

# Las Trampas Pool Handbook

2019

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## **LAS TRAMPAS BEGINNINGS**

This private pool located at St. Mary's Road and Glenside Drive was organized and operated by families in this area. After over a year of planning and construction, Las Trampas Pool was opened for use on August 17, 1958.

There was a wading pool for the little folk, a diving area for the ambitious, a long in-between waterway for plenty of swimmers, and much green grass for sunbathers. A picnic area was added later. Five hundred twenty three people showed up that first day. The cost of the pool, wading pool, heater and filters was close to \$22,000.00. The concrete decking was \$4,500.00 and the bathhouse cost approximately \$16,000.00.

There were two hundred original families, each contributing \$270.00 toward the building of the pool with a later assessment to finish the parking lot. The land consisting of 1.2 acres was purchased from The Utah Construction Company for \$15,000.00 and was once part of Rancho Laguna De Los Palos Colorados. Several charter members still retain their membership in Las Trampas today.

The Swim Team came into existence in 1964, joined the Diablo Valley Swim League in 1965 and has had active participation and interest ever since.

## **ORGANIZATION**

Las Trampas pool is a non-profit California Corporation consisting of two hundred member families sharing equal ownership. A member is defined as those persons related by blood, marriage, legal dependency, or domestic partnerships residing together in a single household. The purpose of the corporation is to operate and maintain the pool and its related recreational and social activities for use of its members, their families and guests. The corporation is run by a Board of Directors whose members serve for two year terms with half the Board elected each October.

Over the years the board has developed specific duties for each board member to maintain the facilities and help the pool operate with some efficiency and hopefully with much family enjoyment each summer.

## **SWIM SEASON:**

Las Trampas Pool opens around May 1<sup>st</sup> and operates through early October depending on the weather. The hours are from 4:00 p.m. to 7:00 p.m. until school is out, after which it is open from 12:00 p.m. until 8:00 p.m. The pool opens on Sundays and holidays at 1:00 p.m. Adult swims are called quarter to the hour every hour. You can always tell when the flag is flying that the pool is open.

## **SAFETY:**

- Other than morning swim period, the pool is not open if lifeguards are not present and on-duty regardless of entrée or posted time.
- Lifeguards are there to watch the immediate pool area.
- Your children are your responsibility at all times when using the pool facilities.
- Children who are not water safe cannot swim or hang out on the pool steps without a parent.
- Members under the age of 10 may **not** attend the pool without parental or adult supervision. Members and Non-Members must be **14** years of age to qualify as an adult supervisor (sitter/daycare provider).

## **MORNING ADULT LAP SWIM**

- Morning Adult Lap Swim is a privilege and is intended for participation by responsible adults who will safeguard the interest of the pool.
- Morning Adult Lap Swim is available to Las Trampas Pool Members ONLY. No guests allowed any time.
- Participants must be 18 years of age to participate.
- Adult morning lap swim hours are 5:00AM-10:00AM Monday thru Friday while local schools are in session and 5:00AM -8:00AM Monday thru Friday while local schools are out for summer session. No other times are allowed unless granted by prior approval of The Pool Board
- Swimmers must have a signed Adult Morning Swim Waiver on file at the pool office before their code can be activated allowing them access to participate. A new Adult Morning Swim Waiver must be signed yearly.
- No children under the age of 18 are allowed on the pool premise during Adult Morning Lap Swim.
- Participants may not swim alone. There must be at least two adults present at all times. There will be no lifeguard on duty. Participants are responsible for their own safety.
- No other activities besides lap swimming are allowed.

- No one may enter the pool while any covers are in place as required by Health Code. Participants are responsible for removal of ALL pool covers (when covered) and for proper care and use of covers and related equipment.
- Participants are responsible for putting all pool covers back on at completion of Adult Lap Swim hours unless directed otherwise based on weather or swim team schedule.
- Participants are responsible for proper care and use of the pool including closing and locking all doors and turning off lights. Parking lot gate must be closed and re-locked. Entry gate must be closed and locked at all times while lap swimming.

### **SWIM TEAM:**

- Swim team is a summer recreational program for children and young adults, whose 18<sup>th</sup> birthday falls within date outlined by the Contra Costa County championship eligibility rules, who enjoy improving their swimming skills in a competitive atmosphere. Emphasis is placed on individual improvement, teamwork and team spirit.
- Anyone who can swim the length of the pool, is a member, or a prospective member on the waiting list can join the swim team. Families who join the swim team must accept a membership once available and offered.
- The swim team season begins approximately mid-April and continues until early-August for post-season competition. Workouts are scheduled by age groups. Swim meets are in Lafayette, Walnut Creek, or Concord area. Normally these events are scheduled Wednesday evenings and Saturday mornings.
- Parent involvement is vital to the success of the team; parents are expected to support by assisting in organizing and running swim meets and social events.

### **MEMBER RESPONSIBILITIES:**

- Attend the two general meetings held in March and October. Notices are sent in advance of the meeting.
- Pay current dues. (Amount determined at March meeting)
- Remember that your children are your responsibility AT ALL TIMES when using the pool facilities. Familiarize them with the pool rules. Always be in the immediate area of the wading pool if your children are using it.
- Help keep your pool clean and safe by following the pool rules and reporting infractions to a lifeguard.
- Maintenance days: A \$50 Maintenance Deposit is collected annually in addition to the annual dues. Members who attend one of the two scheduled maintenance days or otherwise arrange a maintenance task through the maintenance board member will receive their deposit back upon completion.

### **GUESTS:**

- All guests must be accompanied by a member and informed of pool rules. A swimming guest will be designated as anyone over the age of 3. Any group containing over 10 guests must get a party reservation to ensure adequate staffing.
- You must sign in at the front desk as a family or individual. Please designate if you have a guest and present a guest ticket or pay \$3.00 per person using the envelopes supplied at the office.
- An adult member must accompany guests under the age of eight.

### **PARTIES / BBQ RESRVATION:**

- BBQ areas may be used whenever available, but may also be reserved for parties.
- Parties may not exceed 25 attendees to ensure that the pool remain available to the general membership.
- Any group from 10-25 people must pre-arrange for a party reservation to ensure we have adequate lifeguard staffing that day.
- Parties greater than 25 people will be considered but must be approved through the Las Trampas Pool Board of Directors.

- Members are responsible for collecting any guest fees.
- All inquiries should be directed to the Las Trampas Pool Manager.

### **SNACK SHACK:**

Snack Shack is not for general use. Use of Snack Shack is by board approval only and must comply with Health Department Guidelines. All inquiries for use of Snack Shack should be directed to the Las Trampas Pool Board of Directors.

### **TELEPHONE:**

The telephone is a convenience for all members as well as a necessity for emergencies. The phone is to be kept in the office.

### **ADMITTANCE:**

- All members will be issued a code (1 per family).
- You must possess a code to gain entry to the pool.
- Children under ten will not be permitted unless accompanied by an adult. The adult member or adolescent must remain at the pool at all times.
- Waitlist families may not use the pool beyond swim team activities until they become Associate Members.

### **COMMERCIAL ACTIVITY AND PRIVACY:**

- Use of Las Trampas Pool in conjunction with a for-profit or non-profit business is strictly prohibited without express consent of the Las Trampas Pool Board of Directors.
- Advertisements or solicitations are prohibited on pool property. Bulletin board is for Las Trampas Pool and Las Trampas Swim Team business only.
- The Las Trampas Membership Directory has been compiled for Las Trampas Pool Board of Directors use only. All information contained therein is ***strictly confidential*** and is not to be used for any purpose other than conducting Las Trampas Pool Board business

**TERMINATING MEMBERSHIP:**

Please contact the Membership Director to find out the procedure.

## **BOARD OF DIRECTORS AND THEIR DUTIES**

### **President:**

The President shall preside over all meetings of members and the Board of Directors; sign all contracts and other instruments which have been approved by the Board of Directors; shall appoint and assign members to such special or other committees as shall be required; may call special meetings of the members or the Board of Directors; and shall prepare and present to the membership an annual report of the affairs and activities of the Corporation.

### **Vice President:**

The Vice-president, in the absence or inability or refusal to act of the president; shall exercise all authority and perform all duties granted to or enjoined upon the president by these by-laws. In the absence of the president or treasurer, the vice-president is authorized to sign checks in the place of those officers.

### **Secretary:**

The Secretary shall keep a record of all proceedings of the Board of Directors and the membership; shall maintain a list of membership resolutions; shall serve all notices required by these by-laws; shall maintain appropriate records of membership of the Corporation; shall sign all contracts and other instruments as designated by the Board of Directors.

### **Chief Financial Officer:**

The duties of the Chief Financial Officer are as follows: Perform banking functions – deposit checks and reconcile accounts; prepare periodic financial reports and operating budget for Board; maintain files of paid bills, bank statements and memberships sales; Pay bills; Send letter and refund checks for memberships sales; Prepare reports and submit payments for workers' compensation insurance; Collect mail at PO box and forward to appropriate Board Members; Establish and maintain employee payroll records; provide assistance to outside accountant on tax returns; Maintain the pool financial records; Oversee outside payroll/tax accountant.

### **Operations:**

Operations is concerned with the daily operations at the pool. The operations board member supervises the pool manager, lifeguards, and the vendors required to operate the pool and physical plant.



### Membership:

Maintains all current records of all member families and supplies information for new, old and prospective members. The membership chair also handles all sales and transfers of memberships while keeping waiting lists of prospective buyers and sellers. The membership chair welcomes new members and explains the rules and procedures and maintains the code system for pool entry.

### Maintenance Director:

The maintenance director is responsible for keeping the pool in good working order. If repairs are needed, report to the board what needs to be done, source vendors or volunteers to do the work and forecast approximate costs. The maintenance director then reports on the progress of the work. If any new equipment is needed, research equipment and sources and advise the board accordingly.

### Swim Team Director(s):

Team director(s) are responsible for the operation of the swim team including the scheduling of swim meets, organizing parent participation in swim team activities, supervising the swim coaches, and participating within the Diablo Valley Swim League. The Swim Team Directors provide input to the Board members in developing policy and procedures, liaison with parents, and selection of coaches.

## **JOB DESCRIPTIONS FOR POOL EMPLOYEES**

### POOL MANAGER:

The day by day affairs of the pool are conducted for the members by the Pool Manager, who is a salaried employee. The pool manager executes the policies of the board and directs daily operation and maintenance. Duties include scheduling and supervision of paid pool personnel, direction and certification of lifeguards, and control of expenditures as established by the board.

### LIFEGUARDS:

The primary duties of lifeguards are to ensure pool safety and maintain a healthy environment for recreation. The lifeguard must exercise a good judgment in the enforcement of pool regulations and encourage a comfortable atmosphere for relaxation. The pool lifeguards are also authorized by the Board of Directors to evict any persons for disorderly conduct on the pool premises. Since the lifeguards should be at poolside at all times, the members are asked not to call them away from their posts or distract them from watching the pool while on duty.

#### SWIM COACHES:

The head swim coach and the assistant coaches direct our competitive swimming program. They are responsible for running workouts, providing stroke instruction, scheduling swimmers for meets and giving competitive swim lessons.

**LAS TRAMPAS POOL BY-LAWS**  
**REVISION October, 2019**

**ARTICLE I.**            **NAME AND PURPOSE**

- A.     The name of the Corporation is Las Trampas Pool.
- B.     The purpose of the Corporation is to safely operate and maintain a swimming pool and related facilities and other recreational and social facilities for use of the members by the Corporation, their families and guests.

**ARTICLE II.**            **MEMBERSHIP**

- A.     A membership shall be deemed to be those persons residing together as a family in a single household. Each member-family shall be considered as one member and shall have one vote. A member shall be deemed in good standing if they are current with all Corporation obligations.
- B.     The Corporation shall be composed of no more than 200 members. An additional 40 associate members are allowed full use of the pool with the same obligations as regular members but are not permitted to vote or hold a board position. Associate members will be given full membership status as regular members sell their memberships.
- C.     Membership sold by the Corporation shall be at the current price fixed by the Board of Directors. The Board of Directors may make only one adjustment in membership price in any fiscal year. This must be done thirty (30) days prior to the March membership meeting.
- D.     Memberships shall not be subject to attachment, garnishment or execution and shall not be an asset of the member in the event of bankruptcy or assignment for benefit of creditors. Upon occurrence of any of the foregoing, or any other involuntary transfer, the membership shall automatically revert to the Corporation and the former member, their trustees, assigns or successors shall have no right, title or interest therein.
- E.     If a member desires to sell his membership, they shall first offer it to the Corporation at the current purchase price of such membership. The Board of Directors shall determine if the membership shall be purchased by the Corporation within thirty (30) days after said offer. If the Board of Directors determined not to purchase such membership, or if it does not exercise its option within thirty (30) day period, the member may sell their membership to a person approved by the majority of the Board of Directors. All membership sales are subject to a transfer fee set by the Board of Directors.
- F.     A membership shall not be affected by the death of one or more members of a member-family.

G. Any member may be expelled by a 2/3 vote of the members voting at any General Membership meeting for any act of misconduct deemed by the membership to be detrimental to the best interest of the organization; provided, that said membership shall offer the member reasonable notice in writing and an opportunity to be heard before a membership meeting (or before the Board of Directors, if the member prefers) before any action is taken by the membership. In the event of such expulsion, the expelled member shall receive a sum of money equal to his membership purchase price less any delinquent amount due the Corporation.

H. Members delinquent in their financial obligations to the Corporation for a period of thirty (30) days shall be notified by the Treasurer of such fact and shall be denied the privileges of the use of the pool and facilities until such obligations have been paid in full.

I. Members delinquent in their financial obligations to the Corporation in excess of sixty (60) days and who have not communicated with the Treasurer shall be notified by the Secretary to appear before the Board. If said member fails to give satisfactory reason for his delinquency they shall have their membership dropped by a vote of not less than five (5) members of the Board of Directors. The Secretary shall immediately notify such member of such action stating the reason therefore.

J. If there are applications for membership and membership is full, a waiting list will be kept. As memberships become available they will be offered for sale to those on the waiting list in the order in which they have applied for such membership.

K. Each pool employee, including their spouse and children shall, as a fringe benefit of their employment, have all privileges of family membership except that they may not vote nor serve on the Board of Directors and shall have no obligation for maintenance, assessments or fees.

### ARTICLE III. ASSESSMENTS AND FEES

A. The Board of Directors will develop and maintain a policy for payment of fees and assessments which will apply equally and with consistency to all members. When first established and whenever revised, said policy shall be presented to the membership at the next scheduled membership meeting for ratification. Ratification will require 2/3 majority of the members voting at the meeting.

B. The Board of Directors shall have the authority to levy and collect assessments for the maintenance of the swimming pool and other facilities of the Corporation.



ARTICLE IV.

DIRECTORS

A. The Board of Directors shall be composed of 7-9 members in good standing. All shall be elected by the members in good standing.

B. Each member of the Board shall serve for a period of two (2) years, unless appointed to fill the unexpired term of a Director who has vacated his/her position prior to completion of two (2) years.

C. In the event of a vacancy or vacancies on the Board of Directors prior to expiration of a regular term, such vacancy or vacancies shall be filled by the remaining Directors from the members in good standing, and the person(s) selected shall hold office until the expiration of the current term.

D. The Board of Directors shall exercise all corporate powers of the Corporation, and shall have the power to call special meetings of the membership or of the Board of Directors. Any action taken by the Board of Directors shall be consistent with these by-laws and with existing resolutions of the membership. However, the following actions may be taken only upon concurrence of 2/3 of the members voting at a General Membership meeting.

1. Initiate amendment or revision of the Articles of Incorporation.
2. Convey, exchange, lease, mortgage, encumber, transfer upon trust, or otherwise dispose of any real property or fixed appurtenances thereto, or to borrow money, issue bonds, notes and debentures.
3. Dissolve the Corporation.
4. Amend, revise, or repeal by-laws.
5. Remove any director from office for the balance of his term.

E. The Board of Directors shall cause the books of the Corporation to be subject to an accounting review every two years (even years) by a qualified accountant selected by the Board, who shall not be directors of the Corporation, and the written report of the qualified accountant shall present at the March membership meeting.

F. The Corporation shall indemnify its directors to the fullest extent allowed by law for any claim made against a director for acts or omissions related to or arising out of their duties, responsibilities, or obligations as director of Las Trampas Pool.

G.

ARTICLE V.                    OFFICERS

A.        The officers of this Corporation shall be a president, vice-president, secretary and Chief Financial Officer who shall be appointed by the Board of Directors and who shall serve at its pleasure. All officers shall be members of the Board of Directors.

B.        Each of said officers shall have the authority and duties customarily associated with their office, together with such other authority and duties as shall be delegated by the Board of Directors. Without limiting the generality of the foregoing:

1.        The President shall preside over all meetings of members and the Board of Directors; sign all contracts and other instruments which have been approved by the Board of Directors; shall appoint and assign members to such special or other committees as shall be required; may call special meetings of the members or the Board of Directors; and shall prepare and present to the membership an annual report of the affairs and activities of the Corporation.

2.        The Vice-president, in the absence or inability or refusal to act of the president; shall exercise all authority and perform all duties granted to or enjoined upon the president by these by-laws. In the absence of the president or treasurer, the vice-president is authorized to sign checks in the place of those officers.

3.        The Secretary shall keep a record of all proceedings of the Board of Directors and the membership; shall maintain a list of membership resolutions; shall serve all notices required by these by-laws; shall maintain appropriate records of membership of the Corporation; shall sign all contracts and other instruments as designated by the Board of Directors.

4.        The duties of the Chief Financial Officer are as follows: Perform banking functions – deposit checks and reconcile accounts; prepare periodic financial reports and operating budget for Board; maintain files of paid bills, bank statements and memberships sales; Pay bills; Send letter and refund checks for memberships sales; Prepare reports and submit payments for workers’ compensation insurance; Collect mail at PO box and forward to appropriate Board Members; Establish and maintain employee payroll records; provide assistance to outside accountant on tax returns; Maintain the pool financial records; Oversee outside payroll/tax accountant.

ARTICLE VI.                    MEETINGS

A.        Meetings of the Membership.

1. Regular meetings shall be held during the months of March and October each year. The October meeting shall be for the purpose of elections in addition to such other business as the Board may determine. A notice of meeting announcing the date, time, business for consideration and place of these meetings shall be given to all members at least ten (10) calendar days prior thereto by email. The meeting shall be held at a reasonable time and place within the Acalanes High School District to be fixed by the Board. All actions to be considered at a membership meeting that require a vote at the membership meeting shall be listed in the notice of meeting. Actions to be considered shall be set by the Board of Directors. The Board of Directors will include for a vote of the membership proposals submitted by any member in writing to the president at least thirty (30) days prior to the regular meeting provided that the written submittal bears the endorsement of at least ten (10) members in good standing.

2. Special meetings of the members may be called by the Board of Directors or by the president. The president shall call such meeting upon the written request to the president of at least ten (10) percent of the members in good standing. A special membership meeting must be called by the president within three (3) weeks after they shall have received proper written request. Said written request shall set forth the purpose of said meeting. Notice of the date, time and place as well as purpose of said special membership meeting shall be given to all members at least ten (10) days prior to the meeting by mail. The meeting shall be held at a reasonable time and place within the Acalanes High School District to be fixed by the Board.

3. Quorum shall consist of the members in good standing present at a membership meeting.

2. Meetings of the Board of Directors.

1. Meetings of the Board of Directors shall be held at least once every three (3) months on the call of the president, and he shall call such meetings upon request of any three (3) directors. Notice of any meeting of the Board shall be given each director by the secretary, by telephone or email, at least three (3) days prior to the date set for the meeting.

2. A majority of the members of the Board of Directors shall constitute a quorum for the purpose of any director's meetings.

ARTICLE VII. ELECTIONS

A. Election of directors shall take place at the October meeting.



B. Nominations for directors shall be made by a nominating committee appointed by the president at the March meeting. The committee shall be composed of at least five (5) members. The committee shall elect a chairperson, select at least one nominee for each vacancy to be filled and notify the general membership of its nominations at least ten (10) days prior to the October meeting.

C. Additional nominations may be made from the floor at the regular annual meeting by any member in good standing.

D. No member may be nominated for election to office unless they are present at the meeting or consent has been obtained prior to said meeting.

E. The nominees receiving the greatest number of votes for the vacancy shall be declared elected. The term of office shall start at the January Board of Directors meeting following the election.

#### ARTICLE VIII. COMMITTEES

A. Committees shall be appointed by the president of the Corporation to serve such purposes as the needs of the Corporation require. The president shall also appoint such committees as are ordered by the Board of Directors.

B. The president shall designate the chairperson of such committee as they appoint. The committee chairperson will be responsible for the conduct of the committee and shall tender reports thereon to the president or other officer as the president designates.

#### ARTICLE IX. RECORDS

A. The records of this Corporation shall consist of its articles, these by-laws, a list of membership resolutions in effect, complete minutes of all meetings of the members and Board of Directors for the prior four (4) years, a roll of the members, statements completely reflecting the financial affairs of the Corporation, and such other records as may be designated from time to time by the Board of Directors or required by law.

B. All of said records shall be open to the inspection of any member of the Corporation at any reasonable time.

ARTICLE X.

BUSINESS PRINCIPLES AND PRACTICES

The Corporation shall be cooperative and the following principles shall be observed:

- A. Democratic principles shall govern. Each member in good standing shall be entitled to one vote on each issue. Proxies shall be in writing and submitted to the president prior to each meeting.
- B. All meetings of the Corporation shall be conducted under Robert's Rules of Order except as otherwise provided herein.

ARTICLE XI.

GENERAL

- A. During their term of office, officers' dues shall be excused.
- B. The fiscal year shall consist of the period from November 1 through October 31, inclusive.

Footnotes on Amendments of By-Laws:

- (1.) By-law added March 30, 1988 prohibiting the rental of pool memberships.
- (2.) By-law recommended on January 17, 1989, passed on October 24, 1989. Note the following resolution passed on November 7, 1991 indicated, "Annual dues shall be paid for the pool manager, head coach, and coaching staff, if they are members of the pool. Membership initiation fees shall be paid by the employees. Non-member pool employees shall have pool privileges, but shall not be considered members, i.e. no voting privileges. Swim team shall pay dues of coaching staff that are members."
- (3.) Amendment adopted at General membership meeting March 30, 1993 that the Board be expanded from 7 to 9 members. Swim team will have 2 positions on the Board, and Treasurer duties will be split into two jobs; one primarily focusing on tax issues and the other handling receipts, disbursements and monthly financial updates.

- (4.) September 19, 1994 resolution recommended annual meeting vote to excuse Board of Directors from dues payments. Passed October 25, 1994 to excuse Board Members from dues and host an annual dinner for Board Members and Spouses.
- (5.) August 24, 2010 by-law amendments add Article XII General Pool policies, Article XIII Adult Morning Lap Swim and amend Article II paragraph G regarding membership sales, Article IV paragraph A regarding composition of the Board Members positions passed on August 24, 2010 unanimously by the Board.
- (6.) Removing outdated discriminatory gender references (throughout document)  
The old bylaws, written in the 1950's referred to board positions and members as "he" or "his" with the unconscious assumption that officers or head of household decision makers would be male. We removed this language to be gender neutral.
- (7.) Add the word "safely" into the charter statement of the corporation (page 11)
- (8.) Suggestion is to reinforce to the board and all members collectively that safety is our number one priority
- (9.) Remove the clause "All applicants for membership must be approved by a majority if the Board of Directors." (page 11)
- (10.) We have operated for some time as a first-come, first-served, membership program without discrimination. There are already methods within our bi-laws to expel members for misconduct detrimental to the best interest of the organization.
- (11.) Remove the clause that membership shall be restricted to those families residing within the Acalanes High School District as defined on January 1, 1968. (page 11)  
The board believes that this has become an unnecessary restriction. From time to time there are families who work in the area or have friends in the community that have requested to join. It is important that we continue to hold a strong membership with a healthy wait list.
- (12.) Suggest stipulating that an independent accounting review be held on "even years" to remove ambiguity on when an independent review is required. (page 14)  
Previous text stated every two years.
- (13.) Stipulate that email is substitution for mail in the the notification of a board meeting. (page 17)
- (14.) Strike the clause that "All directors of the Corporation shall be excused from performing maintenance duties (and related charges) during the period of office and for one year thereafter." (page 18)  
While this is a good perk to help recruit board members, the board believes that it should lead by example and not be excluded from maintenance duties.

Amendments 6-14 were passed on October 16, 2019