

# **CENTENNIAL RECREATION CLUB**

## **RULES, PROCEDURES, AND POLICIES**

**CRC rules, procedures, and policies are subject to change per CRC Board discretion and due to COVID-19 restrictions.**

Updated 2021

## MEMBERSHIPS AND DUES

### MEMBERSHIPS:

- Centennial Recreation Club has 210 shares/memberships.
- A membership allows use of the tennis courts, basketball court, and grounds year-round and access to the pool during the season +/- May 24 through Labor Day each year.
- A current member may choose to sell/transfer his/her membership at any given time.

### HOW TO GAIN A MEMBERSHIP:

- The CRC Board does not maintain/manage a list of interested buyers or sellers.
- Both buyers and sellers are encouraged to utilize Craigslist, social media options (e.g., Facebook, NextDoor, etc.), and word of mouth options to post memberships for sale and to post want ads for purchase.
- Interested parties are encouraged to search for available memberships by searching “Centennial Pool,” “Centennial Rec Club,” “Loveland pool,” etc.
- Word of mouth can be very effective. For example, interested parties should tell everyone they know via email, Facebook, other social media outlets, etc., that they are interested in buying a membership. If a member has been considering selling, often they will go forward with selling if they have an interested buyer right in front of them.
- On rare occasions, the Board will have a membership to sell if a membership has been revoked or if a member forfeits his/her membership to the Board. In these cases, the Board will post the membership for sale on online at approximately the estimated market value.
- Membership questions should be directed to the CRC Membership Secretary.

### MEMBERSHIP DUES and FEES:

- Annual membership dues are \$600/year.
- Dues are due April 1<sup>st</sup> of each year.
- Dues have a 30-day grace period. Any dues received after April 30<sup>th</sup> are considered 31 days late and will be assessed a \$50 late fee – NO EXCEPTIONS. Postmarks will not be honored.
- Dues payments cannot be made at the pool.
- All dues, late fees, and any other outstanding fees must be paid in full before a member may gain access to the pool.
- Payment may be made by personal check, cashier’s check, electronic check/payment, or credit card (with convenience fee). To maintain a paper trail, cash will not be accepted.
- Note that it takes time for payments to be delivered through the mail, picked up by the CRC Treasurer at the off-site mailbox, and posted to the member’s account before access to the pool will be granted.
- Checks should be made out to Centennial Recreation Club or “CRC” and mailed to:
  - Centennial Recreation Club
  - P.O. Box 1392
  - Loveland, CO 80539
- Grounds for membership revocation due to non-payment of dues or fee are outlined in the CRC By-Laws.
- The fee to transfer membership to another person is \$50. Fee waived to transfer from a parent to an adult child.
- The fee for a replacement tennis/basketball court key is \$30.

### MEMBERSHIP RULES – WHO IS CONSIDERED A MEMBER:

#### **The right to use the pool and the Club’s facilities is limited to:**

- 1) a member (Member/Adult #1)
- 2) any one other adult residing at the same address as the member (Adult #2) (must be his/her permanent address)
- 3) any children under the legal guardianship of Member/Adult #1 and/or Adult #2:
  - The children listed under the membership must be under either Adult #1's or Adult #2's legal guardianship. This includes legal foster children and official foreign exchange students. This does not include family members, friends, and/or guests staying at a member's home for the summer.
  - Adult Children over 21 are eligible “children” under the membership if they are
    - 1) living at home (permanent address) and attending college or
    - 2) dependent, disabled children of Adult #1 or Adult #2.
  - Adult children over 21 who are living at home (permanent address) but are not attending college are **NOT eligible as a “child.”** They are, however, eligible as Adult #2 on the membership.
  - We encourage the member to assess which adult in his/her home frequents the pool most often and list that person as Adult #2.
  - Other adults in the home can frequent the pool using a guest pass.

### **MEMBERSHIP BOOK:**

- Each member has a page in the Membership Book during the pool season. The membership page outlines member contact information, individuals registered under the membership, and emergency contact info. *Members must not knowingly list a person on his/her membership who does not meet the membership rules (see “Who is considered a member?” above.)* Members will be asked to complete their membership page via an online Google Doc form prior to each pool season.
- **Each year, each member must provide a photo depicting each person under the membership.** The photo allows the guards to visually identify who is eligible to enter the pool under each membership. *Members must not knowingly depict anyone in their photo who is not a member under the membership rules.*
- Members may bring one photo of all individuals or several individual photos, as long as each person is accounted for. Overall, the photo(s) must fit in a 4x6 inch space.
- **Members will have three opportunities to visit the pool without a family photo.** After three opportunities, the member will be denied access to the pool until a photo is provided.

### **CHECKING IN MEMBERS:**

- **ALL individuals entering the pool MUST be verified as a member by the lifeguards.**
- The lifeguard must look up all individuals in the membership book to verify that they are members before allowing entrance to the pool. Please be patient with the guards during check-in. Checking-in members is their job and can be hectic when the pool is busy.
- ALL individuals who are not members under the membership rules outlined above considered guests and must use a guest pass to enter the pool. The only exceptions to this are infants less than one year of age.

### **NANNIES:**

Families rely on child care providers (“nannies”) during the summer. To make it as simple as possible for the families, below are the guidelines for nannies at CRC:

- Members do not need to register nanny(ies) on the membership sheet.
- Any person/nanny you choose may take your child(ren) to the pool in your absence without requiring the use of a guest pass. Members may have a different nanny every day.
- The nanny must announce that he/she is the nanny for the day and have the lifeguard look up the member children in the membership book for clearance to enter the pool.
- If the nanny brings any other non-members to the pool with your children, the additional guests must use guest passes.
- If the nanny visits the pool with you, the nanny must use a guest pass.

### **UMBRELLAS**

- Please remember to lower umbrellas on windy days and store umbrellas in the shed after use.
- To maximize the longevity of our umbrellas, please remember that “umbrella forts” are not allowed with CRC’s umbrellas.
- Families may choose to bring their own umbrellas to the pool.

## GUEST PASSES

**GUEST PASSES: MEMBERS MUST BE WITH GUESTS AT ALL TIMES. Members cannot allow access to a guest and then leave the guest at the pool.**

- Each year, each membership receives 20 individual guest passes and 5 group passes.
- A group pass allows up to 10 guests at one visit. The guests do not need to be related.
- Guest passes do not rollover from season to season.
- Guest passes are outlined on the back of each membership page. The member must write the name of the guest and sign/date the line each time a pass is used.
- **ALL guests must use a guest pass to enter the pool whether or not the guest plans to swim.** The only exceptions are guest infants less than one year of age. Infant guests less than one year old do not need to use a guest pass.
- **ALL guests must adhere to the wristband policy for non-swimmers.**
- **MEMBERS MUST BE WITH GUESTS AT ALL TIMES. Members cannot allow access to a guest and then leave the guest at the pool.**

### **PURCHASE OF ADDITIONAL GUEST PASSES:**

- Members may buy additional guest passes for \$50 for a sheet of 10 individual guest passes.
- Any unused purchased passes WILL be rolled over to the next pool season.
- Contact the CRC Membership Secretary to purchase additional guest passes.

### **TRANSFER OF GUEST PASSES:**

- A member may transfer guest passes to another member.
- For example, if one member does not plan to use some or all of her passes, she may transfer some or all of her passes to another member.
- The donating member must make a note in the margins of her own guest pass sheet stating that she allows the receiving member (name) to use her guest passes (e.g., passes #11-#20). The donating member must then sign and date the notation.
- The donating member must also make a notation on the receiving member's guest pass page stating the donating member's name and the fact that she allows the receiving member to use her guest passes. This notation will guide the lifeguards to the donating member's page for use of passes.
- Please see the lifeguards to request a pass transfer. The guards will allow access to both member pages to make the transfer notations.

## PICNIC TABLE and POOL PARTY RESERVATIONS

### RESERVING PICNIC TABLES:

- Picnic tables may be reserved by members by scheduling the date/time with the lifeguards.
- Please note that only one set of picnic tables can be reserved by a member at any one time.
- Note that the BBQ grills themselves cannot be reserved; they must be shared with all pool guests.

### PARTIES DURING NORMAL OPERATING HOURS:

- Parties must be scheduled with the lifeguards at least one week prior to the desired date to ensure proper lifeguard staffing.
- All parties are subject to availability based on expected events, parties, swim load, etc.
- **Parties with up to 20 attendees/guests may be scheduled anytime during normal operating hours at no additional cost to the member.**
  - Members may have a party at the pool during regular pool hours with up to 20 guests/attendees at no additional cost, subject to availability.
  - Member must notify the lifeguards one week in advance of any party at the pool and report the number of guests to ensure enough lifeguards are on duty on the event day.
  - **All non-member guests, swimming and non-swimming, must be signed in as a guest using a member's guest passes.**
  - **All attendees/guests must adhere to the wristband policy for non-swimmers.**
- **Parties with 21-30 attendees/guests may be scheduled only after 5:00 p.m. Member must complete paperwork and pay for additional guard(s).**
  - Parties with 21-30 attendees/guests, may have a party during regular pool hours only after 5:00 p.m., subject to availability.
  - Member must notify the lifeguards one week in advance of any party at the pool and report the number of guests to ensure enough lifeguards are on duty on the event day.
  - Member must complete paperwork.
  - Member must pay for additional guard(s) required to maintain guard-to-swimmer ratio.
  - **All non-member guests, swimming and non-swimming, must be signed in as a guest using a member's guest passes.**
  - **All attendees/guests must adhere to the wristband policy for non-swimmers.**
- **Parties with 31 - 75 attendees/guests may have an after-hours private party 8:00 p.m. - 10:00 p.m.** See Private Party Policy section below.

### PRIVATE PARTY POLICY – AFTER HOURS 8:00 p.m. - 10:00 p.m.

- Private parties for up to 75 attendees/guests can be held after normal pool operating hours from 8:00 p.m. - 10:00 p.m. on any normal operating day, subject to availability.
  - Please speak with the Pool Manager to determine date availability, estimated cost of your party, and required paperwork.
  - Member must complete paperwork.
  - **Member must pay for a minimum of 3 lifeguards.** Payment for a fourth lifeguard may be required for larger parties. The lifeguard fee is paid by cash or check. Please contact pool/lifeguard manager for current rates. Payment must be received 1 week prior to the party or the reservation will be canceled.
  - **Member must provide a \$50 damage deposit paid to CRC.** This deposit must be submitted one week prior to the party along with the lifeguard payment. The damage deposit should be a separate check written to CRC. The damage deposit check will be cashed only in the event that damage is caused to the facilities or additional lifeguards are called in. After the party, your deposit check will be shredded if not needed.
- Guest pass use is NOT required for private parties from 8:00 p.m. – 10:00 p.m. You will have the pool to yourself!
- However, any guests wanting admittance to the pool prior to 8:00 p.m. must use a guest pass.
- **All attendees/guests must adhere to the wristband policy for non-swimmers.**

## CENTENNIAL RECREATION CLUB POOL/COURT RULES

The pool at Centennial Recreation Club is under the management of a contracted pool management company. The staff employed by the pool managements company has the right to enforce all pool rules as agreed upon by the CRC Board.

Parents, you are responsible for the safety of your children at all times. Please help us help you!

### SAFETY

We strive to provide the safest facilities possible. Preventative safety requires that all pool rules and policies be respected. All individual pool rules as well as a supplemental list of pool management company rules are posted at each facility. We require that guardians/caretakers who bring non-swimmers to any facility actively supervise these non-swimmers.

The lifeguards are not a replacement for close, active supervision by a guardian/caretaker. Thank you for your help!

### CHILDREN & SAFETY

- For the safety and enjoyment of everyone, we insist that the pool and staff not be used in place of childcare. Children who are under 10 years old must be accompanied and supervised by a responsible/mature guardian/caretaker at all times.
- **If a non-swimmer requires a flotation device, he/she must be directly supervised by a guardian/caretaker who is in the water with him/her within arm's reach at all times.**
- Please understand that ultimately you are responsible for your safety and that of your family and guests!
- In the event the pool must be closed due to inclement weather or other unforeseen circumstances, unattended children must have phone numbers on hand where an emergency contact person can be reached.
- All swimmers who are not toilet trained **MUST WEAR SPECIALLY FORMULATED SWIMMING DIAPERS! DISPOSABLE OR CLOTH DIAPERS** are not permitted.
- Please ensure your kids understand the importance of **SUNSCREEN! REAPPLY, REAPPLY, REAPPLY**

### GENERAL

- Under no circumstances may members allow access to a guest and then leave the guest unattended at the pool or the courts.
- All members and guests must abide by the Non-Swimmer Wristband Policy (outlined below).
- On safety issues, the judgment of the lifeguard on duty shall supersede any pool rule.
- Interpretation and enforcement of pool rules is the responsibility of pool management company employees. They are to be treated with respect.
- Lifeguards may ask anyone to leave the pool who is violating pool rules or endangering themselves or other swimmers.
- No diving, except from the diving boards or in water greater than 5 feet of water. Hands must enter the water first on all headfirst dives.
- Flotation devices are allowed at the lifeguard's discretion.
- Pool management must be notified at least 1 week in advance of pool parties or gatherings of pool members that may require additional lifeguard coverage. Access to the pool may be denied if there is not sufficient lifeguard coverage to ensure the safety of the facility. Members will be charged if additional lifeguards are brought in for their party.
- Swimmers who are dependent on flotation devices to swim must be supervised and accompanied by an adult swimmer who is also in the water and within one arm's reach of the supervised swimmer at all times.
- Swimmers may not jump backwards off the edge of the pool.
- Swimmers may not jump onto flotation devices from the edge of the pool.
- Swimmers may not flip off the edge of the pool.
- Swimmers may use the kickboards only for swimming laps.
- The lap lane is off limits when someone is swimming laps.
- Starting blocks are off limits (except during swim team practice and swim meets).
- Do not hang, jump, or slide off of the railings and ladders.
- Do not hang, sit, or play on the lane lines.
- The lifeguard stands are for use by the lifeguards only. Sitting, climbing, or jumping off the stands is not permitted.
- All non-toilet trained swimmers must wear approved "swimming diapers" in both the main and wader pools. Access to the pools will be denied without proper diapers.
- Changing diapers on the pool deck is not permitted.
- The lifeguards may close the pool due to inclement weather.
- **No smoking or vaping allowed anywhere on CRC grounds.**
- No glass of any kind is allowed in pool area/deck.
- No drinks or food allowed in the pool or wader pool.
- Offensive language and actions is not permitted or tolerated.

### **REST BREAK**

- For safety reasons, only swimmers who are 18 years old or older are allowed in the water during rest break. Infants and toddlers are no exception.
- For safety reasons, swimmers under 18 years of age may not have any part of their body in the water during rest break and must stay back off of the coping stones during rest break.

### **WADER POOL**

- Wader pool is only for small, non-swimmer children, generally 6 years old and younger.
- NO LIFEGUARD ON DUTY at the wader pool. Swimmers must be accompanied and supervised by a responsible caregiver at all times.
- No horseplay allowed.
- The wader pool is closed during swimming lessons, swim team practices, and swim meets.

### **DIVING BOARD**

- The diving well is to be used by divers only, unless there is a designated time to use the well only for swimming.
- Hands must enter the water first on all headfirst dives.
- Divers may not jump into the arms of another swimmer.
- Divers may not jump off of the diving board with a flotation device or onto a flotation device (with the exception of a life jacket or a noodle).
- Divers must be able to jump into the water, surface, and swim to the side without assistance or flotation devices (except life jackets), in order to use the board.
- One person is permitted on the board at a time.
- Cartwheels, gainers, and inward dives are not allowed off of the board.
- Swimmers must exit the diving well at the nearest ladder - no swimming across the diving well.
- Climbing on the board structure is not permitted.
- Divers must wait until the previous diver has reached the wall before stepping onto the diving board ladder.

### **SLIDE**

- Swimmers must go off the slide feet first, face up only.
- Swimmers must be able to swim the width of the diving well in order to use the slide.
- Swimmers may not land in the arms of another swimmer at the bottom of the slide.
- Swimmers must exit the slide landing area at the nearest ladder.
- Climbing on the slide structure is not permitted.

## **DISCIPLINE/INFRACTION POLICY**

- Warning #1
  - If child: Sit out for 15 minutes. The issue will be documented and a lifeguard and/or Board member will contact member/parent to discuss infraction(s) and future consequences.
  - If member/adult: The issue will be documented and a Board member will contact the member to discuss the infraction.
- Warning #2
  - If child: Sit out for 15 minutes. The issue will be documented and a lifeguard and/or Board member will contact member/parent in person or over the phone to discuss infraction(s) and future consequences. Additionally, the Board will send a letter to the member documenting incident #1 and incident #2 and consequences if a third incident occurs.
  - If member/adult: The issue will be documented and a lifeguard and/or Board member will contact member to discuss infraction(s) and future consequences. Additionally, the Board will send a letter to the member documenting incident #1 and incident #2 and consequences if a third incident occurs.
- Warning #3
  - If child: Sent home for the day. A Board member will contact member/parent to inform him/her that a third incident occurred and consequences will be enforced, including suspension or termination of membership rights and privileges.
  - If member/adult: A Board member will contact member/parent to inform him/her that a third incident occurred and consequences will be enforced, including suspension or termination of membership rights and privileges.

Open communication is essential to a quality relationship between members and the pool management company/lifeguards. The first priority of the staff is to ensure a safe and enjoyable atmosphere for every member at the facility. The rules are posted at the pool and on the website, and parents are welcome to inquire about the discipline/infraction policy enforced by lifeguards/Board.

CRC staff and Board will not tolerate members or guests posing a safety risk to themselves/others, being a disturbance to others, disregarding Club rules, disregarding the lifeguards' or Board members' authority, and/or being disrespectful to the lifeguards or others.

Please remember that members are ultimately responsible for their guests; thus, any discipline required of guests will be considered applicable to the member.



## **LIGHTNING POLICY**

CRC will adhere to the "30-30" or "Flash-To-Bang" rule

The National Lightning Safety Institute recommends the following swimming pool safety procedures:

- When thunder and/or lightning are first noticed, use the Flash-To-Bang (F-B) method to determine its rough distance and speed. This technique measures the time from seeing lightning to hearing associated thunder. For each five seconds from F-B, lightning is one mile away. Thus, a F-B of 10 = 2 miles; 15 = 3 miles; 20 = 4 miles; etc. At a F-B count of thirty, the pool should be evacuated. People should be directed to safe shelter nearby.
- Pool activities should remain suspended until thirty minutes after the last thunder is heard. The distance from Strike A to Strike B to Strike C can be some 5-8 miles away, and it can strike much farther away. Why take a chance with lightning?
- The pool will close for 30 minutes. All members will be asked to leave the facility.
- The safest places to go are substantial buildings (buildings with metal structures and 4 walls) or inside closed cars. Please refer to the information provided by the National Lightning Safety Institute.

Our biggest priority is keeping people safe and that is why we have policies and rules in place. Here is a great reminder about lightning, and why we take the precautions we do, from the National Weather Service:

**GET OUT OF THE WATER AND MOVE INDOORS OR INSIDE A VEHICLE.**

**REMEMBER, LIGHTNING CAN STRIKE OUT TO 10 MILES FROM THE PARENT THUNDERSTORM.**

**IF YOU CAN HEAR THUNDER, YOU ARE CLOSE ENOUGH TO BE STRUCK BY LIGHTNING.**

**⇐MOVE TO SAFE SHELTER NOW! DO NOT BE CAUGHT ON THE WATER IN A THUNDERSTORM.⇐⇐**

We know that sometimes the sun comes out before the 30 minutes is up, but that is a precaution recommended by the National Lightning Safety Institute. Their information states: Lightning's behavior is random and unpredictable. We recommend a very conservative attitude towards it. Preparedness and quick responses are the best defenses towards the lightning hazard. Swimming pools are connected to a much larger surface area via underground water pipes, gas lines, electric and telephone wiring, etc. Lightning strikes to the ground anywhere on this metallic network may induce shocks elsewhere.

## **WEATHER CLOSURE POLICY**

- When the outside temperature is below 65 degrees for more than 1 hour, the clouds look to be lingering, and there is no one using the pool, the lifeguard has the option to close the pool. (If there are members using the facility, the pool will remain open.) The lifeguard must post a sign on the front gate indicating pool closure (the sign explains that the pool will reopen if the temperature exceeds 65 degrees), and, if applicable, post on social media and/or email accounts. That lifeguard will remain "on call" for the remainder of his or her shift and will notify the oncoming guard of the pool closure.
- If the temperature exceeds 65 degrees, the lifeguard is required to return to the pool.
- When the temperature is below 65 degrees upon opening of the pool, the lifeguard will arrive before their shift and post a sign indicating pool closure. If, however, members are at the facility planning to swim upon opening, the lifeguard is required to open the pool.

## **TENNIS, BASKETBALL, AND VOLLEYBALL COURTS**

- Courts are open year-round.
- Members can access the tennis and basketball courts with their assigned court key.
- All guests must be accompanied by a member at all times.
- Under no circumstances may a member provide their key to non-members.
- Under no circumstances may a member make a duplicate copy of their key.

## NON-SWIMMER WRISTBAND POLICY

**PLEASE REMEMBER ALL POLICIES APPLY TO BOTH MEMBERS AND GUESTS.**

The Board and the contracted pool management company are dedicated to the safety of our members and guests. This policy is a tried and true policy that will help maximize the safety of all members and guests. We understand that checking-in to the pool with non-swimmers – both family members and guests – will take some extra time to determine swimming ability and/or to put on wristbands. We ask for your patience, understanding, and support during this process.

**Current Non-Swimmer Policy:** Swimmers who are dependent on flotation devices to swim must be accompanied by a guardian/caretaker who is in the water within one arm's reach **ACTIVELY WATCHING THE SWIMMER**. Although our lifeguards are provided to assist you with supervising your swimmers, please remember that you are ultimately responsible for the safety of your family and your guests. There is no substitute for your ACTIVE SUPERVISION.

**Current Youth Policy:** Children may swim unsupervised by a parent, caretaker, or guardian if they are 10 years old or older, have passed a swim test conducted by the lifeguards, have their parent/guardian's permission, and are mature enough to handle themselves unsupervised. These children must have an emergency contact phone number with them. Swimmers 11 years old and older can swim unsupervised and without being tested (and, hence, without having to wear a wristband) at their parents' discretion.

**NEW WRISTBAND POLICY:** The following wristband policy was implemented with the 2017 pool season. *Note that there was no change to CRC Non-Swimmer and Youth Policies stated above.* **The only change was with the addition of wristbands for non-swimmer members and guests.**

- **All “non-swimmers” are required to wear a wristband indicating that they must have a guardian/caretaker who is in the water within one arm's reach actively watching them.** Wristbands are a great visual aid indicating swimming ability. Wristbands quickly and easily assist lifeguards and bystanders with identifying which swimmers require close supervision.
  - **All swimmers 10 years old and younger must pass a swim-test to swim without a wristband.** The swim test involves swimming one long length (east/west) of the pool safely. (That age was determined given it is the cut off for swimming unsupervised at Centennial Recreation Club.) Pass/fail is at the lifeguard's discretion.
  - If the swimmer cannot pass the swim test, he/she must wear a wristband and be actively supervised by a guardian/caretaker who is in the water within one arm's reach of the swimmer, actively watching the swimmer.
  - Note that swimmers may re-take the swim test throughout the summer in order to prove their ability to swim safely on their own. Please understand that lifeguards will need to fit requested swim tests into their guarding duties and may ask for your patience until they are free to conduct the swim test.
  - Once a swimmer passes the swim-test, it will be noted on the family's membership form. Similarly, once a guest has passed the swim-test, it will be noted on the family's membership form.
  - **Non-swimmer wristbands will be given to those who are required to wear them.**
  - **Please note that lifeguards have the discretion to require a swim-test of any member or guest at any time.**
  - **Swimmers 11 years old and older can swim unsupervised and without being tested (and, hence, without having to wear a wristband) at their parents' discretion.**
  - **Lifeguards have the discretion to require a swim-test of any member or guest at any time and can require a swimmer be tested if the lifeguard feels the swimmer is not capable of swimming alone.**
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- If you know your swimmers are unable to safely swim alone and/or swim a full length of the pool without assistance, it will be easy to put on their wristbands and enjoy your day as usual.
  - If you believe your young swimmers and guests are capable swimmers, you will need to take some time to test their swimming abilities. Please contact the lifeguards to arrange a swim test for your child(ren).

## CRC BOARD/OFFICERS

### **CRC has 7 Officer/Board positions:**

President	Maintenance/Grounds
Activities/Communications	Recording Secretary
Concessions	Treasurer
Membership Secretary	

October 2018: Vice President position was removed to bring number of positions to an odd number, and the duties were spread among remaining positions.

### **BOARD/OFFICER POSITION NOMINEES/ELIGIBILITY**

- A person may be considered for a CRC Officer/Board position if his/her name is on the official member/shareholder certificate on file with CRC.
- Only one person per membership/share may be an Officer/Board Member at any given time (e.g., spouses on one membership cannot serve in Officer/Board positions concurrently)
- A member interested in running for a Board/Officer position is encouraged to request that his/her name be added to the ballot prior to the Annual Shareholders Meeting, although write-in nominees are allowed.
- All nominees must attend the voting session of the Annual Shareholder Meeting in person to be considered.

### **MEMBERSHIP DUES CREDIT FOR BOARD/OFFICERS**

- Credit toward dues for Board/Officer positions is allowed under the CRC By-Laws.
- Board/Officer positions receive the following annual credit for membership dues:
  - Full credit of dues each year: Membership Secretary and Treasurer
  - Half credit of dues each year: All other Officer/Board positions
- New Board/Officers pay full membership dues their first year in the position. The credit to their invoice will appear on their invoice the following year.

### **MEASURES TO SAFEGUARD ASSETS:**

- The Board will maintain an endorsement on the insurance policy – a “Crime Policy” – that covers volunteers and Board members for up to \$500,000 in loss.
- The following Board/Officer positions will be “authorized signors” on the CRC bank account signature card, have the ability to sign checks, and have access to CRC debit/credit cards:
  - President
  - Treasurer
  - Concessions
  - Activities
- All CRC checks require two authorized signatures.
- A non-signor will perform a quarterly reconciliation for all three bank accounts – Savings, Checking, and Swim Team accounts.
- With the exception of concessions sales, CRC does not accept cash. Dues/fees payments may be made by personal check, cashier’s check, electronic check/payment, or credit card (with convenience fee).

### **BIDS AND CONTRACTS**

- Board/membership approval of contract amounts is outlined in the CRC By-Laws.
- The Board must obtain bids and approve contracts at most every two years for the following services:
  - Lawn/maintenance
  - Pool management
  - Tax preparation
  - Insurance
  - Website services

### **SWIM TEAM FUNDS/BUSINESS ACCOUNT**

- The CRC Swim Team is a self-funded and self-sustaining entity.
- To support the team and aid in its operations, CRC will hold and maintain a separate Swim Team bank account which will be monitored and managed by the CRC Treasurer.