

**Adelphi Board Policies**  
**Compiled May 23, 2024**

These are policies established by the Board under the authority of the By-Laws, and consist of Board decisions made since the By-Laws were last revised in February 2020.

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## Absentee Rates

Approved February 2, 2024

The Board set the Absentee Fee at \$250 for the 2024 season.

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## Childcare Add-on - Provisional Household Member

Approved January 10, 2024 - The Board voted and unanimously approved the Pilot Program for the 2024 Season for a Provisional Household Member – Caregiver Add-on, allowing for an additional adult to a household membership for childcare at a cost of \$150.

### Summary:

#### What is a provisional household membership – caregiver add-on?

- This is a childcare provider added to a membership.
- Provisional household members are specific, named individuals added to an account roster; memberships are non-transferrable.
- Provisional household members have the rights and responsibilities of non-voting members as defined in the bylaws.
- This is not an avenue for sharing memberships across households.
- Members can opt not to purchase this add-on, and instead pay the daily guest fees when bringing caregivers to the pool.

#### What is the process?

- The provisional household member option may be selected and paid for through the member's account after providing the Membership Director a statement documenting the nature of the caregiver relationship. The member must also update the list of household members on the account.

#### What is the cost?

- \$150 (added to the regular membership fee)

### **Detail: Provisional Household Childcare Membership Add-on Option**

1. Purpose: Establish a provisional household member add-on option for childcare.
2. Authority. The Board has authority to approve and administer membership products, and may grant provisional inclusion per Article III, Section 3 of the By-Laws: "Other persons may be granted provisional inclusion as a household member at the Board's discretion and on payment of a fee to be determined yearly by the Board of Directors."

### 3. Scope and Description.

- The provisional household childcare member add-on is available to members in good standing. This option allows members to add persons to their accounts with which they have a specific caregiving relationship such as a regular caregiver for children (e.g. nanny).
- A member may add a provisional household member to their account by paying the fee in the amount set by the Board. This fee is in addition to regular membership fees and assessments.
- Provisional household members are specific, named individuals added to an account roster; memberships are non-transferrable.
- Provisional household members have the rights and responsibilities of non-voting members (see Article 3, Sections 2.b., 4 and 10).

4. Process. The provisional household member option may be selected and paid for through the member's MemberSplash account after providing the Membership Director a statement documenting the nature of the childcare relationship. The member must also update the list of household members on the account.

### 5. Limitations.

- The provisional household member option is specific to a childcare provider with which the member has a unique relationship, and for which that person does not qualify as a regular household member under Adelphi Pool's membership types. (Note that admittance for health aids is not covered by this add-on, but addressed by the Pool's provision on admittance for health aids for members requiring medical assistance.)
- The provisional household member option is not an avenue for membership-sharing. Friends and family interested in coming to the pool regularly should join as members by purchasing the applicable household membership. Members can opt not to purchase this add-on, and instead pay the daily guest fees when bringing caregivers or charges to the pool.
- Misusing the childcare add-on option or misrepresenting the names of persons visiting the pool is considered a violation of the bylaws, pool rules and regulations and grossly inappropriate behavior. The Board may review the membership in accordance with Article 3, Section 13.

6. Fees. The fee for a provisional household member for the 2024 season is \$150.

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## Deployed Adult Membership - Single Membership when One Adult is Deployed

Approved April 6, 2022

Allow single parent membership for households with a deployed adult with documentation from the member? Board voted to clarify that the single-parent membership type applies to families with one parent on a military deployment for the duration of the summer; membership reverts to family type when the parent returns.

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## Diversity, Equity Inclusion and Accessibility

Approved May 24, 2023

The Adelphi Pool Board strives to build a community that ensures that all members feel welcome and safe; celebrates diversity and rejects actions that discriminate or marginalize; nurtures inclusion; and advances equity and accessibility.

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## Flag Pole

Addressed May 10 & 24, 2023

All flags flown on the pool's flagpole are property of the pool and purchased by the Board on behalf of the pool. Neither members nor pool staff should remove or replace flags without prior board approval.

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## Guest Policy and Fees

Approved June 30, 2022

Board agrees to allow guests Monday through Thursday for \$10 per guest, with no limit and Friday through Sunday for \$15 per guest, with a limit of five guests. No refunds of guest fees are issued for any reason, including inclement weather, water quality closings, medical conditions, and the like.

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## Health/Medical Aid

Approved June 8, 2023, Revised July 5, 2023

Summary: A member may bring a health aid to the pool and not have to pay guest fees.

Detail:

1. Purpose: Establish a process to enable members requiring medical assistance to bring an aid to the pool at no additional cost. The aid could be a recurring individual or different at each visit.
2. Authority: The Board has authority to approve and administer a systematic process for this membership accommodation.
  - a. Article III, Section 4 of the By-Laws, addresses Board authority to limit or restrict the ability of members to bring non-members: “Section 4. The facilities of the Corporation shall be available to guests of each Full Member and Non-Voting member upon payment of guest fees as fixed by the Board. The Board may limit or restrict the ability of Members to bring guests or other non-members to the facilities, providing that such restrictions must be uniformly applied.”
  - b. 5/24/2023 Board DEIA Statement: “The Adelphi Pool Board strives to build a community that ensures that all members feel welcome and safe; celebrates diversity and rejects actions that discriminate or marginalize; nurtures inclusion; and advances equity and accessibility.”
3. Request and Review Process. Any member may request this accommodation; only complete requests packages will be reviewed for approval.
  - a. A complete request package is emailed to the Membership Director and consists of a statement signed by member or their guardian and by their doctor affirming that the member requires an aid to accompany them to the pool, and that such aid is a necessity for other similar activities, or equivalent. The Membership Director may request additional information, which the requesting member must provide in order for their request to be considered complete. The purpose of this documentation is solely to determine verification of eligibility.
  - b. The Membership Director affirms the completeness of the package and may request and receive from the requesting member, additional information for clarity and ensure that the accommodation is being uniformly applied. With a complete request package, the Membership Director consults with the Board President or Vice President and approves or denies the request.

- c. If denied, the member may appeal requesting a meeting with the Membership Director and President or Vice President, who may also seek review and vote by the Board.
  - d. The Board will not retain any medical information and Directors will discuss any individual case outside the Board.
4. Implementation.
- a. If approved, the Member's account will be updated in MemberSplash with:
    - i. Note indicating the Board approved the inclusion of an Aid to be admitted on each visit without guest credits (see example- produced ONLY for proposal purposes).
    - ii. Members roster updated to include the Aid either by name or generically. (See example. Note that the addition shows as "Houseguest" because the only options are Adult, Child, Houseguest, however this is not a houseguest, but an "other non-member" approved to attend).
  - b. Members approved to bring an aid are responsible for the aid and must remain on premises while the aid is present. Aids must abide by all pool rules. Aids may not use the pool facilities when the member is not present.
  - c. Lighthouse will be informed of this policy and Front Desk trained to recognize the "Aid" in the Member Account to allow entry.
5. Annual Review: This status will be reviewed annually upon renewal each year by the Membership Director.
6. Misrepresenting medical necessity and/or using this accommodation to provide basic caregiving (e.g. babysitter, au pair, adult family member other than those party to the membership) is considered violation of the bylaws, pool rules and regulations and grossly inappropriate behavior, and the Board may review the membership in accordance with Article 3, Section 13.

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## Membership Caps

Approved July 26, 2024

The Board set the cap on the number of memberships for the 2024 season to 700.

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## Music at the Pool

Approved July 26, 2023

Pool members may connect to the pool's sound system to play music. Pool staff should not use the pool's sound system for playing music.

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## Operating Process for Expenditures & Reimbursements

Affirmed March 22, 2023 and Updated May 15, 2024

Any purchase over \$750 must be approved by the Board. Purchases over \$750 are made by the Treasurer on behalf of the Pool.

Members making purchases on behalf of the pool must seek prior approval from a board member in order to receive reimbursement. Requests for reimbursements must be made within seven days of purchase in order to receive reimbursement. Requests for reimbursement must include a receipt, brief statement explaining the purpose (i.e., watermelons for rec event), the requestor's name, email address, and phone number. All reimbursement requests must be emailed to [reimbursements@adelphipool.org](mailto:reimbursements@adelphipool.org). Reimbursements are made electronically.

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## Party Reservations

Approved June 30, 2022

The Pool does not accept reservations for parties. For more information see "Private Events."

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## Personal Decorations

Approved May 24, 2023

Personal decorations (i.e., those not owned by the pool) are permissible provided they are not adhered to any permanent fixture at the pool (such as the bath house) and do not damage pool property. Decorations should be removed at the end of the event, and the area where the event took place should be left tidy. Please dispose of all garbage and return chairs/tables/umbrellas to their original locations.

The Board clarified that events are specific and discrete and decorations must be removed at the end of an event.

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## Private Events

Approved May 24, 2023

Members may have private events at the pool but may not reserve tables, chairs, grills, the pavilion, or any other space on the pool grounds for their events.

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## Refunds for Dues

Approved April 6, 2022

The Board voted to delegate refund decision authority for membership dues to the Membership Chair and Treasurer in cases where the refund request occurs no later than one week before the season starts and there is a waiting list of potential members willing to fill the refunded slot. Membership Chair and Treasurer will consult the full Board in other scenarios.

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## Renewal Incentives

Approved March 6, 2024

To encourage memberships, renewals, and referrals, two programs introduced in 2023 carried forward for the 2024 season.

*Renew Early* – To encourage members to renew and pay dues early, we can again offer a car magnet to members that renew by March 31, 2024.

*Refer-a-Friend* – To encourage members to recruit their friends and family to join the pool, the Board agreed to offer 30 guest credits for any new member that joins from a referral from a returning family. To receive credits, the new member must specify the name of the member that referred them when they sign up for the waitlist, receive a membership offer, and pay dues for 2024.

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## Swim Team Membership

Approved January 10, 2024 - The Board voted and unanimously approved the Pilot Program for the 2024 Season for a Swim Team Membership for 16-18 years old at a cost of \$250.

### Swim Team Only Membership for Older Swimmers

#### Who is eligible?

- Membership limited to 16-18 year olds (age as of May 31 per rules).
- This allows for swimmers to be part of the team when a family membership no longer meets the needs of their family.
- Start with previous member families who have 16-18 year olds, who are not rejoining this year. We can advertise to grow the team at this age group looking beyond historical members. The Swim Team Committee will manage numbers and determine if we need to cap.

#### What is a swim team only membership?

- This is a non-voting membership specific to swim team participation and is an Individual Membership.
- These swim team members would likely only access the pool for swim team practices, meets, and social events only.
- However, per the bylaws, it would be a full membership. (Non-Voting Memberships confer the right to use the facility in accordance with the rules and regulations and confer the same responsibilities as Full Members as specified in Section 10(e) and Section 10(f). Non-Voting Memberships confer no voting rights.)
- For families with more than one child who qualifies for swim-team only membership, each qualifying child must purchase a membership.

#### What is the cost?

- \$250 Adelphi Pool membership fee + swim team membership fee

**2024-04-09 - Swim Team Membership.** The Board agreed that when a household membership opts for a swim-team only membership would retain the member number, if a share, would retain until they are no longer a member, and can renew in the future as a household membership. This is an annual membership with the same rights as any other.