



Membership Handbook

Montclair Swim Club
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MEMBER ACKNOWLEDGEMENT

Members are expected to review the Membership Handbook and stay current on pool rules and regulations. As part of the annual registration process, members review and acknowledge the Membership Handbook and, by completing payment, agree to the rules and regulations outlined in the Membership Handbook and posted on the Montclair Swim Club website.

STATEMENT OF BEHAVIOR AND INCLUSIVITY

Montclair Swim Club is committed to fostering an environment that promotes respect, fairness, and inclusivity for all individuals, regardless of their race, ethnicity, gender, sexual orientation, religion, age, disability, or any other characteristic. We strive to create a welcoming and inclusive space for all members of our community. We expect all members, guests and employees to treat all individuals they encounter at MSC with respect, dignity, and courtesy and avoid any form of discrimination, harassment, or offensive behavior.

BOARD OF DIRECTORS

Montclair Swim Club is a private, non-profit organization governed by a Board of Directors in accordance with the Club Bylaws. The officers include President, Vice President, Secretary, Treasurer, and other Directors.

The current Board members and their contact information can be found on the Montclair Swim Club website. If you have any suggestions or questions regarding the Board or the pool in general, please contact the President via their provided email address.

POOL MANAGEMENT AND STAFF

The Board of Directors hires Managers and/or Assistant Managers to administer the day-to-day activities and to enforce the club's health, safety and other regulations and staff supervised by these Managers. The Board of Directors gives full authority to the staff to enforce the club's rules and regulations. A Manager or Assistant manager is always on duty.

MEMBERSHIP

Each head of the household must have an online account with the Club that lists all their family members on their current membership. Membership options include a Family Membership or an Individual Membership. A Family Membership includes a primary individual 18 or over (the designated account holder) and up to nine (9) additional members that live within the same household. Grandparents may be added as a caregiver. An Individual Membership includes only one (1) individual 18 years of age or older.

All memberships are non-transferrable. Memberships may not be transferred, sold, leased, or conveyed to, or used by, any person other than the head of household named in the membership registration.

MEMBER COMMUNICATIONS

It is each member's responsibility to ensure that the club has your correct contact information for communication purposes. If at any time your contact information changes, please make sure to update your profile online. In addition to email communications, the Board and Management rely heavily on the club website and bulletin boards by the front office to provide the most up-to-date information. It is members' responsibility to check these sources regularly for updates.

MEMBERSHIP AND DISCIPLINE

Whenever, in the judgment of a majority of the Board of Directors, any member has violated the spirit or letter of the rules of the pool, or has otherwise acted in a disrespectful manner toward any other member, staff or guest, the Board is authorized to suspend or limit any of the privileges of the club or to execute any other disciplinary measures it deems appropriate, up to and including expulsion from the membership and the pool facilities as a member or guest. If a member is expelled from membership, all dues, or fees paid for lessons, teams, parties, guests or other activities are forfeited. Any such disciplinary actions apply to everyone in the member's household.

USE OF POOL AND FACILITIES

Members must be in good standing in order to enjoy the use of the pool and facilities, including participation in teams, lessons, and other events. Non-members may reserve the facility for private parties outside of regular operating hours and may reserve swim lessons, but priority will be given to current members first.

All persons using the club facilities do so at their own risk. Montclair Swim Club assumes no responsibility for loss or damage to personal property or injury to anyone.

HOURS OF OPERATION

Montclair Swim Club is open each year from the Saturday of Memorial Day weekend through Labor Day. The Regular hours of operation may be extended at the discretion of the board. Regular operating hours are 12:30pm-8:00pm daily. Opening hours may change from mid-August through Labor Day based on staffing availability. Members are expected to leave the facility by closing time, or earlier in the event of weather or other circumstances.

Additional Hours Outside of Regular Operating Hours May Include:

Pool Cleaning/General Maintenance	As Needed
Swim Team Practices	9:15-11:45am, M-F, Tuesday after Memorial day-end of July
Parties	Reservations available 10:30am-12:30pm Saturday and Sunday; 8-10pm daily

Group Swim Lessons	Monday-Thursday 11:55am-12:25 pm
Lap Swim	Saturdays-7:30-9:00am (must sign-up in advance)

Additionally, pool may be closed due to Swim Team Meets and Special Events, including 2 dual meets, fun-draiser meet, and end of season banquet (pool closes at 4:30pm).

All hours are subject to change at the discretion of the Managers and Board of Directors. Please check the website and membership emails for pool closings due to special events, inclement weather or other safety reasons.

RULES AND REGULATIONS

The pool manager on duty operates all of the pool facilities for the health and safety of the members, guests and staff. All members and guests are expected to comply with the rules, regulations, and policies described in this handbook and posted on the club grounds, as well as any modifications that are required to deal with emergency or extraordinary circumstances that may arise.

Members are personally liable for their conduct, the conduct of those under their responsibility, and the conduct of their guests. Parents must instruct their children to observe all regulations and obey instructions of the manager and staff.

Montclair Swim Club is committed to providing a safe and welcoming environment for all members and guests. Members and guests are always expected to act appropriately while at the club, which means behaving in a polite, courteous and respectful manner to each other and the staff.

Members and guests are prohibited from engaging in any conduct that may be considered unsafe or inappropriate, including but not limited to conduct that is threatening, harassing, dishonest, or potentially criminal. Safety, common sense, and courtesy to others are always good practice.

GENERAL HEALTH AND SAFETY

1. Each individual entering the club must check-in at the front desk before proceeding to the pool area.
2. Persons with a skin disease, sore or inflamed eye, any communicable disease, or nasal discharges will not be admitted into the pool. Persons with excessive sunburn, open blisters, or cuts are warned that these are likely to become infected and they should not use the pool.
3. No running on the deck or rough play.
4. No rough play or pushing anywhere on the grounds or in the pool. No climbing on fencing, railing, guard chairs, starting blocks, etc.

5. No spitting or blowing nose in the pools.
6. Montclair Swim Club is a non-smoking, non-vaping and drug-free facility. The use of tobacco, marijuana or other drugs on pool grounds and immediately outside the pool entrance in any form is strictly prohibited.
7. No dogs or other pets on club grounds at any time, except properly identified and documented service dogs.
8. Absolutely no glass containers are permitted on the pool deck at any time.
9. No eating, drinking or chewing gum in either pool.
10. Children who are not yet toilet-trained must wear a swim diaper in either pool.
11. All members are responsible for cleaning up after themselves. Please clean your tables and dispose of trash appropriately when you leave your area. If you move any tables and chairs into different configurations during your visit, please return them to their original location before departing the grounds.
12. The manager on duty has the authority to clear the pools and decks whenever they determine swimming to be hazardous, and to reopen when they determine it is safe to do so. The pool and grounds may also be closed if the manager on duty determines that hazardous weather conditions continue to exist.
13. Children under the age of 12 must be accompanied and closely supervised by an adult or babysitter or sibling over the age of 16 at all times.
14. General use of the Pavilion may be restricted when it has been reserved by a member.

Big Pool

15. The pool may not be used unless a lifeguard is present and on duty. Lifeguards have full authority to control swim activities while on duty.
16. The child's parent or supervising adult must be within arm's reach of any child who cannot swim at all times (even if the child is using a flotation device).
17. Lifeguards have the authority to clear the pool of flotation devices, beach balls and other toys when deemed necessary.
18. No eating or drinking at any time in the pool.

Baby Pool

19. Direct adult supervision is required at all times.
20. A supervising parent or adult must be within arm's reach of each child at all times.
21. The baby pool is intended for the use of children ages 6 and under.
22. The fence surrounding the wading pool shall be kept clear of towels, clothing, and items that can obstruct the staff's vision.
23. Gate must remain closed at all times.

PARKING

Please secure all belongings and do not block anyone from entering or exiting. Additional parking is available in the adjacent grass area if needed.

SWIM TEST

A swim test may be administered by a Manager or Lifeguard if staff is concerned about a swimmer's ability to be in the water without adult supervision, particularly in the deep end.

To pass the test, the following requirements must be met:

- Swim the length of the pool without stopping
- Tread water for one (1) minute

GUEST FEES AND RULES

Only members may bring guests to the pool during regular pool hours. Guests may be limited or denied by Management if overcrowding is an issue.

The member must accompany their guests at all times. When the member leaves, the guest must also leave. Guests must comply with the rules and regulations of the Club of the member sponsoring the guest. Members shall be responsible for the conduct of their guests.

Guests must check in at the front desk and fees must be paid prior to entry by cash, credit card, check, or online credits.

- Guest Fees (ages 3 and up): \$5.00/day
- Online guest passes: 10 passes for \$40

The full guest fee will be charged to any person regardless of time or what activity is being used and regardless of intention to swim. The only exceptions are: (1) during swim meets or other special events and (2) for picking up or dropping off of members or guests.

Adult members may have up to 6 guests at the pool on any given day. For more than 6 guests, pavilion rental must be reserved in advance. Members under the age of 13 years old may NOT bring any guests unless also accompanied by an adult member. Members aged 13-17 may bring up to two (2) guests ages 13 or older. Guests over 18 will only be admitted as a guest a total of six (6) times per season.

NANNY/BABYSITTER POLICY

Families may designate one (1) caregiver/nanny/sitter on their family membership to use the club at no additional cost while supervising children of the designating member family at the club. These individuals must be listed as a caregiver on the family membership, NOT as an additional member and must check in at the front desk with the children when they enter the club. Caregivers do not have member privileges.

Caregivers not designated on a member account will be charged the guest rate when they are supervising a member child/ren at the club. They must check in (and pay) at the front desk with the children they are supervising when they enter the club.

MEMBER AND GUEST CHECK IN

Verification of membership will be conducted at the swim club entrance during each member visit. Guests will be checked in and pay under the member's account. Guests must accompany the member. Caregivers will check in under the member's account they are listed on as a caregiver and must be accompanied by the member child(ren). Children under the age of 12 must be accompanied by an adult or caregiver or member sibling over the age of 16.

PERSONAL PROPERTY

Neither Montclair Swim Club or management or staff are responsible for the personal property of members or guests. Unclaimed or lost items will be kept in lost and found and will be disposed of at the end of the season or if lost and full is too full. Please secure any valuable items. Lockers are available in the locker rooms, but you must supply your own lock.

SWIM LESSONS

Group swim lessons are offered in June and July to teach children how to swim safely and skillfully. Lessons are held Mondays through Thursdays from 11:55am-12:25pm. There are no classes on Fridays. Please see the Lessons section of the website for more information and to register online or contact swimlessons@montclaireswimclub.com.

Private swim lessons can be scheduled online or by contacting swimlessons@montclaireswimclub.com. Private lesson packages can also be purchased online.

SWIM TEAM

Montclair Swim Club is the proud home to the Marlins Swim Team.

The season runs from the Tuesday following Memorial Day through the end of July. Practice and meet schedules, coaches and other information will be posted on the club's and team's webpage when it is available in the late spring.

Online registration (including payment) for teams opens in early May and must be completed prior to any child getting into the pool for practice or participating in any other team activity.

Additionally, you MUST have a current FAMILY membership to the Club for your child(ren) to participate on the team. This is a SWISA requirement. SWISA is the conference league Montclair Marlins belongs to.

More information can be found on the Club's website or at www.montclairmarlins.com.

OFFICE/CONCESSIONS STAND

The concessions stand is operated for the convenience of members. It is generally open until ½ hour prior to club closing. It is at the Manager's discretion to close early if there is low attendance at the club and/or inclement weather. Only staff is permitted to enter the office or

Concessions area. Members may not store personal items in the office, concessions area, refrigerators, or freezers.

LOCKER ROOMS/BATHROOMS

Cameras (videos, and still) have no reason to be used in the locker rooms/bathrooms, and the use of camera phones is prohibited there. Lockers are available for personal storage. Members must provide their own lock. Hanging or pulling on the stall doors and shower curtains is prohibited.

GROUP GATHERINGS

The Board and Management seeks to balance offering the opportunity for individual members to host casual gatherings and parties at the club with the importance of providing maximum opportunity for all members to enjoy the club facilities. With that end in mind, we have established the following parameters and requirements.

Members may not exclude other members from any pool area that has not been reserved for a Private Party or Pavilion rental. If exclusive space is needed, members must make a reservation. Reservations are available on a first-come, first-served basis only.

PRIVATE PARTIES/PAVILION RENTALS

Date availability can be found through your account online either on the schedule or through the reservation process.

After Hours, Full Facility: The entire pool and grounds are available for exclusive rental after hours daily from 8:00-10:00pm or before hours on Saturday and Sunday mornings from 10:30am-12:30pm. All members and guests must leave the pool grounds no later than 10:00pm for evening rentals. Guest fees do not apply.

- Member Cost:
 - 1.5 hours (up to 25 guests): \$150
 - 1.5 hours (26-50 guests): \$200
 - 2 hours (up to 25 guests): \$200
 - 2 hours (26-50 guests): \$250

Private party rentals (including agreement to Terms of Use) and payment must be completed online at least 48 hours in advance and is subject to the Board's approval.

Full policies and procedures for private party rentals are available on the website on the rentals tab.

Regular Hours, Reserved Pavilion: The Pavilion may be reserved daily from 12:30-3:30pm and from 4:00-7:00pm. A current member must make the reservation online and complete

payment at least 24 hours in advance. Cost is \$30 per hour plus \$5 per any non-member guests. Rentals may be unavailable during holidays, holiday weekends or other busy times as determined by management. A member may not make a reservation for a non-member. A member must be present and responsible for any guests.

For more information, please contact rentals@montclaireswimclub.com.

Lap Swim

Lap Swim is available to members only on most Saturdays from 7:30-9:00am. There is no cost, but members must sign up online to ensure adequate staffing arrangements. There is a maximum of two members per lane.