



# Swell City Policies

Updated February 2, 2015

This document is meant to flesh out some of the finer details laid out in the Swell City Strategic Plan. The policies set forth below are meant to act as a guideline for the CGWA, the site manager, and Swell City users to work together and operate Swell City to the highest standard possible.

## Maintenance

1. Any maintenance or work to improve or maintain the site must be approved with the CGWA.
2. The CGWA and site manager will host a spring and fall work party every year to take care of most maintenance and site improvements
3. This work party must have detailed objectives that are specifically approved by the CGWA
4. There must be a “work party champion” on site whose sole purpose is to make sure that only approved work party objectives are achieved

## Management

1. The CGWA will do everything in their power to make sure there is a site manager who will attend parking, launching, facilities, etc. on site.
2. The CGWA will maintain a lease agreement with the current site manager that will be signed before every season.
3. In the case of a new site manager, a lease agreement will no longer be in place, and a new management plan will be implemented.
4. A “job description” for site manager will be created and maintained as a guideline for the current and future site managers.

## Liability Insurance

1. The CGWA will maintain an insurance policy that adequately covers Swell City to operate as a public windsurfing launch
2. Any site manager must retain their own liability insurance policy as well.
3. The CGWA is willing to pay for half of an insurance plan with the current site manager. Future site managers will be responsible for this.

## Season Passes

1. CGWA membership is required for all season pass holders – must present valid CGWA membership card or purchase membership from site manager
2. Day passes are discounted for CGWA members with valid, up to date membership card in possession.

## Parking

1. If a user has a reserved spot, he or she gets to keep it in the future.
2. If someone does not renew their reserved spot, the spot will remain open and not be sold to a new person.
3. The first open reserved parking spot will be used to create a picnic area/community hang out/public oasis.
  3. a. All subsequent open reserved spots would become first come/first serve spots.
4. If a reserved spot holder does not alert the site manager that he/she will be arriving that day by a set time in the morning, the spot will be deemed open for the day and Brenda has the right to fill it on a first come first serve basis.
5. Open reserved spots will be filled with short term parking only. ie. Users who will sail for an hour or so and then leave immediately after session.
6. A white board will be installed to easily convey messages such as if a reserved spot holder is leaving for the day, he/she can write it on the white board and then the site manager will know she can fill it. (Other uses could include people writing down what sail size they are on.
7. The site manager has *one* reserved spot for a personal vehicle.
8. No RVs (other than the site manager) are allowed in reserved spots.
9. A courtesy rule on no car dumping early in the morning close to the rigging area should be implemented.

## Site Manager Compensation

1. The current site manager is to retain 50% of income throughout the season. The site manager will make bimonthly deposits to the CGWA Swell City bank account at Washington Federal with the other 50% of the income.
2. Compensation for future site managers is to be reviewed and a new policy created if necessary.

## Upfront Costs

1. The CGWA is to pay for upfront costs of pass printing, portable toilets, gravel and other maintenance costs.
2. Site manager liability insurance will be split 50/50 with the CGWA

## CGWA Earnings

1. CGWA will maintain a separate bank account that holds all the money earned from Swell City.
2. For the next two years, the CGWA will strive to reinvest all money earned at Swell City from the previous year back into site for the next season.
  - a. This policy will be evaluated in effectiveness annually.
  - b. Memberships renewed or new members gained from Swell City will not be part of the Swell City specific account.
3. CGWA will not spend money out of its general fund on Swell City improvements.