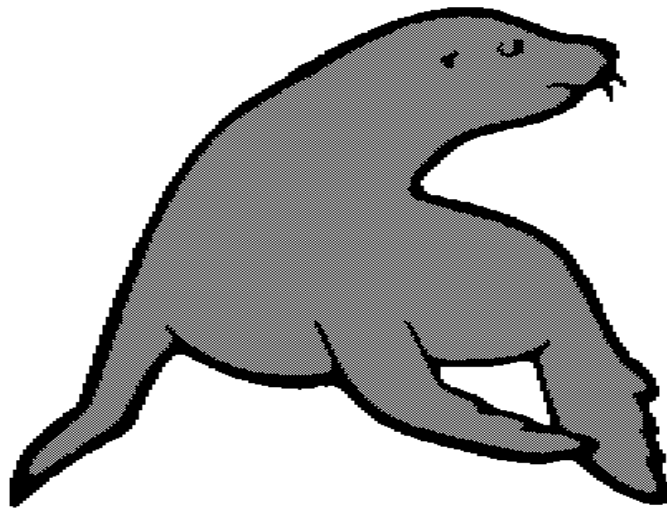

Organization and Policy Manual



Home of the Seals

Kingston Estates *Swim Club*

“Cherry Hill’s First and Finest”

116 Deland Avenue and Princess Road
Cherry Hill, NJ 08034

Kingston Estates Swim Club - Organization & Policy Manual

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Official Documents

The “KESC Bylaws”, “KESC Organization and Policy Manual”, “KESC Rules and Regulations” and “KESC Operations Manual”, are official documents of the swim club. [Reference: Bylaws, Art. XII(b)].

(signature)

(date)

(signature)

(date)

President

Secretary

Kingston Estates Swim Club - Organization & Policy Manual

Introduction & Purpose

The "*KESC Organization and Policy Manual*" documents:

- The duties and responsibilities of the officers, and directors (standing committees), special committees and special appointees established by the Board of Directors.
(Bylaws Article VIII, Section 1)
- The policies of the club established by the Board of Directors, to include but not limited to membership, personnel, discipline and sanctions, privacy and harassment.
(Bylaws Article IV, Section 8(g))

Proposed amendments and/or revisions to the "*KESC Organization and Policy Manual*" or any portion hereof may originate with the Board or by a written petition signed by ten (10) members eligible to vote.

The "*KESC Organization and Policy Manual*" may be amended or revised by a 2/3 affirmative vote of the Board of Directors at a duly organized board meeting and that notice of the proposed amendment(s), with a copy of the amendment(s) and/or revision(s), shall have been made available to each Board Member at least ten (10) days prior to such meeting.

Definitions of words used within this handbook:

- *May* permissive, neither mandatory nor recommended.
- *Shall* a requirement.
- *Should* a recommendation.
- *Publish* disseminate to the membership by mailing to the last member furnished electronic mail (e-mail) address or postal/street address as recorded in the Books or Records of Membership and posting on the Club bulletin board during the summer season.
- *Manage* exercise executive, administrative and supervisory direction.
- *Monitor* watch, keep track of or check.
- *Oversee* inspect, examine, supervise.
- *Supervise* critical watching and direction.

The maintenance and revision of this Manual is the responsibility of the Club President. Updates are to be made on an as-required basis.

Board members shall read and periodically review this manual and the above documents and submit corrections, up-dates, changes or suggestions for their improvement to the President.

Distribution:

Each member of the KESC Board of Directors
Facility Office (printed copy)

Issued printed copies of the KESC Organization and Policy Manual are the property of KESC and are to be returned to the KESC Board of Directors when the individual to whom the manual was issued is no longer a director, member or employee of the club.

This document is created using Microsoft Word application.

*The "KESC Organization & Policy Manual" is available electronically on the internet at:
www._____*

A printed copy is available by request.

Purposes of the Kingston Estates Swim Club

"The purposes for which this corporation (the Kingston Estates Swim Club) is formed are to promote, build, own, operate and maintain a swimming pool and other recreational facilities on a non-profit basis." [Certificate of Incorporation 3 April, 1956]

Kingston Estates Swim Club - Organization & Policy Manual

Certificate of Incorporation

FORM C-101-6-4-54-10M

Certificate of Incorporation

OF THE

THIS IS TO CERTIFY that the undersigned do hereby associate themselves into a corporation under and by virtue of the provisions of an act of the Legislature of the State of New Jersey, entitled Title 15 of the Revised Statutes, and the several supplements thereto and acts amendatory thereof.

FIRST.—The name of this corporation is KINGSTON ESTATES
SWIM CLUB

SECOND.—The purposes for which this corporation is formed are

TO PROMOTE, BUILD, OWN, OPERATE AND MAINTAIN
A SWIMMING POOL AND OTHER RECREATIONAL
FACILITIES ON A NON-PROFIT BASIS.

THIRD.—The location of the principal office of this corporation is at No. 505
HASTINGS ROAD street, in the city of HADDONFIELD, County of CAMDEN

and the name of the agent therein and in charge thereof, upon whom process against the corporation may be served, is MATTHEW D. ADAMSON

FOURTH.—The number of trustees of this corporation is THREE

FIFTH.—The names of the trustees selected for the first year of existence of this corporation are

ANDREW ROBERTSON
T. THOMAS PRIMAVERA
MATTHEW D. ADAMSON

In witness whereof, we have hereunto set our hands and seals this 3RD
day of APRIL, A. D. 1956

Virginia J. Dublar
Robert W. Bear
Melvin Levine
Paul H. Christie
L. B. Christie
Eugene J. Brant

Signed, sealed and delivered in the presence of

RECEIVED April 9 1956
AND RECORDED IN THE CLERKS
OFFICE OF THE COUNTY OF CAMDEN
IN BOOK 97 OF
PAGE 3

page A-1 of 3 pages

Frank J. Smith

Kingston Estates Swim Club - Organization & Policy Manual

Certificate of Incorporation

STATE OF NEW JERSEY }
COUNTY OF CAMDEN } ss.

Be it remembered, that on this 5TH day of APRIL,
A. D. 1956, before me, a NOTARY PUBLIC
personally appeared ANDREW ROBERTSON Andrew Robertson
T. THOMAS PRIMAVERA T. Thomas Primavera
MATTHEW D. ADAMSON Matthew D. Adamson

who I am satisfied are the persons named in and who executed the foregoing certificate, and I
having first made known to them the contents thereof they did each acknowledge that they signed,
sealed and delivered the same as their voluntary act and deed.

Paul E. Voegtle

NOTARY PUBLIC OF NEW JERSEY
My Commission Expires Dec. 9, 1958

Certificate of
Incorporation
OF THE

RECEIVED in the office of the Clerk of the
County of CAMDEN
on the 9TH day of April, A. D.
1956, at o'clock M., and re-
corded in Book 7697 of Book
 for said County, page 98
Matthew J. Rutledge, Clerk.
Filed , 19
 Secretary of State.

Kingston Estates Swim Club - Organization & Policy Manual
Certificate of Incorporation

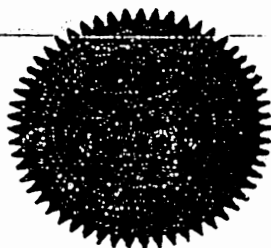


*I, the Secretary of State of the State of
New Jersey, do hereby certify that* _____

KINGSTON ESTATES SWIM CLUB,

*was duly incorporated under and by virtue of the laws of this State by
a Certificate filed in this Department on the* Twenty-third *day*
of April, *A.D. 19* 56 *which Certificate had previously*
been recorded as required by law in the office of the County Clerk of
the County of Camden, *as appears by the*
certificate of said County Clerk endorsed thereon.

*In Testimony Whereof, I have hereunto
set my hand and affixed my Official
Seal at Trenton, this* Twenty-third
day of April, *A.D. 19* 56.



Edward Patten
Secretary of State.

Kingston Estates Swim Club - Organization & Policy Manual

Section 1: Organization of the Board

The KESC Board of Directors (BOD) consists of nine (9) members, three (3) elected by the club membership each year at the Annual Membership Meeting. Board members are elected for and expected to serve a three year term. There are no term limits. [Bylaws Art IV, Sec 2(a)]

If an individual board member resigns or is removed from the board before the end of his/her three year term the vacancy shall be filled by an eligible club member by a majority vote of the remaining Board members until the next annual membership meeting when the membership shall elect a Director to serve the remainder of the unexpired term of their predecessor [Bylaws Art IV, Sec 4]

NOTE: *The KESC Board of Directors becomes a new Board each October when three or more board members are elected or re-elected for three year or less terms and assume board membership. After each annual meeting the board elects new officers and standing committee chairpersons, the same as if the entire board had been re-elected. Consequently, all existing unfinished business falls to the ground when the new board is elected. The individual replacement of persons who may occasionally vacate board membership at other times does not have these effects.* [Robert's Rules of Order Newly Revised, 11th ed, Art IX.50, para.3]

A Director shall act as chairperson of each of the standing committees. Additional committee members may be selected by the committee chairperson with the approval of the board, to help accomplish the assigned responsibilities. [Bylaws Art VIII Sec 1(b)]

NOTE: *A committee is a body of one or more persons* [Robert's Rules of Order Newly Revised 11th ed. Art IX.49]

When the new Board convenes in October of each year the directors will elect four directors as the officers of the club and assign standing committee chairpersons. [Bylaws Art V, Sec 1]

Officers: [Bylaws Art V]

President (must have previously served one full year as a director) [Bylaws Art V, Sec 1(d)]

Vice President (also a Director/Committee Chairperson)

Treasurer & Finance Committee chairperson

Secretary

Standing Committees: [Bylaws Art VIII, Sec 1]

Administration

Aquatics

Building & Grounds

Finance

Membership

Pool Operation

Socials & Activities

Special Committees: [Bylaws Art VIII, Sec 2]

Nominating (appointed annually) [Bylaws Art IV, Sec3(a)]

Bylaw Review

| Other special committees as deemed necessary or desirable (SEE Section 3)

Special Appointees:

- Trained Pool Operator (TPO) / Certified Pool Operator (CPO) [*mandatory per -N.J.A.C. 8:26-5.2(c)*] (may be a Director, Club Manager, club member or by contract)
- Web Site, Dropbox & Social Media Administrator (may be a Director or club member)
- KESC handbook & manuals custodian (may be a Director or club member)
- Other special appointments as deemed necessary or desirable

Kingston Estates Swim Club - Organization & Policy Manual

Section 2: Officer & Director/Committee Duties & Responsibilities

The duties and responsibilities of the Board of Directors and standing committees shall be established by the Board of Directors and recorded in the “KESC Organization and Policy Manual”. [Bylaws Art VIII, Sec 1(c)]

- **NOTE:** *The president, with Board approval, may reorganize and/or reassign committee duties and/or responsibilities for the most effective operation of the current board of directors. [Bylaws Art VIII, Sec 1(d)] This temporary reassignment of director/committee duties and/or responsibilities shall be recorded in the minutes of the BOD meeting but does not require a change to the “KESC Organization & Policy Manual”*

All Board Members:

- Refer to the KESC Bylaws, Article IV, Sec. 8 for the general duties of the BOD.
- Attend & submit committee reports at all scheduled and special board meetings and the annual and special membership meetings.
- Review, understand and provide suggestions for the improvement of policies, procedures, and forms in the following KESC documents:
 - Bylaws.
 - Organization & Policy Manual.
 - Operations Manual
 - Rules & Regulations
 - Director Handbook
 - Staff Handbook
- Transition knowledge to incoming board members.

President:

- Refer to the KESC Bylaws, Article V, Section 2 for specific duties of the President.
- Coordinate over-all operation of the Swim Club.
- Prepare agendas for and preside over all membership meetings of the Swim Club (excluding committee meetings) and Board of Directors meetings.
- Author season opening and fall closing newsletter.
- Attend Cherry Hill Association of Pools (CHAP) meetings and be the liaison between KESC & the other Cherry Hill swim clubs.

Vice-President

- Refer to the KESC Bylaws, Article V, Sec. 3 specific duties of the Vice-President

Secretary

- Refer to the KESC Bylaws, Article V, Section 4 for specific duties of the Secretary
- Maintain the club bulletin boards in a neat, orderly manner and updated.
- Maintain & post in season monthly activities calendar.
- Distribute minutes from all Board meetings to board members within seven days after the meeting.
- Maintain master copies of all KESC official documents (“KESC Bylaws”, “KESC Organization and Policy Manual”, “KESC Rules and Regulations”, “KESC Operations Manual”, “KESC Board of Director Handbook” and KESC Staff Handbook”), [Reference: Bylaws, Art. XII(b)].
- Maintain permanent files of all documents relating to the history of the affairs of the Swim Club.
- Archive all records (except finance) per the retention plan (Operations Manual Sec ____)
- Provide oversight of the Swim Club web site and ensure maintenance fee is paid.
- Notify CH Twp of key contact list changes.
- Publish season opening and closing newsletters and weekly news letters during the summer season.

Treasurer

- Refer to the KESC Bylaws, Article V, Section 5 for specific duties of the Treasurer.
- Prepare and present to the board monthly and year-to-date financial revenue and expenditure statements.
- Prepare and submit to the board no later than February 15th of each year an annual Operating and Maintenance budget containing provisions for all anticipated expenditures of the Club
- Prepare and submit to the board no later than February 15th of each year a Capital Improvements budget containing provisions for all capital improvements of the club for the coming year.
- Prepare and submit to the membership at the annual membership meeting a financial summary statement.
- Ensure IRS Form 990 and Form 990T are submitted annually to the IRS by June 15th.
- Ensure Cherry Hill Twp. Property taxes are paid.

Kingston Estates Swim Club - Organization & Policy Manual

Section 2: Officer & Director/Committee Duties & Responsibilities

Administration (Operations) Director/Committee:

The Administration (Operations) Director is the primary focal point for the daily management of the operation of the swim club, its facilities and related activities through the employed club Pool Manager(s) and staff.

Responsibilities:

- (a) Oversee the daily operation of the swim club, facilities and related activities at the facilities.
- (b) Recommend and hire, with board approval, qualified club managers and staff (lifeguards, admission attendants, caretakers) required for the safe and proper conduct of activities and functions of the club and their rates of pay. (Operations Manual 3.4)
- (c) Send staff contract letters and attachments. (Operations Manual 3.2)(Form 3.2B & 7 3.2C)
- (d) Maintain accurate files on all personnel information and issues (Operations Manual 3.2)
 - Employee Job Applications (Form 3.2A)
 - Employment Agreements (Form 3.2B & 3.2C)
 - Employee Evaluations (Form 3.6B)
 - certifications (filed in the "Certifications" binder in the manager's office. (N.J.A.C. 8:26-5.2(d))
 - Hepatitis B Vaccine Verification declaration (Form 2.9)
 - W-4, Employee's Withholding Allowance Certificate
 - I-9, Employment Eligibility Verification
 - Workman's Compensation Claims
- (e) Ensure that all required certifications are in order, and the associated certificates are current, signed and posted in the "Certifications & Inspection Reports" binder in the manager's office.
- (f) Administer the employee performance evaluation process (Operations Manual 3.6A)
- (g) Oversee payroll process, coordinate staff payroll with Treasurer, manager and payroll Service Company. (Operations Manual 4.4)
- (h) Submit estimates for the annual operation of the club to the board to be included in the annual budget.
- (i) Maintain the "Staff Contact List" and insure that it is current (Operations 3.3)
- (j) Order and distribute staff equipment. Should be available by staff orientation date. (Operations Manual 3.8)
- (k) Maintain a list of expendable supplies. (1st aid, janitorial, office, etc.) (Operations Manual 2.5 & 1.10)
- (l) Make expenditures for normal operations as authorized in the annual budget. (first aid and janitorial supplies)
- (m) Ensure the rules and regulations governing the use and operation of the club facilities are enforced, including time of opening and closing, conduct of the membership and guests while using the club facilities, and the conduct and duties of the employees.
- (n) Administer the Emergency Action Plan (EAP) with overall responsibility for the EAP and its implementation. Ensure all incidents are investigated, documented and reported. Determine the appropriate facility to send individuals in case of an emergency. (Operations Manual Sec 2.2; 2.4 & Form 2.4A)
- (o) Administer the Bloodborne Pathogens Exposure Control Plan (ECP) with overall responsibility for the ECP and its implementation. (Operations Manual Sec 2.7)
- (p) Schedule and administer in conjunction with the Pool Operations and Building & Grounds Directors the pre-opening Staff Orientation with overall responsibility for the staff orientation and its implementation.(Operations Manual Sec 3.5)
- (q) Oversee the staff In-Service Training Program, its implementation and documentation. (Operations Manual Sec 2.10)
- (r) Monitor the sanitation and maintenance of the restrooms, showers, first-aid room and pool decks.
- (s) Investigate and act on all complaints affecting the employees and bring those of serious nature to the board.
- (t) Investigate and act on all violations of the rules of conduct in the use of the club, reporting the same to the board together with recommendations of the action to be taken in each case.
- (u) Manage Workman's Compensation Claims
- (v) Maintain "Staff Bulletin Board" in conjunction with the manager. Ensure that all current federal & state regulation are posted.
- (w) Coordinate with Aquatics director and managers the use of the pool for special purposes. (Swim team practice & meets, swim lessons, aquatic exercising, etc.)
- (x) Coordinate with Socials and Activities director and managers all social and special activities.
- (y) Perform such other functions as may be appropriate to the committee, or assigned by the Board.

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Kingston Estates Swim Club - Organization & Policy Manual

Section 2: Officer & Director/Committee Duties & Responsibilities

Aquatics & Sports Director/Committee:

The Aquatics & Sports Director is the primary focal point for the use of the pools for special activities, the swim team program and recreational/sports.

- (a) Recommend youth swimming proficiency (swim band) requirements to the Board for approval and coordinate with the Administration (Operations) Director proficiency testing, test procedures, test times, approval recording and identification. (Operations Manual 1.6)
- (b) Submit estimates for the annual aquatics expenditures to the board to be included in the annual budget.
- (c) Coordinate with the Administration (Operations) Director the use of the main swimming pool for special purposes, such as swim team practice, swim lessons, aquatic exercising, etc.
- (d) Coordinate swim lesson program, to include instructors, dates, times, publicity and registration process.
- (e) Oversee the KESC Swim Team program:
 - Be the liaison between the Board and the KESC Swim Team.
 - Recommend TriCounty rep for BOD approval.
 - Liaison between KESC, Tri-County and Cherry Bowl organizations.
 - Recommend to the Board qualified candidates for coach(es) of the Club Swim Team and rates of pay.
 - Exercise necessary supervision of the swim team coaching staff.
 - Oversee all swim team activities associated with registration, spring warm-ups, daily & special practices, pep rallies, team trips, team banquet, and any other activities of the swim team program with the Board, applicable committees and managers.
 - Oversee the recruitment and of volunteer resources for all positions needed to operate the swim meets (card writing, runners, ribbon writers, marshalling, scorekeeping, announcer, starter, finish line recorders, timers, concession supplies, concession sales, etc.).
 - Oversee inter-club swim events conducted at the club to include meet officials and support personnel.
 - Submit to the Board a Club Swim Team annual budget prior to the start of the season and a detailed financial report and statements at the conclusion of the season.
 - Encouraging and ensuring active parent and children participation in the swim team program. Recreation & Sports
- (f) Plan and arrange the seasonal recreational and sports intra/inter club activities schedule of the club.
 - Establish various athletic intra club athletic programs (i.e. volleyball, softball, basketball, etc.)
 - Establish and sponsor in behalf of KESC various athletic inter club teams and the authority to enter such teams in competition with similar groups of other organizations, subject to the approval of the Board of Directors. Liaison between the board and inter club athletic teams and leagues, maintain a file of their league rules and the club rosters and coordinate with the Administration Committee and Managers the use of club facilities for meets, banquets, etc.
 - Make expenditures for normal athletic and recreational equipment as authorized in the annual budget. (ping-pong paddles & balls, volley balls, basketballs, etc.) (Operations Manual 1.11)
- (g) Maintain the Trophy case in a neat, orderly and current (update and/or replace plaques/trophies).
- (h) Perform such other functions as may be appropriate to the committee, or assigned by the Board.

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Kingston Estates Swim Club - Organization & Policy Manual

Section 2: Officer & Director/Committee Duties & Responsibilities

Building & Grounds (B&G) Director/Committee:

The Building & Grounds Director is the primary focal point for the operation, maintenance and improvements of the physical plant and property of the club.

- (a) Oversee all items pertaining to landscaping, fences, parking lot, dumpster, picnic tables, umbrellas, garbage cans, gas grills, shade structures, lawn chairs, play-scape, swings, volleyball pit, and basketball court.
- (b) Prepare the club facilities, (excluding pools), and property for opening (Operations Manual 7.1) and responsible during the year for overseeing the operation and maintenance by the operations staff of all repairs to buildings and equipment, excluding pools, to include the snack bar, and maintenance of grounds in coordination with the Administration Director, and for winterizing the club facilities, (excluding pools), and property after closing.(Operations Manual 7.2)
- (c) Recommend to the board, in conjunction with the Operations Director, qualified candidates for employment as caretakers and rate of pay.
- (d) Submit estimates for the annual operational and capital expenditures to the board to be included in the annual budget
- (e) Make expenditures for normal operations as authorized in the annual budget.
- (f) Obtain bids for contract Snack Bar service, if contracted out, and after approval, place contracts for such services. (Operations Manual Form 5.5)
- (g) Monitor the operation of the Snack Bar to ensure that the facility and equipment are operating properly, and required sanitation, maintenance and cleaning is being performed. (N.J.A.C. 8:24)
- (h) Submit plans, cost estimates and recommendations for maintenance and repairs of the buildings and grounds to the Board.
- (i) Evaluate, recommend and oversee all repairs, changes, additions and improvements to the Club facilities and property.
- (j) Obtain bids for contract lawn maintenance, refuse and recyclable service, etc. and after approval, place contracts for such services. (Operations Manual Form 7.1A & 7.1B)
- (k) Obtain bids for building & opening service and after approval, place contracts for such services. (Operations Manual Form 7.1.2A & 7.1.2B)
- (l) Obtain a "Certificate of Liability" from all contractors, users of any portion of KESC facilities, etc. and pesticide license from lawn service contractor. (Operations Manual Form "Certificate of Insurance Request"
- (m) Prepare and maintain a Capital Improvements Plan to include cost estimates.
- (n) Record and control the issuance of all locks and keys to club facilities and buildings. (Operations Manual 4.2)
- (o) Maintain a file of manuals (installation, operation, maintenance, etc.) for all major items of non-pool equipment.
- (p) Assist with the pre-opening Staff Orientation.(Operations Manual Sec 3.5)
- (q) Maintain current documentation (electrical, plumbing, landscaping etc.) of the Club facilities.
- (r) Recommend to the Board qualified candidates for employment as caretakers and rate of pay.
- (s) Maintain a list of facilities suppliers and contractors
- (t) Maintain accurate files on all contracts, repairs, equipment suppliers and manufacturers, etc. This information is maintained in a binder titled "Pool, Equipment, Building & Grounds Documentation Binder" in the managers office.
- (u) During the off-season, in conjunction with the Pools Operation Director, monitor the facilities & pools to insure that winter water levels are maintained, the sump pump in the pump/filter room is properly operating, and that the club property is safe. (Operation Manual 7.3)
- (v) Perform such other functions as may be appropriate to the committee, or assigned by the Board.

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Kingston Estates Swim Club - Organization & Policy Manual

Section 2: Officer & Director/Committee Duties & Responsibilities

Membership Director/Committee:

The Membership Director is the primary focal point for membership administration.

The Membership Director/Committee shall:

- (a) Review for accuracy and process all applications and the collection of membership funds and all annual dues, fees and assessments
- (b) Maintain books or records of Membership including name, postal address, emailing address, financial status and such other data concerning admission, maintenance and termination of membership as deemed appropriate by the board.
- (c) Order and issue annual Club membership cards and other passes as required.
- (d) Recommend club daily entrance policies and procedures and ensure that the check in process is adhered to during the season in order to collect all required guest fees.
- (e) Recommend qualified candidates for employment as admissions attendants and rates of pay.
- (f) Coordinate all activities to promote full membership.
- (g) Maintain a membership waiting list, if the membership is full, of all applicants in the order as received.
- (h) Visit the P.O. Box on a minimum bi-weekly during the season and a monthly during the off season and distribute mail to the appropriate directors.
- (i) Update and print guest passes.
- (j) Prepare labels for swim proficiency (swim band) cards. All member children 5 to 11 years of age.
- (k) Maintain a member "Emergency Contact List" and ensure that it is current and posted in the control booth.
- (l) Perform such other functions as may be appropriate to the committee, or assigned by the Board.

Kingston Estates Swim Club - Organization & Policy Manual

Section 2: Officer & Director/Committee Duties & Responsibilities

Pool Operation Director/Committee:

The Pool Operation Director is the primary focal point for the operation, maintenance and improvements to the pools and associated pool equipment.

To be able to address all issues arising with the role, this person should have a good understanding of applicable national, state and local electrical, plumbing, and health codes. To ensure that pool regulations and pool maintenance concepts are understood, this person should also attain certification as a Certified Pool Operator (CPO) very early in his/her position.

The Pool Operations Director/Committee shall:

- (a) Oversee the operating condition of the pools, pool equipment and their daily maintenance to include the operation of all pool filters, motors and pumps, their proper operations for the safety and general welfare of the membership and compliance with all applicable municipal and state regulations, codes and laws.
- (b) Monitor the operations of the pools to ensure that the pools and equipment are operating properly and required maintenance and cleaning is being performed.
- (c) Make expenditures for normal operations as authorized in the annual budget. (pool chemicals, water testing reagents & supplies, etc.)
- (d) Purchase needed pool equipment such as replacement ladder, diving board & guard stand steps, protective gear for pool chemical handling, etc.
- (e) Submit estimates for the annual operational and capital expenditures of the pools & equipment to the board to be included in the annual budget
- (f) Submit plans, cost estimates and recommendations for repairs and maintenance of the pools and equipment to the board.
- (g) Evaluate, recommend and oversee all repairs, renovations and improvements to the pools and pool equipment.
- (h) Assist with the pre-opening Staff Orientation.
- (i) Maintain a list of operations suppliers and contractors.
- (j) Administer the Chemical Hazard Communication Plan with overall responsibility for the HAZCOM and its implementation (Operations Manual 2.6)
- (k) Maintain a file of current SDS's. (Operations Manual 2.6)
- (l) Maintain accurate files on all pool and equipment contracts, repairs, testing results, testing logs as required.
- (m) Obtain quotes and contract for necessary maintenance and for improvements to the pools and associated equipment, as approved by the Board of Directors.
- (n) During the off-season, in coordination with the Building & Grounds Director, monitor the facilities & pools to insure that winter water levels are maintained, the sump pump in the pump/filter room is properly operating, and that the club property is safe. (Operations Manual 7.3)
- (o) Contract and insure that weekly coliform bacteria samples are made. Ensure that report copies are provided to KESC for official record retention and filed in the "Inspections & Reports" binder in the manager's office. (N.J.A.C. 8:26-7)
- (p) Perform such other functions as may be appropriate to the committee, or assigned by the Board.

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Kingston Estates Swim Club - Organization & Policy Manual

Section 2: Officer & Director/Committee Duties & Responsibilities

Socials & Activities Director/Committee:

The Socials & Activities Director is the primary focal point for social and children's daily activities.

The Socials & Activities Director/Committee shall:

- (a) Plan, schedule, coordinate and publicize (posters, announcements, news letter, web site, etc.) all Club social activities for all Club members, (adult socials, teen nights, family DJ nights, children's daily activities, i.e. arts & crafts, story time, etc.) and a coordinator is assigned to each activity.
- (c) Submit estimates for the annual expenditures for socials, activities and athletics to the board to be included in the annual budget
- (d) Make expenditures for socials, activities and athletics as authorized in the annual budget.
- (e) Recommend to the Board qualified candidate for children daily activities supervisor and rate of pay.
- (f) Coordinate with the Manager's, Buildings & Grounds and Pools & Equipment Directors the use of facilities for socials.
- (g) Maintain a "Social Committee File" with activities and suggestions.
- (h) Coordinate special activities for Memorial Day (opening weekend), July 4th and Labor Day (closing weekend)
- (i) Perform such other functions as may be appropriate to the committee, or assigned by the Board.

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Kingston Estates Swim Club - Organization & Policy Manual

Section 3: Special Committee & Appointee Duties & Responsibilities

Special Committees [Art VIII, Sec 2(a)]

Advisory (consists of former board members)

- Assist the incumbent Board in an advisory capacity only.

Audit (consists of two or more "A" members in good standing. Current board members may not serve on the committee)

- Conduct a bi-annual audit of the club's financial books and statements or when there is a change in the office of the treasurer.
- Recommend changes in the club's financial practices and procedures.
- Report the results of the audit to the board.

Bylaws

- Review the current bylaws and recommend any deletions, changes and/or additions required for compliance with municipal and state laws or deemed desirable for the government and operation of the club.

Fund Raising

- Plan, arrange, execute all BOD approved fundraising activities to be undertaken by the club.

Marketing/Public Relations

- Arrange publicity for the club and its scheduled events with the membership and the community.

Nominating [Bylaws Art IV, Sec 3(a)]

- Coordinate with secretary on notices.
- Solicit from among the "A" members entitled to vote, nominations for the three (3) annual vacancies on the board and any other vacancies to be filled and screen such nominations, obtain their agreements to serve and report such nominations to the board prior to the annual membership meeting for notification to the membership in accordance with the requirements of the bylaws.
- Create and distribute ballots at the general membership meeting, one ballot per "A" membership family. [Bylaws Art III, Sec 6]
- Collect, count and certify the results of the balloting and report the results of the election at the annual membership meeting.

Planning

- Plan all major changes, additions and improvements to the club property, facilities and equipment and submit plans, cost estimates and recommendations to the board.

Rules & Regulations

- Prepare and maintain the KESC Rules and Regulations for health, safety and good conduct of the club members and guests.

Snack Bar

- Monitor the operations of the Snack Bar to ensure that the facility and equipment are operating properly and required maintenance, sanitation and cleaning are being performed per N.J.A.C 8:24.
- If operated by a contract operator:
 - Recommend to the board qualified candidates for a contract operator and annual lease fee.
- If operated by KESC:
 - Determine number of personnel that must be hired and rate of pay. Coordinate employment of Snack Bar attendants with Administration Director and Treasurer.

Kingston Estates Swim Club - Organization & Policy Manual

Section 3: Special Committee & Appointee Duties & Responsibilities

Special Appointees

Trained Pool Operator (TPO) / Certified Pool Operator (CPO) [N.J.A.C. 8:26-5.2(c)]

The maintenance and mechanical operation of the pools shall be under the supervision of a trained pool operator (TPO) / certified pool operator (CPO).

- Have completed a pool operator course and shall have certification from a NJ Dept. of Health approved organization. (N.J.A.C. 8:26 Appendix A)
- Be available for mechanical and maintenance repairs and detection.
- Understand current applicable codes and practices related to swimming pool operation and maintenance.
- In conjunction with the Pool Operation and Building & Grounds Directors complete the Checklist for Public Recreational Bathing Facilities (N.J.A.C. 8:26 Appendix E), and submit it to the health authority 21 days before the bathing facility is scheduled to open.
- Visit the facility at least once a week to review records and inspect the facility to ensure that it meets all regulatory requirements. Such visits shall be documented in writing and maintained on site in the manager's office in the "Inspections & Reports" binder and shall be available for inspection by the health authority.
- Test and adjust water chemistry to meet standards for oxidation and sanitation.
- Maintain and interpret operational and recirculation efficiency of the filter and filter media.
- Check and interpret gauges, flow meters and monitoring equipment for operational efficiency.
- Understand practices of operation and preventive maintenance for pumps, suction lines, drains, piping, bactericidal equipment, valves, hair, lint and skimmer traps and flow and control switches of each system.
- Inspect and assure cleanliness, storage and appearance of pool chemical storage areas.

Kingston Estates Swim Club - Organization & Policy Manual

Swim Club Policies

The following policies of the Kingston Estates Swim Club (KESC) have been established by the KESC Board of Directors in accordance with the KESC Bylaws, Art IV, Sec 8(g). These policies have been established for the protection and benefit of all KESC members, guests and staff.

Failure to comply on the part of KESC members will be considered sufficient cause for immediate suspension of pool privileges for the offending member and may also be considered sufficient cause for the suspension of membership by the Board of Directors. (Bylaws Article V, Section 2).

Questions as to the meaning and/or interpretation of these policies shall be determined by the Board of Directors. [Bylaws Article XII]

Copies of these policies are to be posted on the Club bulletin board.

Anti-Discrimination & Harassment.....05/01/2015

Twelve to Seventeen Year old Member/Guest_____

Discipline & Sanctionpending

Membership & Employmentpending

Privacy & Confidentiality.....pending

Social Mediapending

Kingston Estates Swim Club

116 Deland Avenue and Princess Road

P.O. Box 1012

Cherry Hill, NJ 08034

Phone: 856-429-9641

Email: kingston@kingstonswimclub.com

Anti-Discrimination and Harassment Policy

Kingston Estates Swim Club (KESC) is committed to provide an environment in which all members, guests and employees are treated with respect and dignity, free from discrimination and harassment. All members, guests and employees are expected to be sensitive to the individual rights of members, guests and employees in an atmosphere of mutual respect.

KESC will not discriminate and will take "affirmative action" measures to ensure against discrimination in membership or employment on the bases of race, creed, color, national origin or sex, sexual orientation.

KESC is committed in all areas to providing an environment that is free from harassment. Harassment based upon an individual's sex, sexual orientation, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All members, guests and employees are expected and required to abide by this policy. No person will be adversely affected in membership or employment with KESC as a result of bringing complaints of unlawful harassment.

Harassment can take many forms including, but not limited to, threats, insults, slurs, unsolicited remarks, jokes gestures or physical contact, and displays or circulations of derogatory or inappropriate written, electronic, voice or other physical materials or pictures, when such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment is specifically and legally defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; or
- submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting that person; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can take many forms including, but not limited to:

- Verbal
Sexual innuendo and other suggestive comments, humor and jokes about sex, or gender specific traits, sexual advances or propositions, insults or threats; or
- Non-verbal
Leering; whistling; suggestive or insulting looks, sounds, gestures, pictures, cartoons or calendars; offensive or derogatory written, electronic or voice materials; or
- Physical

Intentional touching of the body (e.g., brushing, patting, pinching), kissing, inappropriate display of body parts; coerced acts of sexual nature, or exclusionary or demeaning actions based on sex.

Kingston Estates *Swim Club*

Anti-Discrimination and Harassment Policy

The sexual harassment of employees and/or job applicants by supervisors, other management personnel, co-workers, job applicants and/or any third party such as visitors or clients is strictly prohibited.

Reporting Discrimination or Harassment:

If an individual feels that he or she has been discriminated or harassed on the basis sex, sexual orientation, race, ethnicity, national origin, age, religion or any other legally protected characteristics they should report the matter to the Club Manager. If the individual feels it would be unproductive to inform the Manager, the individual should contact the Club Operations Director.

If possible, keep a written record of specific details, date, times, the nature of the behavior and witnesses, if any.

All complaints of unlawful discrimination or harassment will be handled in as discreet and confidential manner as is possible under the circumstances.

All employees will be informed of this policy during the initial staff orientation and staff in-service training.

A copy of this policy will be posted on the Club bulletin board.

Approved by the KESC Board of Directors, effective May 1, 2015.

Attested: /S/ Scott Peters

Scott Peters
President

/S/ Elsa Anzideo

Elsa Anzideo
Secretary

Kingston Estates *Swim Club*

116 Deland Avenue and Princess Road

P.O. Box 1012

Cherry Hill, NJ 08034

Phone: 856-429-9641

Email: kingston@kingstonswimclub.com

Twelve to Seventeen Year Old Member/Guest Policy

Kingston Estates Swim Club (KESC) by and through its Board of Directors and employees does not undertake any duty to supervise any member ages twelve (12) years old to seventeen (17) years old who has been ejected from the swim club for violating of the KESC Rules and Regulations. To the contrary, the parents or guardians of any twelve (12) to seventeen (17) year old member who has been ejected from KESC have the exclusive responsibility to arrange for transportation from the swim club.

KESC by and through its Board of Directors and employees is not responsible or liable for any member ages twelve (12) to seventeen (17) years old who either exits KESC or is ejected from KESC for violation of the Rules and Regulations from any social event. Under either circumstance the parents or guardians of the twelve (12) to seventeen (17) year old member are exclusively responsible for providing transportation from KESC. Additionally, KESC by and through its Board of Directors and employees is not responsible or liable for the safety of any nonmember guest of a twelve (12) to seventeen (17) year old KESC member who is ejected from the club for violation of the Rules and Regulations, or exits the club prior to the end of the social event. To the contrary, the parents or guardians of the KESC twelve (12) to seventeen (17) year old member who invited the guest or the parents or guardians of the guest are exclusively responsible for providing transportation from KESC in the event a member's guest is ejected or exits the club prior to the end of the social event.

All employees will be informed of this policy during the initial staff orientation and staff in-service training.

A copy of this policy will be posted on the Club bulletin board.

Approved by the KESC Board of Directors, effective _____.

Attested: /S/

/S/

President

Secretary