

# **Cedar Hill Club Handbook**



**Cedar Hill Club, Inc.**

**P. O. Box 5201**

**Somerset, New Jersey 08875-5201**

**(732) 873-2792**

**[www.cedarhillclub.com](http://www.cedarhillclub.com)**



# **Cedar Hill Club, Inc.**

Cedar Hill Club, Inc. is a private, non-profit, co-operative, swim club located in Franklin Township, Somerset, New Jersey. 375 bond holding members own and enjoy an 18 acre facility consisting of two swimming pools, a dressing room complete with hot showers, pool side furniture, picnic area, snack bar with enclosed pavilion, and an athletic area with 6 regulation sized tennis courts, as well as volleyball, sand volleyball, handball, basketball, shuffleboard, Bocce, horseshoes and softball facilities.

Cedar Hill's main pool is T-shaped with 5,225 square feet of swimming area containing 180, 000 gallons of sparkling, artesian well-water drawn from our own 320 foot wells. The main part of the pool is 100 feet long and 40 feet wide with a depth ranging from 3 to 5 feet. The remainder is a 35 X 35 foot area dedicated to diving for the member's enjoyment. This area is also used by the CHC Diving Team for practice and competition.

In addition to the main pool, there is a 75 foot, six lane lap pool. This pool is 6 feet in depth which allows for workout swimming or lap swimming and other activities including the Club's competitive swim program.

Children 7 and under enjoy their own 40 X 20 foot pool which slopes from a depth of 8 inches to 24 inches at the center. Nearby is an enclosed play area.

Before entering the pools, our water goes through a high volume purification and filtration system which monitors the water condition of the pools (temperature, ph, etc). Our specifications meet all state and national standards.

All of our operations conform to the swimming pool codes of the New Jersey Department of Health. Fully qualified personnel are on duty at all times to safeguard club members and maintain high health and safety standards.

Cedar Hill Club is governed by a nine member Board of Trustees who are active members of the club. Three Trustees are elected annually for a three year term.

The Club season is from Memorial Day to Labor Day. The calendar of events is posted on the Club web site [www.cedarhillclub.com](http://www.cedarhillclub.com).

## **Membership**

Membership is on a family basis and includes the applicant (Bondholder), spouse (defined as husband, wife, or domestic partner as defined by NJ law), and unmarried children who have not celebrated their 26th birthday before Memorial Day of that Club year and whose permanent residence is the home of the Bondholder.

Yearly assessment fees as well as other applicable seasonal fees are determined by the Board of Trustees. Special provisions are included in the By-Laws and Club rules for Associate memberships, Permanent House Guests, Adult Babysitters and guests. Applicable fees are determined annually by the Board of Trustees.

## **Obtaining Club Membership**

If a Club member would like to sponsor a family friend for membership in Cedar Hill Club, he/she should write a letter to the membership committee nominating the family for membership. Recommendations should be via E-mail to [Membership@cedarhillclub.com](mailto:Membership@cedarhillclub.com). If you send an E-mail, you will get back the electronic copy of the Application. If you wish to receive a paper copy of the membership application you must include a Self Addressed Stamped Envelope (SASE) with your letter of recommendation to the Membership committee. In your recommendation, please include the names of the family members, ages of children, how long you've known them, and why you believe they would make good members. After review and approval of the membership committee, you will receive the link to the application for your friend. You must then obtain two additional sponsors to sign the application. The applicant fills out the application and returns it with the non-refundable application fee and, if accepted, is placed on a waiting list. The Cedar Hill Club waiting list varies in length, but there is usually at least one season length or more before membership is offered. When a

membership opens, the next prospective member on the waiting list is contacted and they are offered membership in the Club. A membership becomes available when a member family resigns and tenders their Bond.

### Resigning Club Membership or Temporary Leave of Absence

Notification of a change in membership status is due, in writing, to the Membership Chair by specified deadlines as described in the Club By-Laws. Failure to adhere to those deadlines will result in additional fees to the member. Evidence of satisfying those deadlines is assessed exclusively by post mark date. To change membership status, a letter of intent and the properly tendered Bond (signed and witnessed on the back) must be mailed to: Cedar Hill Club, Inc P.O. Box 5201, Somerset, NJ 08875-5201 Attn: Membership Chair. For each completed and returned Bond the owner of record will receive the face value of the Bond by club check. The check will be issued 30 to 45 days after the receipt of a properly tendered Bond.

Any member of the Cedar Hill Club may resign at any time, subjected to the provisions in the By-Laws. Upon withdrawal there shall be no refund of all or any part of the annual dues, unless approved by a 2/3 vote of the Board of Trustees.

A one year Leave of Absence may be requested by a written letter to the Board and a surrendered bond postmarked on or before the yearly assessment deadline (typically on or before March 1). A leave of absence will be granted for a maximum of two consecutive seasons.

Members on Leave of Absence must notify the Board of Trustees prior to the February 15th date of the upcoming season stating their intention to: (a) rejoin for the coming season; (b) take the second year Leave of Absence; or (c) resign in full from the club.

The member on Leave of Absence will be placed at the top of the waiting list to receive the next available Bond with written notification of the intention to resume membership. To return to full member status the following fees must be paid a) current bond rate, b) current assessment dues, and c) work bond. Failure to rejoin after the second year leave of absence will result in an automatic resignation from the club. Should a

former member wish to rejoin after resigning they will be processed as a new member applicant.

### CHC By-Laws

A copy of the Cedar Hill Club's By-Laws is provided to each member upon their acceptance into the club. An additional copy may be obtained for a small replacement fee or a copy of the By-Laws can be reviewed at the main office. A copy can also be viewed on the CHC website: [www.cedarhillclub.com](http://www.cedarhillclub.com)

## **CEDAR HILL CLUB RULES**

The following rules are established to assure safe and sanitary operation of the Club facilities to all members. Parents are responsible to see their children observe all rules and obey instruction of the Club Manager and other employees. **Failure to comply with these rules shall be sufficient cause for suspension as provided by the Club's By-Laws.**

### **I. GENERAL**

1. All persons, including but not limited to bond holders, children, and guests, using any of the Club's facilities do so at their own risk. The Club is not responsible for accidents or injury or for loss or damage to personal property sustained in connection with the use of the Club's facilities.
2. Final authority as to the interpretation of the Club's rules rests with the Board and its on-site representative, the Club Manager.
3. Club usage is restricted to Club Members in good standing and their authorized guests.
4. The Pool Club hours are posted in the Club Calendar and on the website [www.cedarhillclub.com](http://www.cedarhillclub.com). The CHC pool opens at 11:00 am 7 days a week. The pool closes at 8:00 pm Monday – Thursday nights, on Friday, Saturday and Sunday night the pools close at 9:00 pm. All members and guests must be out of the pool(s) by pool closing and off Club grounds 15 minutes after closing. The pool may close late (9:00 pm) any day during the regular season when the temperature is 80 degrees or more by

4:00 p.m. as reported by WMGQ Radio. The final authority as to whether the club shall remain open until 9:00 pm rests exclusively with the Club Manager on duty.

5. The opening and closing of the Club due to inclement weather will be at the discretion of the Manager and the Board of Trustees.
6. Supervision of Children;
  - Children 12 to 14 require no supervision **if the swimming test has been passed and permission note has been filed with the Club Manager.**
  - Children 8 to 11 must have a parent or guardian present at the club at all times.
  - Children under 7 must have **direct supervision** at all times. Supervision may be provided by a **babysitter at least 15 years of age**, if written notice is provided to front office of the location of the parent with a phone number and written notice of another member present at the Club who will be present and accept responsibility for the member. Siblings or another member's child of at least 15 years of age are preferred as babysitters, but if a sitter is hired all appropriate sitter or guest fees must be paid and all required notifications must be filed with the office. **After 6:00 p.m., all children 14 years of age and under must be supervised.**
7. Special Events are scheduled throughout the season. The pool may be closed early for an event. Early closing will be posted in the calendar of events and at the main entrance. The cost of the special event and specific details will be posted in the office. Please visit our website at [cedarhillclub.com](http://cedarhillclub.com) for a calendar of events.
8. Non-board scheduled special events (socials, birthday parties, etc..) must fill out appropriate form **at least 72 hours in advance** and must be approved by the Manager . For every (10) children under 14 years of age, there must be one club member present for supervision. For groups numbering greater than 15 children an additional lifeguard will be required. The hourly fee for the lifeguard for the duration of the party will be assessed.
9. These rules may be revised and/or additional rules established by the CHC Board of Trustee's as needed.

## **II. MEMBERS' RESPONSIBILITIES**

- 1. Members and their guests must enter the pool and/or picnic area through the FRONT gate only.**
- 2. Members must turn in their membership cards at the office when entering and reclaim them when leaving the Club. If lost, a new membership card may be issued upon written request. A nominal charge will be made for replacement.**
- 3. PARENTS ARE RESPONSIBLE FOR THEIR CHILDREN IN ALL AREAS OF THE CLUB AT ALL TIMES.**
- 4. PARENTS MUST DIRECTLY SUPERVISE THEIR CHILDREN WHILE USING THE PLAYGROUND AREA**
- 5. TRANSFER OF MEMBERSHIP CARDS IS NOT PERMITTED. Violators are subjected to penalty as determined by the Board.**
- 6. Anyone under the influence of a controlled substance will not be permitted to enter the Club and may be requested to leave.**
- 7. Loud, profane, or abusive language or behavior will not be tolerated. Anyone using such language or displaying such behavior will be subjected to disciplinary action. (See By-Laws Article 6, Section 7)**
- 8. The cost of any property damaged will be charged to the responsible Club member(s).**
- 9. All riding and motorized hobby equipment (e.g. scooters, skate boards, radio-controlled cars, roller blades, and roller skates) is prohibited.**
- 10. All bicycles must be parked in the bicycle rack. No bicycles may be brought into the pool area.**
- 11. Pets are not allowed on club property at any time**
- 12. Running, pushing, wrestling or ball playing within the fenced in pool area of the Club is not permitted**
- 13. Baby carriages, strollers, etc., may not be parked on the paved apron surrounding the pools.**



14. **Children under 6 must be accompanied by an adult to the locker room and lavatories.**
15. Parents of toddlers and infants shall not leave diapers or related personal items in the locker room. Soiled diapers must be disposed of in the proper receptacles.
16. Adults and children must change clothing in the appropriate locker room.
17. No unauthorized persons are permitted in the office or other non-public areas.
18. Food may only be consumed in the picnic area. Snacking, (light food), is allowed at the tables surrounding the pool every Sunday designated as "Snack Sundays". Meals served or prepared by the Club are allowed at the tables on Festivity days and during adult evening socials.
19. Members using picnic and recreation areas are responsible for the condition of those areas. **Tables must be cleaned by members using these areas and deposit garbage in the receptacles provided.** Tables must be cleaned after use. All tables shall be put back to their original found state. This includes but is not limited to cleaning up all refuse, wiping spills and moving tables and chairs to their original positions.
20. Picnic tables may not be reserved for later use.
21. Charcoal and lighter fluid is provided as a courtesy for Club members. They are located in the white bins in the picnic area. Use only what is needed and return supplies to the bins. Charcoal should be used in reasonable amounts.
22. Smoking is permitted on club grounds. However, Smoking is strongly discouraged in the pool area. Please be considerate of your fellow members. Please smoke away from others.

23. Ice for use within the club property is provided free of charge to members. Ice for use outside the club, may be purchased by CHC members for \$1.00 per bag on request and based on availability. The determination that ice may be sold is at the discretion of club manager or assistant managers present. **Parking in the upper lot to pick up ice is NOT permitted.** Payment will be accepted in the main office only.
24. Any request by the staff to comply with Club rules must be followed.
25. Members must heed rules posted on signs throughout the Club.
26. Use the designated containers to recycle beverage cans & plastic bottles only. Do not put other materials in the containers.
27. **Glass containers are prohibited in the pool area.** Recycling bins are for plastic and aluminum cans only. If you use glass in the picnic grove, please do not discard on Club property.  
**NO GLASS IN POOL AREA!**

### **Parking Lot Area and Passenger Discharge**

Members and their guests must drive slowly and carefully on the approaching roadway and in the parking lot. Please remember that children are present and due to their smaller size and unpredictable movements, they present a special consideration for drivers.

Parking is permitted only in designated parking areas. Upper parking lot is limited to management, employees on duty, and board members only. Vehicles parked outside of the designated area(s) may be towed at the owner's expense. Handicapped parking is provided for members and guests with valid New Jersey Division of Motor Vehicle license plates.

**Members are not permitted to use the Pump House parking lot for parking (excluding handicapped spaces) or for dropping off of passengers or materials.** Members may not drive their vehicles into the picnic area for any reason. Hand carts are available at the main office for member's use in transporting picnic or other such items.

### **III. POOL RULES**

1. All persons shall shower before entering the water.
2. All persons entering the pools must be in good general health free of coughs, colds, infections, or other contagious conditions. Persons with open wounds are not permitted in the pools. .
3. The pool may be closed at any time for health reasons, required maintenance, or due to weather conditions or any other urgent reason as determined by the Club Manager.
4. The diving area is provided for persons wishing to dive. Caution shall be exercised by all persons using the area. Only one person is permitted on the diving boards and steps or the slide at a time. Diving area may be closed at the discretion of Management.
5. Members and guests are not to carry on conversations with the Life Guards while the Guard is on duty.
6. Spitting and nose blowing in the pool is prohibited.
7. An area of the pool may be reserved by the Club for group or individual instruction or for special activities which will be announced in advanced. This area will be marked off as such, or will be designated as restricted.
8. The Club Manager, in conjunction with the Board, may designate certain times for special functions and/or programs.
9. The use of face masks and flippers will be permitted only at the discretion of the Club Manager.
10. Inflatable toys, including rafts, tubes, floatation devices or cork jackets are permitted only in the kiddie pool.
11. Use of the kiddie pool is restricted to children under 7 years of age.
12. No metal or rigid plastic toys will be permitted in any pool.
- 13. Children of uncontrolled toilet habits will not be allowed in any pool without proper attire. Proper attire consists of swim diaper pants or diaper rubber pants. The Manager will have final say over approval of attire.**

#### **IV. GUESTS**

All forms of guest passes are at the discretion of the Club Management. Guest policies are set forth as below and defined by the CHC Board of Trustee's. Guest passes are available for the following time periods:

**Seasonal** - . Seasonal Guests must be registered annually Each seasonal guest category has a one time fee for the season. The fee is not prorated. All guest fee's are set annually by the CHC Board of Trustee's There are two categories of seasonal guests:

- 1) The Permanent House Guest is defined as an extended member of the CHC bond member's immediate family. They must reside at home with the CHC bond member. Evidence of this must be provided at the time of membership renewal for this seasonal membership to be extended. This pass extends the bond holder's full membership status to the Permanent House Guest.
- 2) Adult Caregiver / Adult Babysitter: Available to someone that does not live at the home of the bondholder and is employed by the bondholder to "take care" of family members. This pass has limited access to the club.
  - This pass is Not valid on Festivities Days
  - Only for Adults age 18 or over
  - Not Transferable.
  - Sitter passes are only valid when the Bond holding parent is not present at the Club.
  - Sitters must be registered with the club by a bondholder authorizing the babysitter as temporary guardian/supervisor of the bondholder's children.
  - Caregivers must be registered as a needed attendant for the care of an adult Bondholder.
  - The Bondholder assumes full responsibility for the caregiver or sitter as their guest.
  - All other club rules regarding guests apply.
  - Emergency contact information must be on file with the office.
  - The caregiver/sitter seasonal passes are only valid when acting in the employ of the Bondholder for a registered member and accompanied by the member for whom they are providing care.

**Weekly** - For a consecutive 7 day period. Each bondholding family will be allowed two 1 week passes per season. There is a separate fee for a weekly pass. The weekly pass counts as 7 of the members 30 allotted daily passes.

**Daily** - A Guest Log is kept in the main office for each bondholder no booklets will be issued. The log will track the number of “passes” used. There are separate fees for daily passes. There are weekend and weekday rates as well.

**Guest Policies:**

1. ALL CHC bond holders are responsible for their guests. Bond holders are to ensure their guests are aware of club rules and regulations and that they are followed
2. A guest is defined as anyone not part of the immediate family of a bondholder.
3. A guest privilege is for the convenience of the bondholder and is intended to accommodate occasional bonafide guests and shall not be abused by extending, in effect, club membership to non-members.
4. Guests (excluding those with Permanent House Guest status) are not permitted on Club Festivity Days designated by the Board of Trustees to celebrate Memorial Day, Fourth of July - Independence Day, and Labor Day.
5. Each bond is awarded 30 guest passes for use Monday through Saturday and 16 Sunday passes per season.
6. All guests entering the club must use a pass and be signed in.
7. Guest fees are to be paid prior to entry to the Club and are indicated in the Guest Log Book in the front office for each bondholder
8. When Club closes due to inclement weather, guests who have been registered for less than two hours are entitled to a "rain check
9. Weekly or Daily guests are signed in and must be accompanied by a bondholder, spouse or child of at least 15 years of age.

10. A 15 to 17 year-old adolescent or a 14 year-old adolescent who has completed 9th grade may sign in each day one guest who is at least 15 years old provided the following conditions are met: The guest ticket must be signed and verified by a bondholder or spouse, notifying the front office, providing all necessary emergency information and paying all guest fees.
11. A maximum of 10 guest passes may be used on any one day by any one bondholder and/or spouse.
12. Each bond is awarded two free guest tickets, which may be used Monday through Sunday. They cannot be used on Festivities days. Guests are not allowed on Festivities days.
13. An additional 2 free guest passes are awarded to those members who complete the 5 hour work weekend
14. Guest privileges for special affairs shall be at the discretion of the Board.
15. Guest conduct is the direct responsibility of the sponsoring bondholder who is accountable for their behavior and responsible for any damage by the guest.
16. Violations of guest rules will result in a reprimand by management; repeated violations of guest rules will result in the suspension of guest privileges of the bondholder, spouse and/or child.

## **V. CEDAR HILL CLUB ACTIVITIES**

Cedar Hill Club provides a wide variety of social and athletic activities for its members. Activities are open to all Club members, though with some activities there may be age restrictions. Club members should watch for announcements of activities on bulletin boards throughout the Club and also check their calendar for upcoming events. These activities are sponsored by the Club for the enjoyment of the Cedar Hill members.

### **Festivity Days**

Festivity Days are Club sponsored "party" days. Food may be brought in and enjoyed at the tables by the pool. The Festivity Days coincide with Memorial Day, Independence Day and Labor Day holidays. A day, adjacent to each holiday has been designated as Festivity Day for that holiday. **Festivity Days are for Club members only No guests are permitted on these days**

On Memorial Day Festivity Day, the Club will provide food and beverages for Club members.

Independence Day Festivity Day will feature beverages and a variety of games for Club members.

Labor Day Festivity Day, of the Club will provide beverages for Club members.

Rain dates are provided for all Festivity Days. Please check your calendar.

### **Club Sponsored Events:**

The events committee schedules social activities for CHC club members, their guests and families. Listed below are typical events and approximate times. Club sponsored events require reservations at the main office. Rain dates, costs and refund policies will be posted at the appropriate time throughout the season.

Information on specific events are on the calendar and on the web site.

**Luau:** (Adults only)

The Luau is an evening adult activity that occurs on a Saturday evening in July. Reservations must be made for this event. Food is served and music is provided.

**Family BBQ:** (Family members of all ages)

The family BBQ is a family event scheduled in July. It begins early in the evening and provides BBQ style dining, children's activities, music and more. Member families and their guests are welcome.

**Lobster Bake :** (Adults only)

The Lobster Bake is held in August and is another adult evening activity for Club members and their guests. Members will enjoy a lobster or steak dinner, beverages and music.

**Breakfast**

The CHC breakfast offers pancakes, sausage, bacon, fruit salad and more for members and their guests. A nominal fee is charged.

**Adult Socials:**

Adult socials may be scheduled by groups of Club members who wish to socialize with other Club members and their guests after normal pool operation hours on a weekend evening. Arrangements must be made with the Club Manager for staff coverage. A minimum number of participants will be required and a fee must be paid to have such an event. Applications and appropriate sign-up forms are in the main office. This event must be open to all Club members, and may not be a private social event.

**Non-Board Scheduled Special Events:** (Party policy)

Any member interested in holding a birthday or other party must turn in the appropriate form at least 72 hours in advance for approval by the Manager. For every (10) children under 14 years of age, there must be one Club member present for supervision. Parties with over 15 children will be required to provide at least one additional life guard to defer costs and ensure safety for all members. The party can be up to 30 guests per BOND family and the member will not have to use any guest passes. The fee will be the regular guest fee for that day for each guest. The lifeguard (s) hourly rate for the duration of the party will be assessed if the party exceeds 15 children.



The Club manager will determine if the party will not conflict with other planned events. Normally a request for a week day party will be approved unless there is a scheduled event that day or multiple party requests. Weekend parties are very limited and will be determined on a case by case basis. Requests for Sunday parties are strongly discouraged.

Adult parties are allowed and will follow the same rules except a minimum of 10 paid adults will apply (you have to pay for at least 10 adult guests) to discourage abuse when not using a member's regular guest pass allocation. The Club manager will determine when it is considered a valid adult party.

### **Preteen and Teen Parties**

During the regular season, a few evenings have been set aside for preteen and teen Club members. These evenings are staffed by selected members of our pool staff and management to provide an opportunity for our younger members to socialize, swim and play games at the Club in an evening setting. Guests are permitted, a nominal fee is charged and reservations are requested. Watch the bulletin boards for announcements.

### **Tennis**

The tennis courts are available to all members. Normal tennis courtesy is expected. When the courts are in full use, the Club management reserves the right to limit playing time.

### **Sand Volleyball**

Organized volleyball games are played every Sunday at 2 p.m. starting in mid-June and continuing for the entire summer. All members are eligible and welcome to play. The sand volleyball court is to be used for only volleyball games. Hanging on the net and digging in the sand is prohibited. **NO PLAYING ON THE SAND VOLLEYBALL COURT WHILE SOFTBALL IS IN PROCESS.** Abuse of facilities or equipment will result in loss of privileges.

### **Basketball**

Organized games are played every Saturday, beginning in mid-June at 2:00 p.m. and all members are invited to play.

## **Softball**

Softball is played every Sunday morning at 9:30 on the softball field. This activity is open to all Club members who enjoy the game of softball. A fee is assessed.

## **All Ball Fields and Playing Courts**

Use of the all fields and courts will be under the supervision of management and/or guards.

## **Swim Lessons**

Group and private swim lessons for all swimming levels and ages are available from pool staff. Sign-ups may be made at the main office. Every effort is made to tailor our programs to the needs of the individual. A schedule and tuition for the lessons are available at the main office.

## **Children's Tournaments**

During the summer, starting at the end of the school year, various tournaments are held for the children. These tournaments provide the children, in age appropriate categories, the opportunity to compete with other club children in a variety of activities. Tournaments which are indicated in the Club Calendar are typically held on Wednesday afternoons barring inclement weather. Rescheduled events are at the discretion of the managers.

## **Athletic Equipment and Games**

The club has some athletic equipment that is available for use by its members. This equipment is available in the main office and is available by request. Care should be taken when borrowing the equipment and all equipment MUST be returned to the office at the completion of the activity. See the office for details.

## **Swim Teams/Diving Team**

Cedar Hill provides a comprehensive opportunity for member's children to compete in swimming and diving during the summer swim season. We participate as an active member in the New Jersey Swimming and Diving Conference and are governed by their rules during our season.

### **Swim Team**

Cedar Hill is proud to host a swimming team. The team competes in an appropriate league in the NJ Swimming & Diving Conference. All children of Cedar Hill Club, age appropriate staff members, or children of staff members are eligible to be a part of the team. Swim team practice times are posted in the Club Calendar. The bulletin board by the Pump House is the main area of written communication. Children are eligible for the team if they can swim one length of the lap pool or with approval of the swim coach. Practices are held daily and team members are expected to attend practice daily. Swim meets are held on Wednesday evenings with warm-ups beginning at 6:00pm and Saturday Mornings with warm-ups starting at 9:00am.

Team members are expected to participate in these meets during the regular season. Special, optional meets are available throughout the season and team championship meets are held at the conclusion of the season. The swim season is a busy time for those children swimming and their parents, but provides each child with an opportunity to participate in competitive swimming at their own level, make friends within the Club, and improve their swimming skills. A swim team parents' meeting is held prior to the start of the season. All Club members are encouraged to consider this activity for their children. A fee will be assessed

### **Diving Team**

Cedar Hill is also proud to sponsor a diving team for all age groups. The diving team practices daily and is open to all levels from beginner to advanced. Meets are held throughout the season and participation will be determined by the coach's assessment of the diver's readiness and skill. A fee will be assessed.

### **Snack Bar**

A Snack Bar is located in the picnic area for the convenience of members. A variety of food choices are available and operating hours are generally similar to pool hours.

May 2010