

**SOUTH RIDING SWIM TEAM  
RULES AND REGULATIONS  
February 19, 2008**

**Section I. – Code of Conduct**

- (a) All registered swimmers as well as any member of their families shall abide by the Rules and Regulations of the South Riding Proprietary Facility Use Agreement, as well as the applicable CSL and ODSL rules for conduct.
- (b) All swimmers shall conduct themselves at all practices, meets and other SRST-sponsored events with the highest level of sportsmanship and discipline.
- (c) Any swimmer identified and determined to be in violation of the above rules of conduct shall be prohibited from meets and practices at the discretion of the coaching staff and if necessary, the Board,

**Section II. – Officers**

(i) The duties of each officer position are as follows:

- (a) President – this officer position has the following responsibilities:
  - Provide general oversight, direction and decision-making for the management of SRST
  - Conduct meetings as required to organize and provide direction for a successful summer swim season.
  - Assist in the hiring and termination of coaching staff.
  - Work with the Treasurer to budget for the finances of SRST and ensure that the officers and volunteers are working within the approved budget.
  - Organize and lead the Parents Meeting at the beginning of each swim season.
  - Organize and lead the End-of –the-Season Awards Ceremony.
- (b) Team Representative (CSL, ODSL & Mini Rays) – this officer position has the following responsibilities:
  - Act as liaison with designated League officials.
  - Attend League meeting as SRST representative.
  - Provide executive summary of League meetings at SRST officer meetings.
  - Act as liaison with coaching staff and communicate their needs and concerns at the officer meetings.
  - Determine meet schedules for the summer swim season.
  - Keep SRST informed of any League requirements.

- Participate in any committee that may be formed in order to take on the hosting at the SRST pools of any Invitational, Divisional or All-Star meets.
- Serve as point of contact with opposing team representatives.
- Communicate swim meet details to swim participants and their families

(c) Vice President – Operations (CSL, ODSL & Mini Rays) – this officer position has the following responsibilities:

- Coordinate home meet set up and clean up.
- Coordinate meet volunteers including timers, starters, stroke and turn judges, data entry, ribbon writers, runners and clerks of course.
- Coordinate Judging and referring training and certifications.
- Track parental volunteers to ensure volunteer requirements have been met.
- Ensure that all required equipment is maintained and located at the required pool(s). This includes backstroke flags, starter systems, computers, lane lines and wrenches.
- Collect and maintain a file of coaching staff Red Cross and Pool Operation certifications.
- Organize and oversee a committee to operate concessions for all three teams for all home meets

(d) Vice President – Social – this officer position has the following responsibilities:

- Organize and promote team social at the start of the season
- Organize and work with the President on the end-of –the-season awards ceremony.
- Organize and promote team excursions (i.e SplashDown, Kings Dominion, etc.)
- Organize and promote Swim-a-thon
- Organize other team or age-group specific events as are deemed appropriate and as approved by the meeting of the officers.
- Organize and promote the end-of-the-season volunteer recognition party

(e) Vice President – Procurement (Spirit Wear) – this officer position has the following responsibilities:

- Selection and ordering of team swim suit (when applicable)
- Selection and ordering of team spirit wear
- Selection and ordering of team t-shirt
- Selection and ordering of team trophies and year-end awards

- Selection, hiring and coordination of team photographer for team and individual swim pictures
- (f) Vice President – Sponsorship and Registration - this officer position has the following responsibilities:
- Work with the Board to coordinate and schedule pre-season registration dates and requirements
  - Coordinate volunteers to assist with on-site registration at designated South Riding community events
  - Work with Vice President – Communications on electronic swim team registration as needed
  - Provide officers and coaches with a complete and accurate team roster at the start of the season
  - Coordinate South Riding Proprietary review of all registered swimmers to ensure they meet the registration criteria
  - Organize and coordinate sponsorship drive and fundraising efforts prior to the start of the season (including setting of sponsorship levels with Board approval)
  - Act as liaison with team sponsors
- (g) Vice President – Communications - this officer position has the following responsibilities:
- Maintain SRST website including uploading of meet results, FAQs, and sponsorship logos
  - Coordinate website photographers for the swim season and upload photos onto the website
  - Setup and maintenance of swimmer file boxes for distribution of ribbons and other communications
  - Issue team communications at the request of the President or other officers.
  - Maintain all email lists
  - Maintain the registration of the SRST domain name
  - Ensure proper data security measures are in place and adequate
  - Provide technical support to the data entry volunteers as needed
- (h) Treasurer – this officer position has the following responsibilities:
- Work with President to develop annual budget
  - Process and distribute payroll according to agreed upon pay schedules
  - Maintain bank account and facilitate preparation of bank reconciliation by Officer position to be named by President.
  - Maintain and safeguard all cash boxes used for concessions

- Account for and issue payments for all approved disbursements
- Account for and deposit at the bank all receipts including registration receipts, concession revenues and sponsorship receipts
- Maintain and ensure that all disbursements are issued in accordance with the approval requirements as described in Section XI of this document.
- Provide a Treasurer's report at each of the Officer meetings.
- Handle any required correspondence with the Bank and or the Internal Revenue Service (IRS).
- Prepare and issue any and all required filings with the IRS, including W-2 returns for all employees of SRST.

(i.) Past President - this officer position has the following responsibilities:

- Provide guidance and support where needed during the planning and execution of the two swim seasons following tenure as President
- Attend the South Riding Recreation and Grounds Committee meetings as a representative of SRST and report back to the Board any concerns or actions items from those meeting.

(ii) Election Process

- (a) Prior to the request for nominations, the President will create an election committee comprised of a minimum of 3 but not more than 6 parent volunteers not otherwise affiliated with the Board to manage the election process, hereinafter referred to as the "Election Committee".
- (b) The President will broadcast a request for nominations for open officer positions at least two weeks prior to the Year End Awards Ceremony to the entire population of the registered swim families.
- (c) Nominations will be communicated to the registered swim families with detailed instructions for on-line voting.
- (d) All on-line voting results should be directed to and only be visible to the Election Committee until the close of the voting period and results are tallied.
- (e) The Election Committee will communicate to the President the results of the election and the President will communicate the election results at the Year End Ceremony.
- (f) In the event of a tie, the Board will take a vote to determine the winner of that particular officer position.

### **Section III. - Membership Requirements**

- (i.) In order for a registered swimmer to be accepted into the swim program they must meet the following requirements:
  - The swimmer must be in good standing with the South Riding Homeowners Association and have a current South Riding Pool Pass; and
  - The swimmer must reside within the South Riding community as defined by the Town Proprietary; or
  - The swimmer must be under the daily supervision (childcare) of a person residing within the South Riding community as defined by the Town Proprietary
  - The swimmer must demonstrate to a member of the coaching staff that he/she can safely complete one full lap of any swim stroke.

### **Section IV. - Registration**

- (i.) Registration will begin and end at dates to be determined by the Board.
- (ii.) Registration will be coordinated and carried out by parent volunteers.
- (iii.) Registration fees will be set by the President and Treasurer with final approval by the Board.
- (iv.) Late fees will be charged for any registrations received on or after a pre-determined date
- (v.) No swimmer registrations will be accepted after time trials.
- (vi.) Refunds will be granted in full prior to the start of the swim season.
- (vii.) Refunds requested after the season has begun for medical or extenuating circumstances will be processed at the discretion of the President and Treasurer.
- (viii.) Registration will be both electronic via the team website and written.
- (ix.) The President and Treasurer will include in the budget the cost of advertising for swim team registration. Such advertising will include articles and mentions in the community newsletter and on the community website, signage in the community

### **Section V. - Calendar of Events**

- (a) The President, Team Representative (CSL, ODSL, Mini), Vice President Operations, Vice President – Social and Vice President – Sponsorship and Registration will create a calendar of events for Board approval by the third Board meeting of each fiscal year.

- (b) Calendar of Events will include:
  - (i) Open registration date
  - (ii) Closed registration date
  - (iii) Meet dates (CSL, ODSL, Mini)
  - (iv) Award ceremony date
  - (v) Social Activities
  - (vi) Team Photo

**Section VI. - Coaching Staff**

(a) Hiring

- (i) The Board of Directors will be responsible for the hiring and dismissal of all Head, Assistant and Junior coaches.
- (ii) The term of the coaches is at the discretion of the Board but will be a minimum of 1 complete summer swim season.
- (iii) If, due to extenuating circumstances, a head coach is unable to complete his/her duties as coach and tenders his/her resignation, the Board will look to the existing coaching staff to fill the vacancy through the duration of the swim season.
- (iv) All Head and Assistant Coaching applicants will be subjected to a background check prior to consideration.
- (v) All applicants for coaching positions must provide a social security number and will be issued a W-2 by the Treasurer should their wages meet the minimum reporting thresholds of the IRS. All appropriate federal and state taxes will be withheld and remitted the proper taxing authorities.
- (vi) All coaching staff, including Head, Assistant and Junior coaches are required to have the proper certifications which include but are not limited to, CPR training and certification, life guard certification and in some instances, pool operator licensing.
- (vii) The salaries of the coaching staff will be set by the President and Treasurer and approved by the Board.
- (viii) Merit increases for the coaching staff will be at the discretion of the President and Treasurer and require approval by the Board.

- (ix) The hiring of Junior coaches will include interviews and recommendations by the head and assistant coaches and will be at the discretion of the Board.
- (x) Junior Coaching applicants must be a least 14 years of age.

(b) Dismissal –

- (i) The dismissal of a Head, Assistant and or Junior Coach will be at the recommendation of the President but will require a majority vote of the Board.
- (ii) Upon the majority vote of the Board, the President will generate a written account of reasons and justifications for the dismissal and such documentation will be maintained by the Treasurer with the other Team records.

(c) Duties –

- (i) The Head Coach(es) of each team will be responsible for training the swimmers to reach their maximum potential in the water in a safe, fair and equitable manner.
- (ii) The Head Coach(es) of the CSL team will be responsible for submitting the “A” meet line-ups to the Team Rep for purposes of “seeding” the meet.
- (iii) Assistant Coach(es) of each team will be responsible for providing support and assistance to the Head Coach(es).
- (iv) Junior Coaches will have responsibilities to be determined by the Head and Assistant Coaches.

**Section VII. – Team Determination**

- (a) Parents may specify the Developmental Team for any child age 8 and under.
- (b) In order for a child to be considered for either the CSL or ODSL team, they will need to participate in the first sanctioned meet of the season in order to set their times.
- (c) Prior to the first sanctioned meet of the season, the Coaches will review the swimmers’ times and make their recommendations as to which team that swimmer should participate.
- (d) Parents of the swimmers have the ability to request a team that may be the opposite of the coaches recommendation. No one will be required to swim on one team versus the other. It can be at the discretion of the family.

**Section VIII. – Practice**

- (a) The CSL and ODSL teams will practice 5 days a week in age-specific groups for a 10 week period.
- (b) The Developmental team will practice 3 days a week for a 6 week period in ability-specific groups.

**Section IX. – Swim Meets**

**CSL**

- (a) CSL team members will have the ability to participate in weeknight “B” meets and Saturday morning “A” meets.
- (b) A CSL swimmer will qualify to swim in an “A” meet if his/her time is one of the top three times in his/her age group or if one of the top three swimmers cannot attend the meet and his/her time is the next fastest. Final seedings for the meet is at the discretion of the head coaches based on meet requirements and other factors they impact the team’s ability to compete. The coach(es) have the final say in meet seeding.
- (c) Starting times to begin the season will be set at the first sanctioned meet of the summer swim season, whether it be an internal meet to set times or participation in an invitational with another area team.
- (d) If a swimmer is unable to attend the first sanctioned meet of the season in order to set his times, he will not be eligible to swim in an “A” meet until he/she sets their times at the first available “B” meet.
- (e) All CSL swimmers who do not swim in an “A” meet are eligible to swim the strokes of their choice in the “B” meet.
- (f) A CSL swimmer who swims in an “A” meet and does not place first, second or third in an event may swim that stroke and any other stroke not swum in an “A” meet in the next “B” meet.
- (g) A CSL swimmer is required to attend a minimum of 3 of the 5 weekday practices in order to be eligible to swim in an “A” meet. Certain circumstances, approved by the coaches, can over ride the practice requirement (i.e. attending swim camp)
- (h) All CSL swimmers can swim an Individual Medley (IM) if they so choose at an “A” and or “B” meet.

**OSDL**

- (a) ODSL team members will have the ability of participate in both a weeknight meet and a Saturday morning meet.

**DEVELOPMENTAL TEAM**

- (a) The Developmental Team members will have the ability of participate in several internal meets typically held on a weeknight.
- (b) The Developmental Team will not have Saturday morning meets.

**Section X. - Volunteer Requirements**

- (a) All registered swim families will be required to volunteer during the swim season in some capacity.
- (b) A minimum volunteer requirement will be set by the Board at the start of each swim season.
- (c) The Vice President of Operations for each team will be responsible for administering a Volunteer tracking system to ensure that the minimum volunteer requirements of each registered swim family have been met.
- (d) Those families wishing to “opt out” of any volunteer efforts will be charged a fee as determined by the Board.
- (e) If it has been determined at the end of the season that a registered swim family has not met the minimum volunteer requirements, that family will be unable to register a swimmer for the following swim season until the “Opt Out” fee has been paid to SRST.
- (f) Volunteer positions include but are not limited to:
  - Board position
  - Concessions
  - Timers
  - Clerk of Course
  - Referee
  - Stroke and Turn Judges
  - Announcer
  - Ribbon Writers
  - Data Entry
  - Spirit Wear sales
  - Photographer (digital camera required)
  - Meet set-up and break down
  - Social events

**Section XI. - Finance Related Matters**

- (a) Budget
  - (i.) The President and Treasurer will annually draft a budget and present it to the Board by the second Board meeting of each fiscal year.
  - (ii.) The Budget must be approved by the majority vote of the Board prior to the first meet of the swim season.
  - (iii.) The Budget will be circulated to the registered swim families upon approval by the Board.
- (b) Bank Account
  - (i.) All SRST funds are to be maintained in an independent bank account set up under the name and TIN of the team.
  - (ii.) A bank account can only be opened upon written approval by the President and one additional member of the Board.

The Treasurer, acting alone, cannot open a bank account in the name of SRST.

- (iii.) At no time should SRST funds be commingled in any individual/volunteers' personal bank accounts.
- (iv.) The Treasurer will reconcile the bank account monthly and the President will review and approve the bank reconciliation as prepared by the Treasurer.

(c) Disbursements

- (i.) The Treasurer is responsible for generating all disbursements upon receipt of a supporting document to support the requested expense.
- (ii.) The Treasurer has the authority to act as the sole signatory for checks that do not exceed \$100.
- (iii.) Checks issued for more than \$100 will require the signature of both the President and the Treasurer.
- (iv.) The Treasurer and or President have the discretion to approve or deny payment requests.

(d) Receipts

- (i.) The Treasurer shall deposit all receipts including but not limited to registration and concession receipts in the SRST designated bank account within a reasonable period of time from the date of the receipt.

(e) Financial Records

- (i.) The Treasurer shall present to the Board at the beginning and end of each season as well at each scheduled meeting during the swim season, a current bank statement, income statement and balance sheet.
- (ii.) The Treasurer shall be responsible for all required tax filings for the SRST.
- (iii.) Financial records, including but not limited to bank statements, tax records for both SRST and its employees shall be maintained for a minimum of 7 years.
- (iv.) The Treasurer shall employ the services of an independent auditor to annually review records and tax filings.

(f) Capital Acquisitions

- (i.) The request to purchase assets with a value greater than \$500 but less than \$1,000 must be approved by the President.
- (ii.) The request to purchase assets with a value greater than \$1,000 must be approved by a majority Board vote.