

BILTMORE PARK

SWIM CLUB

HANDBOOK

MAY 2011

The purpose of the Biltmore Park Swim Club Membership Handbook is to document a framework of policies and procedures for members of the Biltmore Park Swim Club (BPSC). These policies and procedures are in place to ensure the safety and enjoyment of all BPSC members. BPSC members are expected to observe and adhere to these policies at all times.

Website: www.bpswimclub.org

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1 Dates of Operation

The pool and facilities of the Biltmore Park Swim Club will be open for the summer season beginning the week before Memorial Day and will remain open to all members through Labor Day.

Please consult the website (www.bpswimclub.org) for specific dates of operation.

2 Hours of Operation

The pool facilities will be open daily from 10 am until 8 pm, weather permitting.

On days that the Buncombe County Schools are in session, the pool will be open from 4 pm to 8 pm.

The pool will be closed during home swim meets (noted on website).

The pool will be closed when lightning has been detected within a 6-mile radius of the Swim Club.

If the pool must be closed for an unexpected reason, the Board of Directors will send an email announcement to the membership and a sign will be posted at the main gate.

3 Inclement Weather

On rainy days the pool will remain open until 5 pm.

On a rainy day, the lifeguard may give permission to swim and/or to use the pool deck at his discretion.

In event of thunder and/or lightening in the area, the lifeguard on duty may suspend swimming and/or presence on the pool deck. The pool will be closed for 30 minutes.

At 5 pm if the weather continues to be unsuitable for swimming, the pool will be closed for the remainder of the evening.

4 Biltmore Park Swim Club Membership

Biltmore Park Swim Club membership is primarily limited to current residents of the Biltmore Park neighborhood, including residents of Braeside at Biltmore Park. Once the season has begun all membership fees are non-refundable and no procreations are allowed, even if a member moves from the area.

A limited number of Associate Memberships are available each year to non-residents. The number of Associates is normally between 10-20% - dependent on insurance underwriters. New Associate Members MUST be sponsored by a current Biltmore Park resident who is also a current BPSC member in good standing. A BPSC resident member may only sponsor ONE Associate Membership per year.

All Returning Associate Memberships are subject to Board approval and are given priority over new Associates. The ranking of application is done by seniority. That seniority is based on the Associate's first pool membership year without interruption.

Prior resident members who no longer reside in Biltmore Park or Braeside and are joining as Associate Members with no lapse in membership receive priority over an associate who joined the pool after the resident member moved to Biltmore Park.

The Board of Directors will review all Associate Membership applications on April 1, 2011. New Associate Members will be notified whether their applications have been accepted at that time. The Board will hold all Associate Membership checks until after that date.

New Associate Memberships are ranked based on the postmarked date of their application.

If due to space a previous Associate Member is involuntarily denied membership for a particular year they shall maintain their seniority position for the following year. Once the Capital Reserve fee has been paid, members are not required to re-submit the fee if there is a lapse in membership.

All Associate Members will be charged a non-resident membership fee.

5 BPSC Membership Dues and Capital Reserve Fee

Membership rates for the season are posted on the website, www.bpswimclub.org, in the Member Information section.

The membership categories are:

- Family
- Couple (no children living at home), or Single;
- Resident or Non-Resident (Associate);
- Returning or New.

New members, both Resident and Associate, must pay a one-time capital Reserve fee as noted on the current year's Dues Schedule.

6 BPSC Membership Payment Schedule

There is a \$100 EARLY BIRD DISCOUNT. In order to receive the discount, payment must be postmarked by 1 March 2011 There are no exceptions to the receipt date. Applications must be mailed; hand delivered applications will not be considered.

Pro-rating of new Resident membership fees is permitted for a new move only (with documentation) after July 4th weekend. Prior to July 4th normal dues apply.

Pro-rating amount calculations:

Membership Dues Amount equals Daily Dues Amount (number of days in swim season divided by total dues amount) multiplied by the Number of Days Remaining

Note that Capital Reserves (one-time fee) are not pro-rated.

7 Guest Policy

Each Family, Couple, and Single Membership receives ten (10) free guest passes per summer.

A Guest is defined as any person who is not a current BPSC member. Members must accompany their guests at the pool at all times. Members are responsible for the behavior of their guests.

A Biltmore Park resident may visit the pool as a guest a total of five (5) times during the pool season. This means that a specific BP resident may visit as a guest with multiple families or with an individual family for a total of five times. There are no exceptions to this policy.

Each Guest Pass permits entry for one (1) guest. Upon entering the pool, sign in with the gatekeeper (if present). A guest pass card is kept at the pool and the gatekeeper will punch the member's card for each guest entering. If gatekeeper is not present, member will enter information on sign-in sheet and the gatekeeper will punch the member's card the next day.

After all of the free passes have been used, a fee of \$3 per guest will be charged. The guest fee must be paid at the gate upon entry on the date of the visit.

Members are permitted to bring one (1) to six (6) guests with them at any given time. Any more than six (6) guests must be pre-approved by the BPSC Board and paid for in advance. Please email guest requests to bpswimclub@gmail.com at least forty-eight (48) hours prior to the proposed visit.

The BPSC member who sponsors the guest acknowledges that the Biltmore Park Swim Club is not responsible for any accident, injury or loss incurred by a guest when on the premises. The sponsoring member agrees to assume all liability for their guest, as indicated by their signature on the Sign-in Sheet. Please verify that your insurance policy provides sufficient coverage before signing.

8 Sign-In Policies

The Membership Master List contains the name of each BPSC member. For members under age 18, the age of the child will also be listed.

Upon arrival at the pool, BPSC members **MUST** sign the Daily Attendance Roster. Members are expected to sign for themselves and for any guests.

Family Name, Guest Name, and number of individuals in attendance must be **PRINTED** and the name(s) must be **LEGIBLE**. A single sign-in per family is acceptable.

At the time of sign-in, members must notify the gatekeeper if they have a guest. They must have their complimentary pass punched or pay \$3 for each guest if they have used all of their complimentary guest passes for the season.

The gatekeeper and the BPSC membership chairperson will compare the Daily Attendance Roster to the Master List. In addition, they will verify that no individual Biltmore Park resident has been a BPSC guest more than five (5) times. Any abuse of the daily member sign-in or of the guest policy will be reviewed by the BPSC Board of Directors and may result in revocation of the BPSC membership without reimbursement.

9 Unaccompanied Child - Age Requirement

Any child who is a BPSC member and who is twelve (12) years old or older may come to the pool without being accompanied by an adult member **ONLY IF** the child has passed the swim test (paragraph 11).

10 Unaccompanied Swimmer - Age Requirement

All children age fourteen (14) and younger **MUST** complete a swim test (paragraph 11) in order to be in the water without an adult. If the child does not pass the test, an adult is **REQUIRED** to be in the water with the child at all times.

11 Swim Test

The swim test consists of treading water for one (1) minute and swimming one (1) length of the pool using any stroke.

12 Caregiver/Babysitter

In order to care for a younger child/children at the pool, the caregiver **MUST** be sixteen (16) years or older.

A non-member babysitter (grandparents, nanny, paid babysitter, etc.) can bring the member's child/children to the BPSC and may use the facilities while accompanying the child/children. The member is required to notify the BPSC Board of Directors of any such arrangement if it is to be on a regular basis.

The babysitter may **NOT** bring non-member child/children with them unless the member pays to have the non-member child/children enter as guests.

13 Use of Swim Diapers and Accident Policy

Children must wear a swim diaper AND plastic (vinyl) pants in both the large pool and the baby/wading pool if they are not reliably potty-trained. Swim diapers do not provide sufficient protection from leakage.

Each member has completed an application and signed the acknowledgement form which lists the penalty structure for accidents. Potty incidents can result in a \$250 cleanup fee from the management company, fines of \$500, forfeiture of membership for the remainder of the season, and possibly being banned from BPSC membership (and from being a guest) for the next season.

The Board of Directors and the BPSC membership cannot tolerate preventable accidents. One accident can ruin everyone's visit for up to a full day. Remember the rule: no plastic pants...no pool!

If your child or your guest's child has an accident in the pool or on the pool deck, please notify a lifeguard **IMMEDIATELY**.

Lifeguards will only tend to accidents **IN** the pool, and will implement the necessary procedures to clean and purify the pool. Any accidents occurring on the pool deck are the responsibility of the parents/member/caretaker. The lifeguard can provide you with cleaning supplies, but they are not responsible for cleaning up accidents outside the pool.

14 General Rules

- No running on the pool deck
 - No diving
 - No front flips or back flips
 - No chicken fighting, pushing or rough conduct in the pool
 - No glassware or glass bottles on the pool deck
 - No use of the pool without the presence of a lifeguard
 - No smoking on pool grounds
 - No inflatables* such as water wings, inner tubes, rafts, etc. in the pool
- [*Note: The prohibition of inflatables does not apply to medically necessary devices. Please notify the Board if you have a special needs situation.]
- Games (catch, Frisbee, etc.) are to be played IN the pool, not on the pool deck
 - Those playing games in the pool should not disturb those who are relaxing in chairs on the pool deck
 - No jumping into the pool near the slide discharge area
 - No pulling on or hanging on the lane dividers or pool divider
 - No unnecessary conversation with lifeguards while they are on duty
 - No imitating a drowning person
 - Lifeguards have the authority to discipline swimmers and any other persons in the pool facility and may address behavioral concerns within their best judgment and sole discretion consistent with pool rules
 - Members must dry off before entering the clubhouse (the floor becomes slippery when wet)
 - Members are responsible for the behavior of their guests
 - Once every hour, for ten (10) minutes, the lifeguards will take a safety break. At that time, all children 17 years and younger must leave the pool. During this period, any individual (17 and older) who chooses to remain in the pool does so at their own risk, as there are no lifeguards on duty.
 - No cabanas/awnings/pop tents, grills, or amplified music allowed on the pool deck without prior approval by the Board of Directors.

15 Slide Rules

- Only one person is allowed to go down the slide at a time
- Sliders must make sure there is nobody at the bottom of the slide before going down the slide
- Sliders must wait at the bottom of the slide steps until it is their turn to use the slide
- Float belts or noodles are NOT permitted when going down the slide
- All sliders 14 years and younger MUST pass the swim test (section 11) before using the slide
- Parents may NOT ride down the slide with their child
- Parents may NOT catch their child at the bottom of the slide
- All sliding must be done feet first in a sitting position

16 Baby/Wading Pool Rules

- The lifeguards are NOT responsible for safeguarding the baby/wading pool.
- The supervision and safeguarding of users of the baby/wading pool is the sole responsibility of the parent/caretaker of the child who is using the baby/wading pool.
- A child in the baby/wading pool MUST be attended to by an adult who is facing the baby/wading pool and watching the child at all times.
- No splashing in the baby/wading pool.
- No rough play near the baby/wading pool.

17 Suspension/Revocation of Membership

Inability to adhere to the rules documented in this Biltmore Park Swim Club Handbook may result in the suspension of BPSC membership. The length and severity of the suspension will depend upon the seriousness of the infraction, and will be determined by the Board of Directors.

18 Swim Club Rentals

BPSC members are permitted to rent the pool, the clubhouse, and/or the patio area for private functions. However, the decision to allow pool rental will be considered on a case-by-case basis, and will be at the sole discretion of the Board of Directors.

Biltmore Park residents who are not BPSC members are permitted to rent the clubhouse and/or the patio area, although the rate is substantially higher than the BPSC member rate. Note, non-members may not rent the pool.

The schedule of rental rates is listed on the BPSC website at www.bpswimclub.org under Swim Club Rental

Email bpswimclub@gmail.com to rent the Swim Club or to inquire about availability and someone will contact you by the next day. No phone calls please.

Each person who rents any facility of the Biltmore Park Swim Club will sign a rental agreement that includes a Hold Harmless agreement. The rental agreement states the following:

“Biltmore Park Swim Club is not responsible for any accident, injury or loss incurred when on the premises as documented by signed Hold Harmless Agreement included with this contract.

Note that the individual renting the facility assumes all liability for event attendees (their guests). Please verify that your insurance policy provides sufficient coverage before signing.”

19 BPSC Stingrays Swim Team

The BPSC Stingrays Swim Team is open to all member children that can swim the length of the pool on their own.

The season is usually from pool opening through late July and consists of four (4) swim meets. The pool will not be available for use by the general membership during any home meets.

For exact dates and times of swim meets, and for additional information regarding the Stingrays, visit the Swim Team section of the BPSC website at www.bpswimclub.org.

20 BPSC Board of Directors

Please remember that our Board of Directors is composed of volunteers. Their names, Board position, and Committee responsibilities are posted on the website and on the bulletin board at the pool.

If you need to contact the BPSC Board of Directors, please email bpswimclub@gmail.com.

All members of the BPSC should take responsibility for the smooth running of our pool facilities. The Swim Club is a volunteer organization with a limited budget. Everyone needs to pitch in and take ownership.

21 BPSC Pool Manager

BPSC has contracted with Western Carolina Pool Management, Inc. to provide management of the pool facilities and lifeguard services. The names of the persons responsible for pool management are posted on the website and on the bulletin board at the pool.

The names of the lifeguards on duty will be posted on the whiteboard at the pool.

22 BPSC Contact Information

Website: www.bpswimclub.org

Mailing Address:

Biltmore Park Swim Club
P.O. Box 1550
Skyland, NC 28776

Email: bpswimclub@gmail.com

Pool Phone (guard room): 828-687-7873

23 Biltmore Park Swim Club Governing Documents

- Articles of Incorporation of Biltmore Park Swim Club, Inc., recorded 14 October 1998
- ~~By-laws of Biltmore Park Swim Club, Inc., dated 14 October 1998 (superseded)~~
- ~~Amendment to By-laws of Biltmore Park Swim Club, Inc., dated 27 April 2005 (superseded)~~
- By-laws of Biltmore Park Swim Club, Inc., dated May 2011
- Swim Club Debt Agreement, dated 30 April 2005
- Nonprofit Corporation Act (Chapter 55A) of the General Statutes of North Carolina
- Code of Ordinances for Buncombe County, North Carolina
- Code of Ordinances for City of Asheville, North Carolina