

March 09, 2024

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# WELCOME!

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## **WHAT IS THE DOLPHIN CLUB AND WHAT IS ITS MISSION?**

The Dolphin Club is a volunteer-led community of 2,000+ members, centered at Aquatic Park, with a boathouse at Lake Merced. We swim, we row, we play handball, and we enjoy time together. The club was founded in 1877 with twenty-five charter members whose commitment to spending more time in and on the bay continues to inspire today's Dolphins.

The Dolphin Club through almost 150 years on the shores of San Francisco Bay thrives because of the collective effort put into it. Volunteerism is at the heart of the Dolphin Club. Volunteerism also is one of the joys of belonging to the Dolphin Club. The spirit of helping out for a common purpose has resulted in bonds of long, great friendships and perpetuated the sense of community that is uniquely the Dolphin Club.

Enjoy the club and the Dolphin community. If you have questions, ask another member. They want to help you. And we hope you don't miss the opportunity to join the legion of volunteers who help make the club such a rich, special place. We are better, together.

## HOW DO I BEGIN TO TAKE ADVANTAGE OF ALL THE ACTIVITIES AT THE DOLPHIN CLUB AND PARTICIPATE AS A VOLUNTEER?

### FAQ

#### 1. COMMUNICATION

- **Subscribe to the club listserv** (<https://dolphinsclub.groups.io/g/main>) through which you will receive emails about club activities (including swim and volunteer sign-ups), upcoming events and club business. Once notified of your subscription, please visit your groups.io home page (left side) to locate the calendar, the files where you will find a wealth of information e.g. club rules, guidelines and by-laws, Board and Committee minutes and archival information, the messages for past listserv dialogue. All of these categories are searchable and offer a wealth of information to help you familiarize yourself with the club. The subgroups tab allows you to join additional sub-lists according to your interests.
- **FOB doesn't work? Contact** [membership@dolphinclub.org](mailto:membership@dolphinclub.org)
- **Visit the Dolphin Club website** ([Dolphinclub.org](http://Dolphinclub.org)) and explore all the information presented to give you an overall picture of the club activities, specific rules and regulations, a dive into our storied history, and daily weather conditions. If you are a subscribed member you can access the groups.io. calendar from this site.
- If you have trouble or questions regarding communication issues contact the communication volunteer at [communications@dolphinclub.org](mailto:communications@dolphinclub.org)

#### 2. VOLUNTEER

- **Scheduled Swims** -- Opportunities to volunteer include piloting, clothes wrangling, and galley help. The google link to the swim signup sheet (posted 2 weeks before to your email and to the groups.io. calendar) includes tabs for volunteer signup.
- **Other Volunteer Opportunities** -- Board officers and governors, committee members, commissioners, archives committee, the Dolphin Log and log editors, locker room captains, e-mail group manager, website manager, weight room captain, piloting swimmers, training swimmers and boaters, fundraising committee, locker room cleanup days, serving and cleaning at the four annual social events, contributing to youth swim fund and building renovation fund, etc.
- **Not sure how to start?** Contact volunteer coordinator Denise Sauerteig at [crew@dolphinclub.org](mailto:crew@dolphinclub.org)

#### 3. SWIMMING (SAFETY, RULES, SCHEDULED OUT OF COVE SWIMS, ETC.)

Read through the swimming rules and requirements found on the Dolphin Club website under the Swimming > Scheduled Swim. All this info is listed and explained.

(<https://dolphinsclub.org/swimming/scheduled-club-swim-rules/-scheduled-swim-rules-id>)

- **What are the additional swimming and volunteering requirements for the Alcatraz and Golden Gate swims?**

Visit the Dolphin Club website for detailed information

- **How do I sign up for a scheduled swim?**

Scheduled swims are open to registration AND sign-ups for Volunteer Positions 2 weeks before the Swim. You will receive an email with a sign-up sheet! Also accessible on the groups.io. calendar.

- **Questions?** Contact the Swim Commissioner: [swim@dolphinclub.org](mailto:swim@dolphinclub.org)

#### **4. BOATING (ROWING, KAYAKING, STAND UP PADDLE BOATING, MOTORIZED BOATS)**

- **How do I get trained and certified to use one of the boating devices?**
- **How do I get trained to become a pilot and certified to pilot a swimmer?**

Visit the Dolphin Club web site under the tab Boating > Boating Guide for all this info and more or use this link: <https://dolphinclub.org/boating-guide/>

As a new boater, you should join our boating mailing list (members only) at: <https://dolphinclub.groups.io/g/boating/topics>

- **Questions?** Contact the Boat Captain: [boats@dolphinclub.org](mailto:boats@dolphinclub.org)

#### **5. WHAT OTHER ACTIVITIES, OTHER THAN SWIMMING AND BOATING, CAN I PARTICIPATE IN AT THE DOLPHIN CLUB?**

- **Handball:** Mickey Lavelle ([handball@dolphinclub.org](mailto:handball@dolphinclub.org))
- **Weight Room:** Deb Sherwood ([weightroom@dolphinclub.org](mailto:weightroom@dolphinclub.org))
- **Running:** Anna Olsen ([running@dolphinclub.org](mailto:running@dolphinclub.org))
- **2023 Tri:** Ward Bushee ([busheeward@gmail.com](mailto:busheeward@gmail.com))
- **Boat Night:** Jon Bielinski and Julia Hechanova ([boatnight@dolphinclub.org](mailto:boatnight@dolphinclub.org))
- **Organized Parties:** There are 4 general interest parties held annually: **Old Timer's luncheon, Rowers dinner, Pilot and Swimming Appreciation dinner, and a Christmas/Holiday Party.** These are big gatherings that are fun and offer many opportunities for volunteering. These events will be listed on the groups.io calendar. The Foundation hosts a **502 day** on or around May 2. **Questions?** Contact the events coordinator Robin Rome: [robinrrome@gmail.com](mailto:robinrrome@gmail.com)
- **Other Parties:** The Dolphin Club is not the place for private parties.
- **Friday night Mixers:** See groups.io. calendar, every other Friday at our bar
- **Attending Board meetings or committee meetings.** See groups.io. calendar for more times.

#### **6. CLUB ORGANIZATION AND PAID POSITIONS**

The Dolphin Club is run by volunteers. Elected Board positions, all volunteer, (elected by the membership) include a President, Vice President, Treasurer, Membership Director, Recording Secretary, House Captain, Boat Captain and 8 additional board members.

The board is charged with these responsibilities but not limited to: negotiating contracts with the city, creating a budget, insurance contracts, communicating with volunteer commissioners (swim, weight room, handball, rowing, triathlon, running, web site, etc.), communicating with

the volunteer fundraising committee (for building renovation and community education), communicating with various committees (Renovations, Safety, Volunteer), responding to the Club Manager's needs (the daily running of the facility), communicating with the House Captain to deal with keeping the building in working order, working with paid services: book keeper, housekeeping staff, boat builder, and club manager.

[ClubManager@dolphinclub.org](mailto:ClubManager@dolphinclub.org), a paid position with an onsite presence, is John Ingle who is supported by Brendan Sheehan.

- **Pay phone**

A public payphone is available at the club; the number is (415) 441-9329.

## **7. SAFETY**

- Take responsibility for your safety and that of your guests - don't leave them unaccompanied
- Respond if someone is in distress, get help if you don't know how
- Avoid risks that take you to distress with recognition that recklessness puts all of us at risk
- Only trained members can use watercraft, never guests
- Call 911, as needed. Know where the AEDs are (ground and second floors)
- Know where the first aid and hypothermia kits are (locker rooms).
- Sign your waiver every year (link in your invoice)

# Dolphin Swimming & Boating Club (New) Member Information About the Community and the Clubhouse

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## **DOLPHIN CLUB TOP 10**

### **YES!**

1. The Dolphin Club warmly welcomes all people.
2. Be safe and keep others safe.
3. All members are encouraged to volunteer: the Dolphin Club is more than a gym.
4. If you're not sure, ask.
5. Care for the club as you do your home. Clean up after yourself; leave it better than you found it.
6. Speak up when you see things. We all play a role in keeping the club great.
7. We welcome guests with their hosts (that's you!) according to the guidelines.
8. Enjoy!

### **NO...**

9. No wetsuits in the building; no open flames, candles nor smoking inside or outside; no talking on cell phones inside; no parking in front of the gate (deliveries/official business exception).
10. No dogs inside any part of the club (appropriately tethered outside, away from foot traffic and personally attended at all times is an exception.)

## GENERAL LOGISTICS/HOUSE RULES

Please take the time to read rules and guidance documents relevant to your activities at the club. These can be found in the club's groups.io files called *Club Guides & Rules*. Members are expected to abide by all rules and guidelines cited and any others posted around the club.

- **The clubhouse is open daily 5:00 AM – 10:00 PM.** Please bring your own swimwear, towel, toiletries, as the club does not supply.
- **The front door and side gate open with an electronic keycard or key fob.**
- **A public payphone is available at the club; the number is (415) 441-9329.**
- **The Dolphin Club website is [dolphinclub.org](http://dolphinclub.org).**
- **You can sign up for the club listserv at <https://dolphinclub.groups.io/>**
- **The bulletin boards and display cases also have valuable club information.**
- **The Dolphin Log** is the club's newsletter and is mailed to members quarterly. Keith Howell is the editor and welcomes submissions.
- **Lockers** are assigned by join date to in-town members as they become available; current wait lists approach two years. Day use lockers are available in both locker rooms. Locker room captains are Dave Zovickian ([dolphinmenslockers@gmail.com](mailto:dolphinmenslockers@gmail.com)) and Crissa Williams ([dolphinclublockers@gmail.com](mailto:dolphinclublockers@gmail.com)).
- **Bike racks** are provided for storing and locking your bike while at the club
- **No dedicated car parking is available.** Parking in front of the gate is prohibited except for deliveries and official club business.

## MEMBERSHIP OPPORTUNITIES AND RESPONSIBILITIES

Founded in 1877, the Dolphin Club has expanded from a small club of 25 men to a club of 2,000 people of varied life experience and backgrounds. We pledge to continue our growth, by honoring, respecting and taking collective responsibility toward equity for every member. We pledge to be a club that includes and honors all members' cultures and experiences.

Members' conduct must conform with Dolphin Club's articulated values, rules and guidelines.

Public access day-use is shared with the South End Rowing Club. The Dolphin Club is open to the public on Mondays, Wednesdays, Fridays from 9:00 AM – 5 PM. The South End has public day-use access on Tuesdays, Thursdays, and Saturdays. The club is not open to the public on Sundays.

- **Members may bring guests to the club on any day.**
  - Hosting a small group of immediate family? Great, and welcome all Dolphins to your gathering, too.
  - If you bring children, be very attentive and bear in mind that the club is designed for adult members. Children should be supervised at all times, with special care near the water. The club is not available for children's parties.

- Members are limited to 4 guests, not counting immediate family. Members are responsible for their guests and family members at all times.
- If guests (including family members) swim, workout, use locker room/shower/sauna, or ride with a member in a rowboat, they must pay the day-use fee and sign a waiver. The day-use fee can be paid either in cash (\$10.00), by check (\$12.00), or by credit card (\$12.67.)

- **Social and sporting events**

The Dolphin Club Board of Governors approves all social and sporting events involving club use. Four general interest parties are held annually:

- Old Timers' Luncheon (February)
- Rowers' Dinner (Spring)
- Pilot and Swimmer Appreciation Dinner (November)
- Christmas/Holiday Party (December)

Any gathering that involves more than 4 non-members (not counting immediate family), even if shared among several members, is prohibited absent prior approval by the Board (see below). Requests: [events@dolphinclub.org](mailto:events@dolphinclub.org)

- Parties, events, or gatherings must be of general interest to the club to be considered. The Dolphin Club facilities are never rented out for private parties or commercial use.
- Private social gatherings, whether members only or including non-member guests, that impair the enjoyment of other members are not permitted.

Also not permitted:

- Exclusionary gatherings that monopolize the kitchen or other spaces.
- Gatherings that conflict with Dolphin Club-sponsored activities.
- Use of the kitchen or grill without the presence of a hosting member.

- **Galley use**

- Share the space
- Clean up after yourself and your guests. This includes washing, drying, AND putting away dishes, and making sure all burners and ovens are turned off.
- Pay attention to recycling and composting guidelines. Ask if you're not sure.

- **Dolphin Club Mixers**

The Dolphin Club hosts Club Mixers on Fridays, alternating with the South End Rowing Club.

- **Donate**

Two 503 (c) Funds are available for tax-deductible donations. There are links on the Support tab of the Club's website to the DC Foundation ([dolphinfoundationsf.org](http://dolphinfoundationsf.org)), the capital campaign resources for the Club's renovation, and the DC Youth Swim Fund.

- **How to get involved**

Consider these opportunities below and check with any Board member for other volunteer opportunities and ways to offer support:

- Volunteer at stewardship events: Boat Night (every Tuesday), Beach Clean-ups, Locker room clean-ups, you can even adopt a room to keep it clean!
- Support organized swims by piloting and other volunteer roles
- Help serve and clean up at the four annual events and Club Mixers
- Help on Dolphin Club Archives project. Email Morgan Kulla ([archives@dolphinclub.org](mailto:archives@dolphinclub.org))
- Attend monthly Board and Committee meetings: Building Committee (2nd Thursday); People & Culture Committee (first Thursday); Boat Committee (second Monday); Board of Governors (third Wednesday)
- Run for the Board of Governors (after one year of membership): the Board has seven officers and eight governors, with terms limited to two sequential one-year terms. Election petitions are due at the November Board meeting.
- Contribute financially to the Youth Swim Fund and the Renovation Fund through the Foundation.

## SPORTS AT THE DOLPHIN CLUB

### Swimming

Commissioners: Bobby Lu, Lindsay Stribling, Tim McElligott, Tom Neill

Contact: [swim@dolphinclub.org](mailto:swim@dolphinclub.org)

Participation in all sports activities must be in compliance with the Dolphin Club Safe Sport Policy. Please read and incorporate into your participation.

- **Bay swimming is risky. Know your own limits and check the water conditions every time you swim:**
  - The water temperature — a small change can make a difference,
  - The tides and currents of the cove and the unique higher risk areas,
  - Your own physiology and the changes in your tolerance for cold based on food, rest, other.
- There is no lifeguard on duty.
- Application forms for Club-resourced private out-of-boundary swims are provided on request ([swim@dolphinclub.org](mailto:swim@dolphinclub.org)).
- Take off your wetsuit outdoors and hang it on the rack. Wetsuits live outside. The clubhouse is an old wood building and additional moisture contributes to deterioration.
- Wash sand off outside (especially your feet). Sand damages plumbing and wood floors. If you or your guests track sand in, please clean it up promptly.
- New members must wait six months before participating in any out-of-cove swim OR must successfully complete the winter Polar Bear Swim or the summer 100 Mile Swim OR complete an accelerated process (ask a Swim Commissioner).
- Volunteers are always welcome at the swims. This is useful for you during your first 6 months to meet other Dolphins, and useful to the club to make the events run smoothly. Watch for sign-ups two weeks prior to each swim.



- To participate in out-of-cove swims, you must be a member of the US/Pacific Masters Swim Association.
- If you participate in non-Dolphin Club (third-party) swim or boating events, you are not allowed to use the facilities, boats, or other assets of the Dolphin Club in association with that event except when previously approved by the Board. Please see “Rowing & Kayaking” for additional specifics related to boat usage.

## **Boating – Rowing, Kayaking and Motorized**

Boat Captain: John Robiola

Contact: [boats@dolphinclub.org](mailto:boats@dolphinclub.org)

The source of all up to date Boating Information can be found in the [Boating Guide](http://www.dolphinclub.org/boating-guide/) (<http://www.dolphinclub.org/boating-guide/>)

- The club has a fleet of wooden rowboats, lightweight fiberglass shells, kayaks, surfskis, standup paddleboards, and motorized craft for your use. An orientation is required before you may use any of the club boats. Request training at [dolphinclub.org/boating-guide/request-training/](http://dolphinclub.org/boating-guide/request-training/)
  - **Learn to Row classes** typically start out with our wooden fleet. You’ll learn how to take care of the boats as well as Bay currents & tides. An initial orientation is usually done on request. Dominic Lusinchi, Diane Jackson & John Robiola lead the training. You can reach them at [learntorow@dolphinclub.org](mailto:learntorow@dolphinclub.org)
  - **Team Rowing in our Coastal Quad** is organized by Gabriella Wong ([crew@dolphinclub.org](mailto:crew@dolphinclub.org))
  - **Orientation for experienced rowers** in our shells and coastal boats with James Dilworth ([shells@dolphinclub.org](mailto:shells@dolphinclub.org))
  - **Shells** are also available at Lake Merced for use by experienced shell rowers. Jim Storm is the Lake Commissioner ([lakemerced@dolphinclub.org](mailto:lakemerced@dolphinclub.org)).
  - **Kayak training** is conducted by Nathaniel Berger and Terry Horn. If you’ve kayaked before you can also join Wednesday evening kayak club for a quick orientation. ([kayaks@dolphinclub.org](mailto:kayaks@dolphinclub.org))
  - **SUP training** is led by Raine O’Connor and Charmaine Leonard ([sups@dolphinclub.org](mailto:sups@dolphinclub.org))
  - **Swim Pilot training on motorized craft**, with frequent opportunities to practice on group swims led by Nathaniel Berger, Motorized Commissioner/Chief Pilot ([pilots@dolphinclub.org](mailto:pilots@dolphinclub.org))
- Only qualified members are permitted to use our boats.
  - Guests may join in rowboats as passengers. An experienced rowing guest may join you in a double, with special permission from the Boat Captain.
  - Boats may not be launched in winds over 15kts, or taken west of the Golden Gate Bridge, or be out after dark without special permission from the Boat Captain.
  - Club boats may not be used to assist any third party swim or triathlon unless previously approved by the Board.

**Running Commissioner:** Anna Olsen ([running@dolphinclub.org](mailto:running@dolphinclub.org))

Club runs are organized throughout the year and are more frequent in the late summer, leading up to the inter-club triathlon held in September or October.

**Weight Room Commissioner:** Deborah Sherwood ([weightroom@dolphinclub.org](mailto:weightroom@dolphinclub.org))

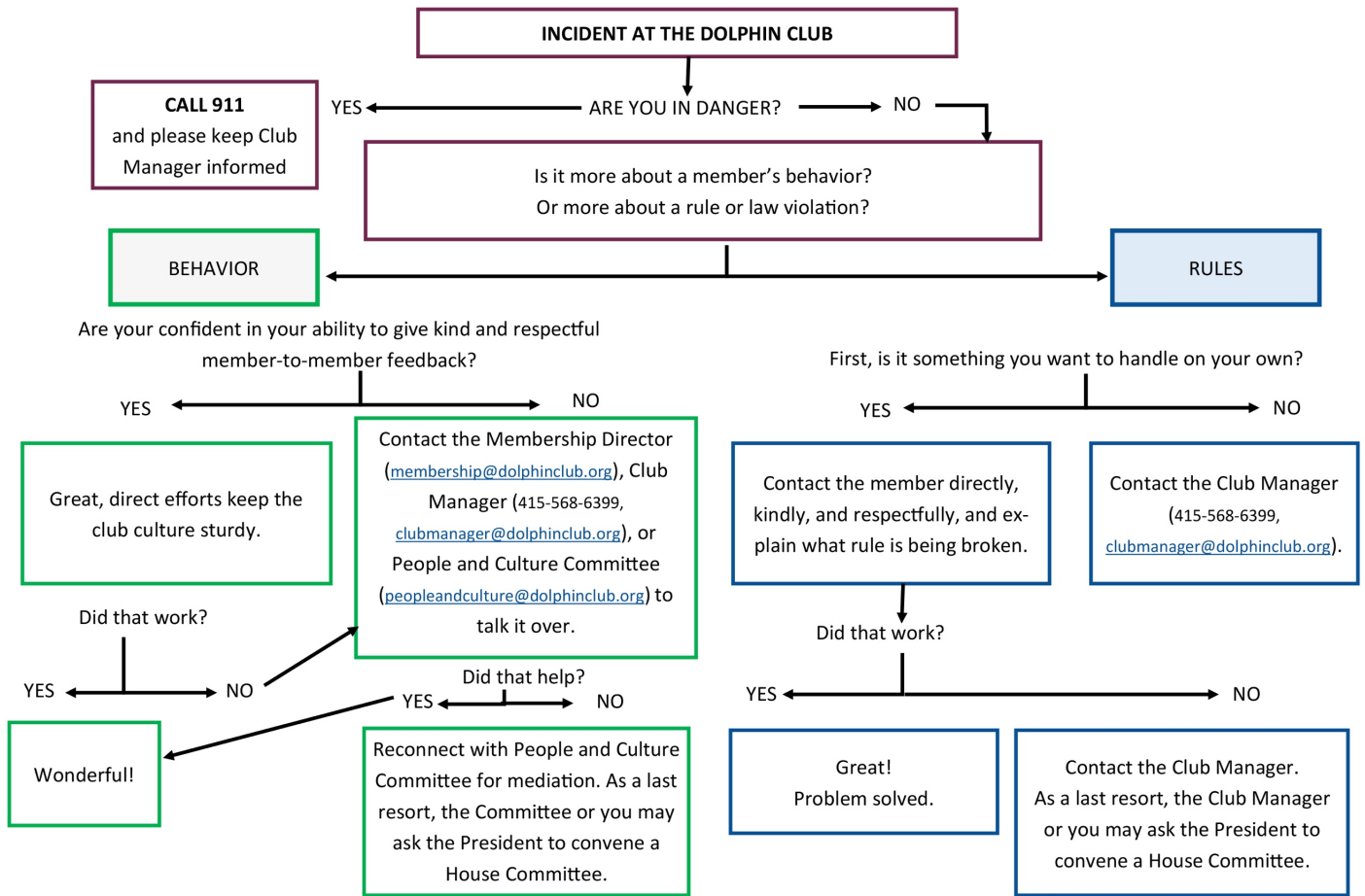
- Please replace weights and other equipment after use.
- Wipe up your sweat and pick up your trash.
- No children allowed in the weight room, ever. Please keep sand and water out, too.
- Share the radio and ask before changing the station or volume level.

**Handball Commissioner:** Mickey Lavelle ([handball@dolphinclub.org](mailto:handball@dolphinclub.org))

There is one court at the Dolphin Club. It is generally used for yoga, Pilates and stretching in the morning, and for handball the rest of the time. Reservations are easily made at the court. There are two courts at South End. Meet the regular players on Thursday nights; new players are welcome.

**AT THE DOLPHIN CLUB, EVERYBODY'S WELCOME; EVERYBODY'S SAFE FROM HARM.**

We have guidelines and rules to support safety and well-being and we want you to know what to do where to turn, if an issue arises with the boats, the building, or another member. Our conflict resolution process is summarized below:



**CONTACT INFO:** Membership Director ([membership@dolphinclub.org](mailto:membership@dolphinclub.org)), Club Manager (415-568-6399, [clubmanager@dolphinclub.org](mailto:clubmanager@dolphinclub.org)), People and Culture Committee ([peopleandculture@dolphinclub.org](mailto:peopleandculture@dolphinclub.org))



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# DC BUDGET 2023 BUDGET & FINANCE PROCESSES

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## **BY LAWS**

The bylaws give the power to sign DC checks to TWO officers, the president and the treasurer.

## **BOARD**

The Board approved the 2023 budget in December 2022.

The Treasurer provides monthly reports, as does the Audit Committee. The Treasurer will provide quarterly in-depth reports on budget vs actuals. Adjustment requests are processed first through appropriate committees

The Board delegates pre-approval authority, with conditions, to certain Board members and Commissioners.

## **RE-OCCURRING EXPENSES**

- Do not go to the board.
- Pre-approved by officers, submitted to bookkeeper.
- Checks signed by President and Treasurer

### **Examples:**

- Salaried and hourly employees. (based on contracts and timesheets) club manager, assistant, janitor
- Independent contractors (based on invoices in keeping with contracts, time and materials), boat builders, bookkeeper, janitor
- Utilities and other bills

## **ONE-TIME EXPENSES**

- Under \$1500, within budget, do not need to go to Board. Preapproved by officers, submitted to bookkeeper. Checks signed by Pres and Treas.
- Over \$1500, require Board approval, On consent calendar, or by officer motion. After Board approval, submitted to bookkeeper.
- Checks signed by President and Treasurer

### **Examples:**

- House Captain: New Roof
- Boat Captain: New Quad