

East Rockingham Recreation Association (ERRA)

Operations Manual

Revised: July 2021, February, 2021

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Bylaws

1. ARTICLE I - MEMBERS:

1.1. Section 1.

- 1.1.1. The Association shall have one class of members consisting of those persons who complete applications for membership and pay all associated fees and dues.
- 1.1.2. Non-Discrimination
 - 1.1.2.1. The Association does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.
 - 1.1.2.2. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of any amenities.
 - 1.1.2.3. ERRRA is committed to providing an inclusive and welcoming environment for all members, staff, volunteers, subcontractors, and vendors.
- 1.1.3. Members remain current as described in Article 1 Section 2 (1.2.) of these By-Laws.
- 1.1.4. Membership shall not be transferable and has no capital value.

1.2. Section 2.

- 1.2.1. Membership is defined as those individuals living in the same physical household for at least six months out of the calendar year.
- 1.2.2. Voting rights of the Association are bestowed to the membership and not to each individual within a particular membership (*i.e., one household one vote; not, one person one vote*).
- 1.2.3. All members must pay association dues and assessments annually by the date determined by the Board.
- 1.2.4. Late fees will apply to all those that pay after the stated due date.
- 1.2.5. In the instance of divorce, each household will be registered as a separate membership with the new member fee waived for the “new” household.
- 1.2.6. Non-Household Members
 - 1.2.6.1. Other individuals not living in the same household may be listed upon approval of the membership committee (*i.e. babysitters, caregivers, etc.*); however, these individuals can only attend with the primary member(s).

- 1.2.6.2. These names will be purged every year; members must submit the names of non-household individuals each season for approval.
 - 1.2.7. Everyone must check-in upon entry to the facility and account for all in the attending party each visit.
- 1.3. Section 3.
 - 1.3.1. Annual dues and capital projects assessments will be determined by a majority vote of the Board of Directors.
 - 1.3.2. Suspend Membership
 - 1.3.2.1. Members may decide to temporarily suspend their membership privileges for one season (*while retaining their membership*) by paying a \$75 hold fee and full capital projects assessments.
 - 1.3.2.2. This option may not be taken in consecutive years.
 - 1.3.3. Failure to Pay
 - 1.3.3.1. Upon failure of any member to pay their assessments, dues, or suspended membership fee, notice will be given to the member that their membership rights will be terminated by notice to the last known address of the member.
 - 1.3.3.2. No reimbursement will be made and said member's name will be removed from the list of members of the association.
- 1.4. Section 4. The Board may suspend or expel a member, a non-household member, and/or their guests for committing any act that puts others at risk (*after appropriate Board discussion*).
- 1.5. Section 5. The annual meeting of the membership shall be held on a date during the swim season as determined by the Board.
- 1.6. Section 6. Special meetings and/or surveys may be called by the President of the Board (*or any three Directors together*) to consider any matters upon which advice of the members may be desired (*such processes are not required by the Articles of Incorporation*).
- 1.7. Section 7.
 - 1.7.1. The President or Secretary will give notice (*either electronically or by mail*) of any special meeting to each member not less than five (5) days before the date of such meeting.
 - 1.7.2. The purpose(s), date, time, and location of the meeting shall be stated in the notice.

2. ARTICLE II - DIRECTORS:

- 2.1. Section 1. These by-laws and the ERRA's Code of Ethics - Directors of the Board (*separate document*) shall govern the Directors.
- 2.2. Section 2.
 - 2.2.1. The property, business, and affairs of the corporation shall be managed and conducted by a Board of Directors consisting of nine to twelve (9-12) Directors.
 - 2.2.2. Directors must be Association members in good standing for at least one year to hold office for a period of three years.
 - 2.2.3. Directors may serve as many successive three-year terms as to which they are elected.
 - 2.2.4. Electronic ballots for the election of the Board of Directors will be available to members at least five (5) days prior to the annual meeting.
 - 2.2.5. Paper ballots will be available to members at the pool before the annual meeting for anyone unable to vote online.
 - 2.2.6. Voting will end at noon (12pm) on the day of the annual meeting and votes will be counted immediately thereafter.
 - 2.2.7. New Directors will be announced at the annual meeting after all votes have been tabulated.
- 2.3. Section 3. A simple majority of Directors shall constitute a quorum for the transaction of business.
- 2.4. Section 4. Votes by the Directors shall take place during Board Meetings.
 - 2.4.1. Circumstances may warrant the calling for an electronic vote by the President, or a member authorized by the President, outside of regularly scheduled Board Meetings.
 - 2.4.2. Such circumstances should allow at least two (2) business days for consideration prior to the finalization of a vote.
- 2.5. Section 5.
 - 2.5.1. Differences among Directors are not only respected, but encouraged.
 - 2.5.2. Dissent is expressed during the discussion preceding a decision and unanimous votes may not be common.
 - 2.5.3. Informal and unofficial straw polls may be used to survey the opinions and level of support of Directors on a particular matter:
 - 2.5.3.1. "1" = veto, more discussion needed;
 - 2.5.3.2. "2" = don't like, but the group may move forward;
 - 2.5.3.3. "3" = mixed emotions and thoughts;
 - 2.5.3.4. "4" = like and support; and,

- 2.5.3.5. "5" = love and endorse.
- 2.5.4. Decisions reached after consideration:
 - 2.5.4.1. Decisions are made by majority vote.
 - 2.5.4.2. In the event of a tie, the President, or their surrogate (see *section 3.2. below*), shall have two votes.
 - 2.5.4.3. Once a decision has been reached by the Board, Directors will abide by the majority decision and not present conflicting messages to its staff or members.
- 2.6. Section 6.
 - 2.6.1. Regular meetings of the Board shall be conducted on the fourth Monday of every month unless otherwise agreed.
 - 2.6.2. If a Director is unable to attend any meeting of the Board, they must notify another Director (*preferably the President*) to provide the reason.
 - 2.6.3. Directors are allowed two absences per year unless otherwise excused.
 - 2.6.3.1. Other absences must be excused by the President.
 - 2.6.3.2. A Director with more than two unexcused absences is subject to paying the waived annual membership fee upon a majority vote of the Board.
- 2.7. Section 7. Special meetings of the Board of Directors may be called by the President, or any three (3) Directors.
- 2.8. Section 8.
 - 2.8.1. Members may attend any meeting of the Association as a non-participating observer (*observers shall have no speaking or interacting capacity during the meeting*).
 - 2.8.2. Adding Agenda Items and Speaking
 - 2.8.2.1. Members may request, 1) that a topic be added to an agenda; and/or 2) a limited speaking role, by contacting the President or Secretary at least one week in advance of the meeting.
 - 2.8.2.2. Confirmation that the requested topic is included and/or a speaking role is granted will be given at least 24 hours prior to the meeting.
 - 2.8.3. Meetings shall go to a closed session at any time by a Director's motion (*only Directors are allowed in closed sessions*).
- 2.9. Section 9.
 - 2.9.1. Directors will serve on two and not more than three committees of the Board (*i.e., membership, personnel, social, maintenance, governance, and finance*).

- 2.9.2. The structuring of committees and Director members shall take place within the first calendar quarter of each year. Each committee will vote for a Director to Chair the committee.
 - 2.9.3. The Board may create ad hoc committees to exercise such authority and perform such functions as needed.
 - 2.9.4. Directors will attend pool functions as often as possible.
- 2.10. Section 10. Directors and pool management shall have access to the pool grounds and manager's office year-round via key.

3. ARTICLE III - OFFICERS:

3.1. Section 1.

- 3.1.1. The Officers of the Association shall consist of a President, President-Elect, Secretary, Treasurer
- 3.1.2. The President serves as the Chair of the Board and ensures that the Board fulfills its responsibilities for governance of the Association.
 - 3.1.2.1. The President serves a one-year term.
 - 3.1.2.2. After serving one year as President and one year off the Executive Committee, any former President is again eligible to be elected as an officer.
- 3.1.3. The President-Elect is a transitional and preparatory role sharing leadership with the President to ensure the Board fulfills its responsibilities.
 - 3.1.3.1. The President-Elect shall automatically become President at the end of the President's term.
 - 3.1.3.2. A President-Elect shall not be selected by the BOD to serve in the last year of their three-year term.
- 3.1.4. Secretary and Treasurer positions are for one or more calendar years (*i.e., without term limits to these roles*).
- 3.1.5. Generally, a Director must serve on the Board for one year prior to assuming an Officer position.
- 3.1.6. Unless otherwise noted, officers shall have the usual powers and shall perform the usual duties of their respective roles.

3.2. Section 2. Absences and Vacancies

- 3.2.1. During an absence of the President, the President-Elect shall be vested with all the powers of the President.
- 3.2.2. In the absence of any other Officer, the Board may delegate their powers and duties to any other Director for the duration of the absence.

- 3.2.3. In the event of a *vacancy* to an Office, the remaining Directors shall elect a successor who may hold office for the unexpired term.

4. ARTICLE IV – CHECKS AND DRAFTS:

- 4.1. Signatory power shall be given to the President, President-Elect, Treasurer, and Bookkeeper and anyone else as designated by the Board in writing.
- 4.2. Checks at or above \$500 must be signed by 2 of the 4 with signatory power.
- 4.3. Electronic payment may be used for most payments.

5. ARTICLE V – FISCAL YEAR:

The fiscal year of the Association shall be determined by a majority of the Directors (the current fiscal year shall be January 1 – December 31).

6. ARTICLE VI - OFFICES:

The Registered Office of the corporation in the Commonwealth of Virginia shall be located in the City of Harrisonburg or Rockingham County.

7. ARTICLE VII - GUESTS:

- 7.1. Section 1. Rules, regulations, and prices for guests shall be determined by a majority vote of the Board of Directors as conditions may dictate.
- 7.2. Section 2. Guests of all ages must be accompanied by an ERRA member during the entirety of the visit. Members shall be responsible for the actions of their guests.
- 7.3. Section 3. Persons over 21 years of age can attend as guests no more than five (5) times per season. Exceptions may be made at the discretion of the pool manager for out-of-town guests.

8. ARTICLE VIII – AMENDMENTS TO BYLAWS:

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the Directors present at any regular meeting or in any special meeting, if at least five (5) days written notice is given to Directors of the intention to alter, amend, or repeal or to adopt new Bylaws at such meeting.

Standing Committees

Each committee will have a Chair and each Chair will present at the monthly board meeting. Four committees will report to the President and four committees report to the President-Elect. President and President-Elect can not chair a committee but they should serve on 2 of the committees that report to them.

1. Membership

- 1.1. Maintain a database of all members
 - 1.1.1. *including individual names within the household, as well as*
 - 1.1.2. *non-household members approved to attend (i.e., sitters, caregivers).*
- 1.2. Collect checks sent by mail - record payment and date in the database.
- 1.3. Refer to Wild Apricot (*current online payment option*) for online payment dates. Wild Apricot automatically records payments.
- 1.4. Maintain an online database collection site for information updates and current balances.
- 1.5. Establish and maintain payment options.
- 1.6. Send invoices to all members
 - 1.6.1. Email on March 1
 - 1.6.2. Mail remaining invoices (those w/out email) on March 2
 - 1.6.3. Set up payments for those requesting (2 or 3 payment option)
- 1.7. Accept applications for new members via Wild Apricot and approve new accounts when paid.
- 1.8. Provide
 - 1.8.1. A list of all active members and
 - 1.8.2. Their payment status to the front desk for check in.

2. Personnel

- 2.1. Board President normally chairs and a three member committee is recommended
- 2.2. Provide overall policy guidance for personnel matters of ERRA
- 2.3. Create, review, and modify job descriptions
- 2.4. Advertise and hire pool manager (Jan. – Feb.) and guards (April).
- 2.5. Propose pay scale for manager, guards, and all other employees as required.
- 2.6. Participate in the initial meeting with guards to discuss the handbook, policies, and the year-end meeting.
- 2.7. Hear and make decisions regarding any grievances and disciplinary problems related to staff as appropriate and in conjunction with the Pool Manager

3. Maintenance

- 3.1. Responsible for ensuring that the swimming pool, pool house and all other facilities and property of ERRA remain in proper (safe) working order.
 - 3.1.1. Establish general maintenance practices and schedule.
 - 3.1.2. Order supplies.

- 3.1.3. Negotiate contracts with area suppliers and tradespeople.
- 3.1.4. Inspect and arrange for repair of pool fixtures and furniture as well as the tennis courts and basketball courts.
- 3.1.5. Oversee maintenance personnel and assure proper execution of their work.
- 3.1.6. Ensure that requirements of the Americans with Disabilities Act of 1990 are fulfilled.
- 3.1.7. Arrange for winterization of pool, bathhouse, and concession areas.
- 3.2. Set, plan, and participate in any annual work day.
- 3.3. Care for landscaping other than cutting the grass.
 - 3.3.1. In late March, cut ornamental grasses to near ground level (*split roots with an axe to control the size of grasses*).
 - 3.3.2. Apply preen to all flowerbeds.
 - 3.3.3. In May, order mulch for the pool workday and buy flowers.
 - 3.3.4. Clean tree limbs and debris from the pool area and parking lot .
 - 3.3.5. In Summer, water flower beds/ shrubs/ trees.

4. Social

- 4.1. Responsible for organizing the pool social events for the year.
 - 4.1.1. Normally one event each month in addition to organizing games and/or other activities on the fourth of July.
 - 4.1.2. Events are to be formulated by the committee and presented to the board for approval.
- 4.2. Encourages all Directors and enlists individuals to assist during events.
- 4.3. Previous Ideas
 - 4.3.1. Memorial Day Picnic (\$\$\$ planned for 500/ dogs left served at movie night/donated rest to snack bar)
 - 4.3.1.1. Members bring a dish to share (sides/desserts/drinks)
 - 4.3.1.2. Hot dogs, Lemonade, chips, paper products provided
 - 4.3.2. Fourth of July - games, prizes and bounce house provided for members
 - 4.3.3. Movie Nights - Movie @ dusk - Refreshments served, pool open, guards needed (\$100-\$300)
 - 4.3.3.1.
 - 4.3.4. Massanutten Summer Jam Fireworks
 - 4.3.4.1. Night Swim
 - 4.3.5. Annual Meeting and BBQ - TBD by the Board of Directors

5. Governance

- 5.1. Responsible for reviewing the governance structures and practices of the organization and reporting its findings and recommendations to the board.
- 5.2. Consistently review and update the Bylaws.
- 5.3. Responsible for getting candidates to run for election to the Board of Directors.
- 5.4. Strategies for getting candidates
 - 5.4.1. Begin no later than the first of July.
 - 5.4.2. Advertise for candidates.

- 5.4.3. Posters to advertise should be prominently displayed by July 4.
 - 5.4.3.1. Posters announce the need for candidates.
 - 5.4.3.2. Use bright colors
 - 5.4.3.3. Touch briefly on specifics
 - 5.4.3.4. Give a number and person to contact.
- 5.4.4. Write an announcement to be used on the PA system during rest times.
- 5.4.5. Ask other Board members for recommendations.
- 5.4.6. Encourage participation and explain what is involved in being on the board – explain the benefit last.
 - 5.4.6.1. Get information on the candidate and request the individual write a mini-biography.
 - 5.4.6.2. Be prepared to make several phone calls.
- 5.4.7. Confirm nominations and make posters, announcements, phone calls, other contacts.
- 5.5. Prepare and provide absentee ballots, electronic ballots, regular ballots, ballot box, and pencils.
- 5.6. Prepare mini-biographies and have them available at the pool opening or be prepared to give verbal information during the meeting.
- 5.7. Conducts the election at the Annual Meeting.
- 5.8. Briefly state the duties of a Director.
 - 5.8.1. Present the slate of nominations.
 - 5.8.2. Make an announcement on PA to see if everyone has voted.
 - 5.8.3. Count the ballots and announce the winners on the PA. Current Directors up for re-election do not participate in the counting process.
 - 5.8.4. Save the results for 1-2 years in the event you need to fill an unexpired term.

6. Finance

- 6.1. Treasurer will chair the Finance Committee.
- 6.2. Work with the other Directors to create and present an ERRA budget each season for review and Board approval.
- 6.3. Review and present monthly (and annual) financial records to the Board.
- 6.4. There will be at least TWO other Directors on this committee, in addition to the Treasurer

7. Swim Team/Swim Lessons

- 7.1 There needs to be equal representation of Directors consisting of swim team parents and non-swim team parents.
- 7.2 Organize swimming lesson pricing, guidelines, structure, and availability
- 7.3 Work together with the Pool manager and Pool Consultant (when applicable)

- 7.4 Draft MOU and garner signatures between the Pool and ERRA Barracuda swim team.
- 7.5 Communicate swim team needs to the Board and discuss/vote on the issues
- 7.6 Collect the swim team non-member assessment fees

8. Snack Shack Committee

- 8.1 Stock and order supplies for the snack shack.
- 8.2 Set pricing and hours.
- 8.3 Train snack shack employees.
- 8.4 Keep inventory using the database.
- 8.5 Members can choose the flavor of their Freeze Pop!!!
- 8.6 Snack shack needs to be maintained, cleaned and organized.
- 8.7 Knowledge of health code regulations is required.

Code of Ethics

Directors of the Board

1. **Goal:** To establish a set of principles and practices for the Directors of the Board of ERRA that will set parameters and provide guidance and direction for board conduct and decision-making.
2. **Code:** Directors of the Board are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board. Directors pledge to accept this code as a minimum guideline for ethical conduct and shall:

2.1. Accountability

- 2.1.1. Faithfully abide by the By-laws and policies of ERRA.
- 2.1.2. Exercise reasonable care, good faith, and due diligence in organizational affairs.
- 2.1.3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
- 2.1.4. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
- 2.1.5. Remain accountable for prudent fiscal management to ERRA members and the board.

2.2. Professional Excellence

- 2.2.1. Maintain a professional level of courtesy, respect, and objectivity in all ERRA activities.
- 2.2.2. Strive to uphold those practices and assist other ERRA members of the board in upholding the highest standards of conduct.

- 2.3. **Personal Gain:** exercise the powers invested for the good of all members of the association rather than for his or her personal monetary benefit.

2.4. Equal Opportunity

- 2.4.1. Ensure the right of all ERRA members to appropriate and effective services without discrimination on the basis of geography, political, religious, or socio-economical characteristics of the state or region represented.
- 2.4.2. Ensure the right of all ERRA members to appropriate and effective services without discrimination on the basis of the organization's volunteer or staff

make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

2.5. Confidential Information: respect the confidentiality of sensitive information known due to board service.

2.6. Collaboration and Cooperation

2.6.1. Respect the diversity of opinions expressed or acted upon by the ERRA board, committees and membership, and formally register dissent as appropriate.

2.6.2. Promote collaboration, cooperation, and partnership among association members.

Directors of the Board Agreement

I understand that as a Director of the Board of the East Rockingham Recreation Association (ERRA), I have a legal and moral responsibility to ensure that ERRA does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the ERRA, and I will act responsibly and prudently as its steward. **As part of my responsibilities as a Director, I will:**

1. Interpret ERRA's work and values to the community, represent ERRA, and act as a spokesperson.
2. Participate as an active, ongoing member of at least one committee.
3. Attend at least 80% of relevant board meetings (9 out of 11) and committee meetings.
4. Actively participate in the primary events of the Association.
5. Act in accordance with the Code of Ethics of the Directors of the Board of ERRA and excuse myself from discussions and votes where I have a conflict of interest.
6. Stay informed about ERRA. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other board matters.
7. Work in good faith with staff and other board members as partners towards establishing, achieving, and assessing our goals and activities.
8. Pay the capital projects assessment fee each year.

If I do not fulfill these commitments to ERRA, I will expect the board chair to contact me and discuss my responsibilities.

In turn, the organization will be responsible to me in several ways. ERRA will:

1. Send (without request) timely financial reports and updates of ERRA activities.
2. Offer opportunities to discuss ERRA's programs, goals, activities, and status with pool leadership and the board chair. Additionally, I can request such an opportunity.
3. Help me perform my duties by informing me about issues in the pool business and recreation in general, and by offering opportunities for professional development.
4. Respond in a straightforward fashion to questions I have that I believe are necessary to carry out my fiscal, legal, and moral responsibilities to ERRA. Board members and staff will work in good faith with me towards achievement of our goals.
5. Waive the annual membership fee and carry directors and officers' liability insurance.
6. Grant the following:
 - a. Year-round access to the facilities by key;
 - b. Swim-at-your-own-risk outside of operational hours;
 - c. An end of the season pool party for Director households; and,
 - d. An end of the year holiday dinner for Directors (and one guest each).

Signed: _____

Date: _____

Employees

1. Pool Manager

- 1.1. Reports to the Board President / Personnel Committee.
- 1.2. Hires lifeguards including choosing the head guard.
- 1.3. Advertise and hire guards (April).
- 1.4. Makes the lifeguard work schedule each week.
- 1.5. Hold initial meetings with guards to review the handbook and policies.
- 1.6. Hold end of year meeting with manager and guards (early August).
- 1.7. Handle disciplinary problems, in conjunction with the President as appropriate.
- 1.8. Attend lifeguard training sessions.
- 1.9. Totals work hours for each guard and submits to payroll every two weeks.
- 1.10. Totals sales of guest passes, pool parties, and guests each week and keeps results for the Treasurer.
- 1.11. Keeps a daily log of monies and takes deposits to the bank.
- 1.12. Oversees work ethic of lifeguards.
- 1.13. Manages and oversees the daily operation of the pool by:
 - 1.13.1. Checking memberships on entry to the pool.
 - 1.13.2. Enforcing rules and safety procedures.
 - 1.13.3. Making sure the pool water is balanced- checking chlorine and pH level twice a day – posts results.
 - 1.13.4. Assuring pool and restrooms are clean and ready for operation.
- 1.14. Informs the Maintenance committee of any mechanical problems.
- 1.15. Assists the social committee with social events.
- 1.16. Schedules and reserves the pool for parties and other events.
- 1.17. Serves as liaison to Accountant for payroll processing.

2. Assistant Pool Manager

- 2.1. Reports to the Pool Manager
- 2.2. Assists with preseason duties necessary for opening the pool.
- 2.3. May assist with totaling sales of guest passes, pool parties, and guests each week and keeps results for the treasurer.
- 2.4. May assist with taking monies to the bank.
- 2.5. Oversees work ethic of lifeguards.
- 2.6. Manages and oversees the daily operation of the pool by:
 - 2.6.1. Checking memberships on entry to the pool.
 - 2.6.2. Enforcing rules and safety procedures.
 - 2.6.3. Making sure the pool water is balanced- checking chlorine and pH level twice a day – posts results.
 - 2.6.4. Assures the pool and restrooms are clean and ready for operation.
- 2.7. Informs the pool manager and maintenance committee of any mechanical problems.
- 2.8. Assists the social committee with social events.
- 2.9. Schedules and reserves the pool for parties and other events.

3. Groundskeeper

- 3.1. Reports to Board President/ Maintenance
- 3.2. Performs all mowing of the grounds, including trimming.
- 3.3. Performs other tasks as assigned by the Board or Maintenance Committee
- 3.4. Picks up trash outside the fenced area.
- 3.5. Sprays for weed control whenever and wherever necessary.
- 3.6. Performs maintenance and care of the mowing equipment. Changing oil, filters, sharpening blades, etc.

4. Lifeguards

- 4.1. Report to Pool Manager
- 4.2. Ensure the safety of swimmers in and around the pool.
- 4.3. Enforce pool rules.
- 4.4. Perform swim lessons and receive pay beyond guard pay.
- 4.5. Clean in and around the pool daily.
- 4.6. Attend the office/check-in area.
 - 4.6.1. Check patrons for membership.
 - 4.6.2. Collect visitor fees.
 - 4.6.3. Answer phone.
- 4.7. Report any problems or concerns to the manager.
- 4.8. Other duties assigned by the Pool Manager.

Rules & Regulations

1. Admission

- 1.1. Admission is by membership only (*verified by ERRA records kept on file*).
- 1.2. ERRA does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.
- 1.3. Children under the age of twelve (12) years must be accompanied by a guardian fifteen (15) years of age or older for admission to the pool. If acting in the capacity of designated guardian, i.e. babysitter, nonmembers may enter the pool free of charge, providing they have been added to the member's account.
- 1.4. Guests must:
 - 1.4.1. Be accompanied by and are the responsibility of the member.
 - 1.4.2. Leave at the same time as the member.
 - 1.4.3. Register at the office and pay for admission (*currently \$3.00 for anyone over two years of age*)
- 1.5. Guests 21 years and older will be admitted for a maximum of five times per season.
- 1.6. Members may purchase guest cards at the pool office.
 - 1.6.1. A card holds 10 guest passes and may be purchased for \$25.00 (*valid current season only*).
 - 1.6.2. No refund will be given on unused portions.
 - 1.6.3. Members may purchase an unlimited number of cards.

2. Responsibilities

- 2.1. The Board of Directors and the Pool Manager will jointly develop and post rules and regulations to prevent accidents in and around the pool.
- 2.2. Lifeguards will maintain awareness and enforce rules and regulations at all times.
- 2.3. Member cooperation with these rules and regulations is vital.
- 2.4. Manager Absence
 - 2.4.1. In the absence of the Pool Manager, the Manager's designee (*Assistant or Head Guard*) will be in charge of all Pool operations.
 - 2.4.2. When the Manager is absent, situations which require decisions relating to major operations of the pool (*opening, closing, equipment malfunctions and emergencies*) must be approved by the President or President-Elect.
- 2.5. Any concern related to staffing performance, will be addressed with Pool Management first.

3. Rules

3.1. General

- 3.1.1. Children under 12 years must be accompanied by an adult.
- 3.1.2. The use of alcohol, tobacco products (including vaping), illegal drugs, firearms, air pellet guns, and weapons is prohibited on ERRA grounds.
- 3.1.3. Bicycles and skateboards are not allowed inside the pool facility.
- 3.1.4. Water guns and rafts are not allowed ever.
- 3.1.5. Flotation devices of any kind are not allowed on the slide, diving boards, or in the deep end.
- 3.1.6. At all times, the baby pool is for children under six (6) years of age (*even during adult swim and pool breaks*).
- 3.1.7. To use the deep end...
 - 3.1.7.1. Swimmers must be able to swim across the length of the deep end unassisted and with proficiency (*as determined by pool staff*).
 - 3.1.7.2. Testing of a swimmer's proficiency will be performed by pool staff at their discretion or by a member's request.
- 3.1.8. Pool Break Time and/or Adult Swim
 - 3.1.8.1. Staff may periodically clear the pool of swimmers to allow for rest and/or adult swim time.
 - 3.1.8.2. People 18 years or older are allowed in the pool during these times.
- 3.1.9. The game "Sharks and Minnows" is allowed only at designated times: following adult swim or by permission from pool staff.

3.2. Specific

- 3.2.1. Show respect to pool staff and to each other.
- 3.2.2. No running, horseplay, or profanity.
- 3.2.3. No diving in shallow areas (*less than five feet*) and no "penguin" dives (*head first with arms by sides*).
- 3.2.4. Only one person at a time is allowed on the slide and each diving board; the next person in line must wait until the first swimmer arrives at the ladder to exit the pool or swims beyond the rope.
- 3.2.5. No throwing toys to people going off the diving board or down the slide.
- 3.2.6. Goggles are not permitted on the diving board.
- 3.2.7. Only one bounce on the diving board and back flips are not permitted (*including from the side of the pool*).
- 3.2.8. No one is allowed in the deep end (*or under the slide*) when another person is going off and catching another off the diving board or slide is never allowed (*no exceptions*).

3.3. Inclement Weather

- 3.3.1. The Pool Manager will make decisions regarding the opening and closing of the pool due to inclement weather.
- 3.3.2. Rain, thunder, and lightening:
 - 3.3.2.1. If lifeguards can't see the bottom of the pool due to rain, swimmers must get out of the water.
 - 3.3.2.2. The pool will be cleared for 20 minutes at each sound of thunder.
 - 3.3.2.3. The pool deck will be cleared for 30 minutes at the sight of lightning.

4. Swimming/Lifesaving Lessons

- 4.1. Swim lessons are offered by a qualified staff member.
- 4.2. Check with the Pool Manager for opportunities.
- 4.3. Swim lessons are offered for a fee.

5. Pool Rental

- 5.1. The pool may be rented for private functions during non-pool hours with two weeks' notice and the approval of the manager.
- 5.2. The \$100.00 fee for members and \$125.00 fee for non-members includes:
 - 5.2.1. Two hours of pool time (add \$50.00 for additional hour)
 - 5.2.2. Up to 50 people (add \$25.00 for each additional 25 people)
 - 5.2.3. Two lifeguards and one Manager or Assistant Manager
 - 5.2.4. A non-refundable deposit of \$75.00 due within one week of approval

6. Table Reservations

- 6.1. Tables may be reserved for special events at no charge to members with approval of the manager.
- 6.2. The following areas may be reserved for up to 3 hours:
 - 6.2.1. Two tables by the baby pool
 - 6.2.2. Two tables by the playground
 - 6.2.3. Tables by the snack bar

7. Tennis Courts

- 7.1. Tennis racquets and balls are available for loan from the pool office during pool hours.
- 7.2. Court use should not extend beyond 11:00 pm.

8. Outdoor Shelter

An outdoor shelter is available at the top / East of the parking lot and may be reserved in the pool office.

9. Gas / Charcoal Grills

- 9.1. The use of gas/charcoal grills by members inside the fenced area is not allowed.
- 9.2. ERRRA owns a gas grill that is used for special events and is operated by Directors of the Board.

10. Trespassing

- 10.1. ERRRA members and guests are welcome to use the pool during pool hours.
- 10.2. Entering the pool area when the pool is closed (*going over/under fence or unauthorized use of key*) constitutes trespassing.
- 10.3. ERRRA reserves the right to press charges and/or terminate membership of trespassers.

11. Sanitation

The Pool sanitation will be maintained in accordance with current Virginia State Health Department regulations, including testing with an approved test kit and the daily posting of test results.

12. Swim Team

- 12.1. The ERRRA swim team operates under separate laws and management and uses the pool for swim practice and swim meets.
- 12.2. The ERRRA swim team charges separate dues and fees for families to be a part of the team. The swim team determines their own dues and fees.
- 12.3. The ERRRA swim team may have non-ERRRA members be a part of the organization.
 - 12.3.1. Non-ERRRA members must pay the annual year assessment fee as outlined in Article 1, Section 3 of the ERRRA Bylaws.
 - 12.3.2. The swim team shall collect these dues and provide payment to the Association before July 1 of that current year.
- 12.4. The swim team has practices before and after facility regular scheduled pool opening and closing times.
- 12.5. Home swim meets begin at 6pm.
 - 12.5.1. The pool will close early to accommodate proper setup of the facility for the meets.
 - 12.5.2. It's recommended the pool close no earlier than 5pm for home swim meets.