of Operation

The Club operations are year-round based on presence of staff, lifeguards, weather and other mitigating factors. The club reserves the right to close early for non-attendance or other special circumstances. During the swim season the pool has fixed hours, with special hours on holiday weekends and for the remainder of the year Club hours are activity based. Please be ready to leave the Club at closing time. Occasionally hours will be reduced to accommodate a private event.

Beach Hours

Beach privileges allow for year-round play any day of the week from until 11:00 p.m. as long as there is a Club Captain to open and close the facility and supervise play.

Swim Hours

The swim season begins Saturday of Memorial Day weekend and runs through Labor Day. It is closed on Tuesdays and may be closed at any other time due to rental, weather, operational issues and/or at the discretion of the pool manager, Board and or Club Captain in charge. Please plan to leave the Club by closing time as we have private rentals after hours.

Toddler Swim

MONDAY & WEDNESDAY from 10:00 am to 1:00 pm. please note deep-end and diving well will not be open, and lifeguard staff will be limited. While these mornings are perfect for parents with kids 6 and under, anyone is welcomed.

Regular Swim Hours

- Monday 1:00 p.m. to 6:00 p.m.
- Tuesday Closed 1:00 p.m. to 8:00
- Wednesday p.m. 1:00 p.m. to 8:00
- Thursday p.m. 1:00 p.m. to 9:00
- Friday p.m. 12:00 p.m. to 9:00
- Saturday p.m. 2:00 p.m. to 8:00
- Sunday p.m.

The pool will be closed to swimming 20 minutes prior to closing time. Hours are subject to change based on rentals, needed closer or attendance. The snack shack will only be opened during safety swim and will not be open the last hour the pool is open.

Early Closure of the Facility

Certain conditions, such as weather or fecal release may require closing the pool(s) or the entire grounds early. All members and guests must comply with requests of the club's staff and any member of the Board of Directors to vacate the pool(s) or grounds as described below.

Swimming Pool(s)

Criteria and duration for closing the pools include but are not limited to:

- GHCC uses the Weather Bug app that includes a Spark Lightning feature which identifies where the nearest strike of lightning has occurred. If there is lighting within a ten-mile radius of the grounds it will close for at least a half hour. The facility will remain closed for a half hour succeeding the last lightning strike within a ten-mile radius.

- Air temperature 67F degrees or below—reopening occurs when temperature reaches 68F
- High winds or other conditions deemed unsafe—reopening at the discretion of the Lifeguard manager in consultation with a member of the Board of Directors.
- The bottom of the pool is not visible from the chair or the deck—reopening occurs when the bottom of the pool is visible.
- Vomit, feces, or other contaminants in the pool—reopening occurs based on, Local and State Health codes.
- Too few lifeguards—reopening occurs when staffing levels are sufficient to ensure safety.

The Grounds

The Board of Directors, the onsite manager, and/or Club Captain in charge in consultation, have the discretion to close the entire 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 or flying equipment or debris. 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.

Note: Occasionally regular swim hours will be reduced to accommodate a private event.

Appendix D: Dues & Fees Schedule

The 2018-19 dues & fees were approved by the Board on April 19, 2018.

Annual Membership Dues

Annual Rates		House of 1	House of 2	House of 3	House of 4	House of 5 +
Early Bird	Apr. 20 - May. 15	$ 150 $ 150	$ 300	$ 350	$ 400	$ 450
Regular	May 16 – EOY		$ 300	$ 375	$ 450	$ 525

Each adult has a rate of $150 and each child is $50 (early bird) or $75 (regular). No more than three children shall be charged.

If your household has a nanny they may be included on a family membership at the cost of an additional child. To use the pool, they must be present as a caretaker and not as a guest. If your family has two children already the Nanny may be added as a third at the cost of $50 (early bird). If you already have 3+ children the nanny will be included at no cost. Please note in the name field (during registration) that the individual is a nanny.

Social Membership Dues

House of 1	House of 2	House of 3	House of 4	House of 5 +
$ 40	$ 60	$ 75	$ 85	$ 90

Guest Fees

All kids under two (2) years gain entrance FREE of charge. All guest fees are subject to change.

Day	Kids(s)	Adult(s)
Monday - Friday	$ 5	$ 10
Weekends & Holidays	$ 10	$ 20

Appendix E: Rentals & Reservations

Greenwood Hills Community Club offers a few different options for on-site event rentals. The Club facility is available during regular swim hours for small-to-medium-sized parties **("Reservations")** as well as during off-hours for private groups and/or larger-sized parties **("Rentals")**. All requests are considered on a first-come, first-served basis and there are no rain dates. Adult to kid ratios always apply: (6) & under; 1 adult per 3 kids, Over (6); 1 adult per 7 kids. **Reservations and Rentals are only available to members**. Memberships start the single member rate outlined in Appendix D.

There are two reservation/rental seasons. The summer season is from the May 1 through Labor Day. Fall, winter and spring is from the day after Labor Day until the end of April.

Reservations *(Summer Only)*

Perfect for small groups or if you just want to guarantee yourself some space. **Reservations are secured once booked online and payment is received.** Summer reservations are available to Annual & Summer members only. Setup & cleanup times are included in the block of time, up to 22 patrons. Guest fees are required. Fees are per time block. No lifeguard fees are necessary as this is during normal swim hours. Below is a list of the available time blocks. **Annual members receive BEST pricing. Late date requests (week of) receive STANDARD pricing.**

Monday	Wednesday	Thursday	Friday	Saturday	Sunday	Holiday Weekends		
10:00-12:15	10:00-12:15		10:00-12:15			10:00-12:15	10:00-12:15	
12:30-2:15	12:30-2:15	12:30-2:15	12:30-2:15	12:30-2:15		12:30-2:15	12:30-2:15	
2:30-4:15	2:30-4:15	2:30-4:15	2:30-4:15	2:30-4:15	2:30-4:15	2:30-4:15	2:30-4:15	2:30-4:15
4:30-6:15	4:30-6:15	4:30-6:15	4:30-6:15	4:30-6:15	4:30-6:15	4:30-6:15	4:30-6:15	4:30-6:15
6:30-8:15	6:30-8:15	6:30-8:15	6:30-8:15	6:30-8:15	6:30-8:15	6:30-8:15	6:30-8:15	6:30-8:15
			8:30-9:45	8:30-9:45		8:30-9:45		8:30-9:45

Reservation Areas

Each area comes with (2) picnic tables & (6) chairs and can seat up to 22 patrons. There are ten reservation areas. *The Cabana, The Pergola , The Deck, 4 Pavilions (1, 2, 3, 4) and 3 Pads (A, B, C).*

Reservation Fees

Regular Swim Hours		*Saturday & Holiday Swim Hours*	
Best Pricing	$15	Best Pricing	$30
Standard Pricing	$20	Best Pricing	$40

Rentals (Summer)

Summer season rentals are available to **ALL members**. No Guest fees are required and the rental fee is inclusive of lifeguard fee. These rentals receive 15 minutes setup plus 15 for cleanup. Please note a rental is not confirmed or secured until the rental agreement has been signed and payment has been received. Fees due at booking are non-refundable. Occasionally swim hours will be reduced to accommodate a private event. **Annual members receive BEST pricing. Late date requests (week of) receive STANDARD pricing**

Monday	Wednesday	Thursday	Friday	Saturday	Sunday
		9:30 am-Noon		9:30 am-Noon	11:00 am-1:30 pm
9:00-11:00 pm	9:00-11:00 pm	9:00-11:00 pm			

Semi Private Rentals (Summer)

Up to three rentals could be happening at once. Pricing per rented time block.

South Section: Is the area South of the pool and includes Pavilions 1 & 2 and Pad A.

Up to 40	Best Pricing: $160	Standard Pricing: $200
41 to 60	Best Pricing: $240	Standard Pricing: $300
61 to 80	Best Pricing: $320	Standard Pricing: $400

North Section: Is the area Northwest of the pool and includes Pavilions 3 & 4 and Pads B & C.

Up to 40	Best Pricing: $160	Standard Pricing: $200
41 to 60	Best Pricing: $240	Standard Pricing: $300
61 to 80	Best Pricing: $320	Standard Pricing: $400

Pergola, Cabana & Patio: Is the area Northeast of the pool and includes The Pergola, The Cabana and four round tables on the patio.

Up to 40	Best Pricing: $160	Standard Pricing: $200
41 to 60	Best Pricing: $240	Standard Pricing: $300

Private Rentals (Summer)

Exclusive use of the club. Pricing per rented time block.

Entire Facility (Max of 300)

Up to 100	Best Pricing: $400	Standard Pricing: $500
101 or more	Base rental plus $100 per block of 20 attendees	

Super Rentals (Summer Only)

For those events needing more time we offer the Super rental allowing a client to start their event early. Super rentals are available **Monday, Wednesday & Thursday** for a minimum of (3) hours starting at 7:00 or 8:00 pm. These rentals do not receive extra setup time but get 15 minutes for cleanup.

Super Rental from 8:00 to 11:00 pm (Min of 100, Up to 300)

$1,000 per rental
Base rental plus additional $200 per block of 20 attendees

Super Rental from 7:00 to 11:00 pm (Min of 100, Up to 300)

$1,500 per rental
Base rental plus additional $200 per block of 20 attendees

Rentals (FWS - Fall, Winter & Spring)

Fall through Spring rentals run from the day after Labor Day until the end of April and are available to **ALL members**. **These are non-swim events.** No Guest fees are required. Below is a list of the available time blocks. Setup & cleanup are included in the block of time. **Annual members receive BEST pricing. Late date requests (week of) receive STANDARD pricing**

Semi Private Rentals (Fall thru Spring)

Up to three rentals could be happening at once. Club Captain fee is $50 per reservation and paid separate from the rental fee, directly to the club captain.

Monday - Sunday
9:00 am – Noon
12:30 – 3:30 pm
4:00 – 7:00 pm
7:30 – 10:30 pm

South Section

Up to 40	Best Pricing: $40	Standard Pricing: $60
41 to 60	Best Pricing: $60	Standard Pricing: $90
61 to 80	Best Pricing: $80	Standard Pricing: $120

North Section

Up to 40	Best Pricing: $40	Standard Pricing: $60
41 to 60	Best Pricing: $60	Standard Pricing: $90
61 to 80	Best Pricing: $80	Standard Pricing: $120

Pergola, Cabana & Patio

Up to 40	Best Pricing: $40	Standard Pricing: $60
41 to 60	Best Pricing: $60	Standard Pricing: $90

Note: Club Captains can donate their time. A signed form is required.

Private Rentals (Fall thru Spring)

All setup & cleanup times are included in the block of time. Pricing inclusive of Club Captain fee.

South Section

Monday - Sunday
9:00 am – Noon
12:30 – 3:30 pm
4:00 – 7:00 pm
7:30 – 10:30 pm

Up to 40	Best Pricing: $120	Standard Pricing: $160
41 to 60	Best Pricing: $180	Standard Pricing: $240
61 to 80	Best Pricing: $240	Standard Pricing: $320

North Section

Up to 40	Best Pricing: $120	Standard Pricing: $160
41 to 60	Best Pricing: $180	Standard Pricing: $240
61 to 80	Best Pricing: $240	Standard Pricing: $320

Pergola, Cabana & Patio

Up to 40 Best Pricing: $120 Standard Pricing: $160
41 to 60 Best Pricing: $180 Standard Pricing: $240

Entire Facility (Max of 300)

Up to 100 Best Pricing: $300 Standard Pricing: $400
101 or more Base rental plus $100 per block of 20 attendees

Appendix F: Board, Officer & Committee Duties

The business and property of GHCC is managed by a Board of Directors, which is elected by the membership at the annual meeting and consists of no less than five (5) members. Members of the Board are elected to three-year terms. Between those meetings, the board may elect new members to serve until the next election.

Directors

Each Director shall be responsible for the preparation, implementation, and enforcement of the Club's Bylaws, Policies & Procedures, Rules & Regulations and Club manuals governing the Club's membership and operation and shall be required to make a report at each meeting and keep an up-to-date and accurate manual of their area of operation.

1. Chairman

Chief executive officer of the Board. Shall provide leadership, preside/oversee all official Board activities, formulate long range strategic plans for consideration by the Board and co-sign all written contracts and obligations with the Secretary. Shall prepare and provide the **Annual Report** for approval by the board.

Will sit on the **Planning Committee** and the **Events & Activities Committee**.

2. Secretary

Gives, or causes to be given, (if notice is required) notice of all meetings of the members or the Board of Directors in accordance with the Club's governing documents; records minutes of all meetings; conducts general correspondence; serves as the custodian of the **Minute Book**, **Bylaws, & Handbook** (Policy & Procedure and Rules & Regulations) all official records, and legal papers; co-signs all written contracts for expenditures and obligations with the Chairman. Shall insure all meetings and business transactions are conducted in accordance with parliamentary procedure and in keeping with the Club's governing documents. Shall propose Bylaw, Policy & Procedure and Rules & Regulations revisions and amendments for consideration by the Board and shall work with Directors to keep Club **Manuals** up to date. Responsible for preparation of all forms including, but not limited to membership application, rental agreements, waivers, etc.

Will sit on the **Planning Committee**.

3. Comptroller

The comptroller manages, monitors, tracks, and regularly reports on all paid expenses and receipts for Club. Monitors, reconciles, and deposits all monies received in such depositories as may be designated by the Board of Directors and shall provide proper money denomination for daily operations with delivery and collection on a regular & needed basis. Pays all authorized bills in a timely way and tracks each payment in the accounting software. Records, receipts or deposits made in person, by direct deposit or

other transfer such as deposits from the merchant accounts. The comptroller also reconciles each bank account against the record 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. Is responsible for preparing and monitoring the annual budget to ensure the Club's financial stability and shall make recommendations on financial matters. Shall prepare and maintain accurate, timely financial record/reports as promulgated by the American Institute of Certified Public Accountants for fiscal year January 1 through December 31. Shall maintain the Club's registered agent and file any state or federal required documentation as it relates to the Club's status as a non-profit corporation. Monitors and disburses funds with two (2) required signatory authorizations of the designated four (4) Directors.

Will sit on the **Planning Committee**.

4. Membership

All subject to the approval of the Board and in keeping with the Club's governing documents establishes, maintains, plans and implements the Club's **Membership Recruitment & Retention Plan** for approval by the board. Responsible for management of all membership data, tracking and reporting, including but not limited to; managing all aspects of the database, updating and maintaining membership records, managing recruitment and retention tracking and reports, and collecting and analyzing current, new and potential member information. Supports the communications director with the development and production of applicable membership marketing collateral and executes as needed, the regular print and electronic communications related to the organization's membership status, notice of dues, renewal, etc. Works with the Secretary to develop application forms and procedures.

Will sit on the **Welcome & Membership Committee** and manage any contract or hired 3rd party relating to the above items and shall maintain current rolls and keep accurate statistical records of memberships in the **Record of Members Book** with the name, address and contacts of each Member.

5. Operations

All subject to the approval of the Board and in keeping with the Club's governing documents and the **Operations Manual**, the operations director liaises with the pool management company to ensure that the pool is run in an orderly and safe fashion, to include supervising the Service Committee sub-committee{s) responsible for the daily operation of the Club including, but not limited to: staffing the Club with lifeguard, gate, concession and event staff or volunteers for social, special & rental events.

Will sit on the **Service Committee** and manage any contract or hired 3rd party relating to the above items and shall be the keeper of the **Operations Manual** working with the Secretary to suggest revisions and amendments for consideration by the Board.

6. Maintenance

All subject to the approval of the Board and in keeping with the Club's governing documents and **Maintenance Manual** is responsible for the upkeep, maintenance, repair and construction projects related to the club's physical facilities; including, but not limited to the utilities, buildings, pavilions, parking lot, and all non-pool systems (PA/Stereo, lighting, plumbing, electric, etc.).

Will sit on the **Maintenance Committee** and manage any contract or hired 3rd party relating to the above items and shall be the keeper of the **Maintenance Manual** and work with the Secretary to suggest revisions and amendments for consideration by the Board.

7. Grounds

All subject to the approval of the Board and in keeping with the Club's Bylaws, Policies & Procedures, Rules & Regulations and **Grounds Manual**. Is responsible for the upkeep, maintenance, repair and projects related to the club's grounds; including, but not limited to, trees, lawns, flower beds/other plants inside and outside the fence, and the irrigation & fencing systems.

Will sit on the **Maintenance Committee** and manage any contract or hired 3rd party relating to the above items and shall be the keeper of the **Grounds Manuals** and work with the Secretary to suggest revisions and amendments for consideration by the Board.

8. Pool

All subject to the approval of the Board and in keeping with the governing documents and **Pool Manual**, is responsible for the upkeep, maintenance, repair and construction projects related to the pool(s); including, but not limited to equipment, chemicals, pool deck, maintenance and the pool's overall swim readiness. Is responsible for managing any contract or hired 3rd party relating to the above items and shall be the keeper of the **Pool Manual** working with the Secretary to suggest revisions and amendments for consideration by the Board.

Will sit on the **Maintenance Committee** and manage any contract or hired 3rd party relating to the above items and shall be the keeper of the **Pool Manual** working with the Parliamentarian to suggest revisions and amendments for consideration by the Board.

9. Beach

All subject to the approval of the Board and in keeping with the Club's Bylaws, Policies & Procedures, Rules & Regulations and **Beach Manual**, is responsible for the leasing & rental of the court(s), their upkeep, maintenance & repair and any construction projects related to the volleyball court(s); including, but not limited to, equipment, deck, general maintenance and the court(s) overall readiness for play.

Will sit on the **Maintenance Committee** and manage any contract or hired 3rd party relating to the above items and shall be the keeper of the **Beach Manual** and work with the Secretary to suggest revisions and amendments for consideration by the Board.

10. Social

All subject to the approval of the Board and in keeping with the Club's governing documents and **Special Events Manual**, is responsible for the organizing & scheduling the club's social activities & events; including, but not limited to socials, special events, tournaments, and pool seasonal events & activities. Prepares and maintains the calendar of events and accurate and timely financial schedule of event activity on a regular basis for review by the Board.

Will sit on the **Events Committee** and manage any contract or hired 3rd party relating to the above items and shall be the keeper of the **Special Events Manual** working with the Secretary to suggest revisions and amendments for consideration by the Board.

11. Communications

All subject to the approval of the Board and in keeping with the Club's governing documents establishes, maintains, plans and implements the Club's **Communications Plan** for approval by the board. Coordinates with Board members for appropriate communications to members and is responsible for design, preparation & distribution of Club publications, bulletin boards, notices & announcements,

campaigns & awareness programs and other publicity to include, but not limited to notice of dues, membership drives, capital improvement, fundraising, tournaments, special events, classes & leasing information. Manages event satisfaction and other member surveys. Maintains the Club's webpage and social media to include, but not limited to Facebook, Twitter, Instagram, and Nextdoor.

Will sit on the **Welcome & Membership Committee** and manage any contract or hired 3rd party relating to the above items and shall be the keeper of the **Communications Plan** working with the Secretary to suggest revisions and amendments for consideration by the Board.

Club Officers

The officers of the Club shall consist of a President, Vice President and Secretary. The Director who serves as the Chairman of the Board shall also serve as the Club's President, the Director who serves as the Secretary of the Board shall also serve as the Club's Secretary. The Board of Directors shall elect or appoint a Vice President. All officers shall have such authority and exercise such powers and perform such duties as shall be determined from time to time by the Board of Directors by resolutions not inconsistent with the Clubs' Bylaws. 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.

President

The president presides at all meetings of the membership and the board, and has general supervision over the affairs of the pool and may approve unbudgeted expenditures up to $750, and performs all other duties incident to the office. In absence, these duties are performed by the by the vice president or secretary (in that order). The president is ultimately responsible for everything that happens at Club, ensuring that the other volunteers carry out their roles in a professional manner, completing tasks as assigned and in a timely manner. The president is the public face of the organization.

Vice President

The vice president shall assist the president in his duties and shall perform the duties of the president in absence.

Secretary

The secretary schedules board meetings (once per month except during the pool season which is once every two weeks); 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. The secretary also posts notices of membership meetings in a timely manner at the pool.

Committees

Planning Committee

This committee is made up of current board members, past chairs and a number of other Club members. Committee members are tasked with investigating, planning and setting out priorities for the club in the form of a 5-year and a Master plan. These plans are to be used to guide future boards in budgeting and decision making.

Director(s): Chairman, Vice President, Secretary, & Comptroller

Maintenance & Grounds Committee

This committee is responsible for all non-pool maintenance, upkeep and repair: including trees, lawns, flower beds/other plants inside and outside the fence, the irrigation system, utilities systems, buildings, equipment, 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. The maintenance committee manages workdays and works closely with the Service committee and those involved with pool-specific maintenance, upkeep and repair to identify where projects overlap and require coordination.

Director(s): Maintenance, Grounds, Pool, & Beach

Welcome & Membership Committee

The welcome & membership committee shall recruit and retain the Club's membership through appropriate programs and services approved by the board, make recommendations on procedures for joining the Club that are clear, concise and efficient, shall review all applications for membership to make recommendations to the Board , help identify and define membership offerings to meet market demands, assist new members with benefit usage, actively solicit organizations and groups who may lead to increased membership or Club rentals, follow-up on marketing efforts, club referrals, leads from board and membership, etc. This committee will also assist with the annual membership drive through networking, the making of presentations to HOAs, PTAs, realtors, etc. and attend events throughout the season to help new members and old get to know one other at functions such as special events, socials and/or mixers.

Director(s): Membership, & Communications

Events & Activities Committee

The events & activities committee exists to aid in fulfilling GHCC's mission to provide social events & activities that promote Fun, Fellowship & Community. The events & activities committee will collaborate with neighborhood HOAs and the school district, when planning events to ensure there is no overlap of events, including both timing and objective of event. The events and activities committee assists with the programming for the Club and shall help make arrangements for all the Club's rentals, classes, swim lessons, fundraisers, activities & events, tournaments, the annual meeting and social mixers to attract new club members. Committee members shall plan, organize and deliver the above items for the Club and submit proposals for board approval. Responsibilities include, but are not limited to; developing project programming, target demographic, timing, budget development, pricing, food & beverage, vendor arrangements, staffing needs, décor and marketing. On the day of the scheduled event oversee site setup, vendors, activities and volunteers. The events committee works closely with the Service committee for staffing of events, and the communications director for calendaring and promotion as well as other key directors and/or committees to finalize the event's activities and manage the **Annual Calendar of Events**.

Director(s): Chairman, Vice President, & Social

Service Committee

The service committee monitors the seasonal jobs during the year, fills them as needed (especially in the beginning of the pool season), and provides guidance for getting those jobs done. The service committee also works closely with the maintenance & grounds committee to coordinate workday volunteers as well

as working closely with the Social director and the events committee to supply volunteers to staff the Clubs' events and activities.

Director(s): Operations