



ROTA SWIM CLUB CONSTITUTION & BYLAWS

ARTICLE 1 GENERAL

SECTION 1- Organization: The name of this organization shall be the Rota Tiburones Swim Club (hereafter referred to as RSC). The RSC is a non-profit competitive swim club for school age children. The address of RSC shall reside at C/O RSC, PSC 819 BOX 2799, FPO AE 09645-0019. This is a non-federal entity. It is not part of the DOD or any of its components and has no governmental status.

SECTION 2 - Affiliation: The RSC is affiliated with the European Forces Swim League (EFSL) and Naval Station Rota, Spain. RSC is a self-sustaining non-profit organization, administered and financially supported by its own members through dues, contributions from fundraising, service charges, and fees. Support by the Morale, Welfare, and Recreation (MWR) Department is provided through use of their facilities. High school age swimmers may earn a school letter if eligibility criteria are met as prescribed in the October 2009 DoDDS and EFSL MOU.

SECTION 3 — Mission: The mission of RSC is to promote competitive swimming in a team environment for athletes at all levels of ability. We define success as sustained, individual pursuit of excellence bounded only by our swimmers' desires and personal abilities, which allows them to be the best they can be, achieve personal goals, and have fun in the swim program.

SECTION 4 - Purpose:

- A. To produce the highest quality future citizens;
- B. To produce the highest quality swim team possible;
- C. To develop proficient swimmers to achieve their personal goals;
- D. To provide excellence in every aspect of the RSC organization;
- E. To allow swimmers to experience success as a competitive athlete; and
- F. To support the education requirements of the local DoDDs school program.

SECTION 5 -Dissolution: RSC may be dissolved by a two-third supermajority affirmative vote of the members as or by the direction of the installation commander or designee. In the event of an emergency evacuation of dependents, if dependents have not been authorized return within one year, RSC will dissolve automatically.

ARTICLE 11 MEMBERSHIP

SECTION 1 Eligibility and Term:

- A. Membership will be extended to any individual who has independent, legitimate base access to Naval Station Rota, Spain, and meets all eligibility requirements described herein.
- B. Membership is open to Spanish military dependents, but not to exceed 15% of the total swim team membership. Spanish members in good standing will not be removed from the team in the event of attrition of U.S. Swimmers.
- C. Swimmers must be of school age
- D. Swimmers must comply, as appropriate, with the general tenets of the Department of Defense Educational Activity-Europe Interscholastic Athletics Program Manual (DoDEA Manual 2740.2), as determined by the Board.
- E. Acceptance to the team as a swimmer depends upon passing a formal individual swimming assessment and upon space availability, except that the first swimmer of board members and primary squad coaches is automatically accepted. The Head Coach will make the final determination of acceptance and placement of swimmers.
- F. Acceptance to the team as a swimmer parent is automatic if the swimmer is accepted.
- G. Members of RSC must comply with eligibility criteria of EFSL, as stated in the EFSL Code (see EFSL website for details).
- H. No person because of race, color, creed, sex, age, sexual orientation, disability, or national origin shall be unlawfully denied membership, unlawfully excluded from participation, or otherwise subjected to unlawful discrimination by this organization.
- I. Membership shall be on an annual basis, and the term of RSC membership shall run from August 1 to July 31 of the following year.
- J. Summer swim camp is a community-based program and participation does not guarantee membership during the competitive season.

SECTION 2 Types of Members:

- A. Swimmers: Those persons who meet the minimum ability criteria defined above and whose registration fees and dues are current.
- B. Parents: Parents of active swimmers. Parent members are the only members authorized to vote.
- C. Volunteers: Those personnel who do not fall within the other categories but who do contribute their time and talent during the season or specific events to further the objectives of RSC

SECTION 3 — Responsibilities of swimmers:

- A. Have independent base access;
- B. Display good sportsmanship and respect for coaches, teammates, facilities, and all RSC members;
- C. Attend and actively participate in practices, meets, and RSC events;
- D. Inform coaching staff of intent not to compete at least one (1) week prior to each meet; E. Abide by the rules and regulations of RSC3 including the Swimmer's Code of Conduct, and/or any facility in use by RSC;

- F. Dress and remain poolside until parent/guardian is able to arrange pick-up if unable to participate in practice; and
- G. Be responsible for personal gear. RSC does not assume financial responsibility for lost or stolen items.

SECTION 4 Responsibilities of parents:

- A. Complete, in full, all registration documentation and waivers for each swimmer.
- B. ~~Assist in activities including RSC swim meets (both home and away meets) and fundraisers throughout the registered season. Each family is required to fulfill a minimum of 40 volunteer service hours per season. If a family has a swimmer attending Championships and/or Divisionals, the family is expected to volunteer one shift per meet. If the family minimum is not met, a fee of \$20.00 per hour will assessed to a maximum of \$800.00. Additionally, each family is required to fulfill a minimum of 2 fundraisers hours per season and is requested to donate and/or provide stock for each day of each home meet when the concession stand is operated.~~
- C. Foster good sportsmanship in support of RSC objectives and abide by the Parent's Code of Conduct;
- D. Assist in enforcing the rules and regulations of RSC and/or any facility in use by RSC;
- E. Provide required and approved personal equipment for their swimmer(s);
- F. Parents are encouraged to attend practices and supervise younger children while in the locker rooms; and
- G. Attend parent meetings, as scheduled, as well as any Board Meetings to be aware of all the issues affecting the RSC.

See Amendments
dated 16Aug2025

SECTION 5 —Responsibilities of volunteers:

- A. Foster good sportsmanship in support of RSC objectives and respect;
- B. Assist in activities and functions of RSC as directed by RSC personnel;
- C. Assist in enforcing the rules and regulations of RSC and/or any facility in use by RSC; D. Submit to a background check upon request.

SECTION 6 Meet participation: It is expected but not required that swimmers compete in swim meets An invitation to League Championship requires a swimmer to compete in the minimum number of meets as required by EFSL in order to be eligible.

SECTION 7 — Competitive Season: The competitive season will be determined by the Board annually based on EFSL dates, normally falling between September through February. After Divisional Championships, 'the swimmers that qualify for EFSL Championship meet are required to continue to follow a competitive swim practice schedule, as determined by the Head Coach and coaching staff, while in general the non*qualified swimmers' season will be concluded after the Divisional meet as determined by the Head Coach.

ARTICLE 111 FISCAL YEAR, FEES, AND DUES

SECTION 1 — Fiscal year: The fiscal year of the RSC shall run from June 1 to May 31.

SECTION 2 - Fees: An annual, non-refundable registration fee will be charged on the first day of registration and renewed annually by each swimmer. The fee will be set and published by the Board.

SECTION 3 -Dues

A, Dues: RSC team dues are determined annually by the Board and pay for administrative and operational costs incurred by RSC throughout the year. The Board will determine and publish the team dues by August 1 of each year. The Board will also determine fees for special programs such as preseason summer swim, swim clinics, swim camps, and/or any other program offered to RSC swimmers. Dues will be charged at the beginning of the competitive season, September 1, for all swimmers

B. Payment: Each swimmer is responsible for paying RSC team dues. Swimmers will be given a 30-day grace period upon initially joining RSC. If a swimmer should decide to quit the team within the initial 30 days, all dues will be refunded minus a \$50.00 administrative fee. After 30 days, team dues will be refunded on a standard prorated basis. Dues will also be prorated for new swimmers joining RSC after October 1.

SECTION 4 - Discounts: A discount per swimmer will be given to members who pay the total annual dues at registration. An additional 10% multiple-swimmer discount may be applied to each additional swimmer after the first registration within a swim family. All board members and primary squad coaches will receive a 100% dues discount on the first child. These discounts may be combined to maximize the full benefit for each family.

SECTION 5 - Late fees/outstanding balances: Swimmers whose registration, team dues, and/or any other program or gear purchase fees are past due may not practice with the team, unless prior arrangements have been made through the RSC treasurer. Swimmers will not be allowed to compete until the outstanding balance is paid. When an account reaches a negative balance of \$150.00, the swimmer will no longer be permitted to practice or compete until the balance is paid in full.

SECTION 6 - Termination of Participation: Should a swimmer decide to discontinue participation in any RSC program, all dues through the final month in which the swimmer participates or any portion thereof, and any outstanding fees, are considered an obligation to RSC and is payable upon termination of participation, even if the payments are being made in installments. Written notice of terminated participation must be submitted, in writing, to the Head Coach and Treasurer to be eligible for any prorated refund.

SECTION 7 - Financial Grievances: The Board have authority to resolve any and all grievances and to make arrangements with individual members of RSC who are experiencing financial hardship.

SECTION 8 - Service Hours: The operation of RSC is completely dependent upon parent involvement to ensure the safe and successful operation of the team, and so all families are expected to contribute a predetermined minimum amount service hours during the course of the year. The minimum amount will be determined and published by the Board annually. Service hour opportunities include officers of RSC5 timers, marshals, officiating, social event* concession sales

key positions, board positions, as well as other assistance provided during home and away meet. All service hours will be monitored by the Volunteer Coordinator and letters of acknowledgement and verification will be provided to any personnel who shall request such,

SECTION 9 - Swimmers Travel Expenses: All travel expenses associated with participation in RSC are the responsibility of team members and not reimbursable by RSC, except as specified in Article IV Section 3 below.

~~SECTION 10 - Fundraising: Fundraising is an integral part of the swim season. Money collected as part of the RSC fundraising effort is used to purchase additional equipment and swim gear, and assist with the expenses of RSC coaching staff. As per Naval Station Rota policy, RSC shall be permitted two fundraisers each month, as requested and approved prior to each event, to be located on board Naval Station Rota. A Board Member or a member of the Fundraising Committee must be present at all fundraising events. RSC may hold fundraising events on the internet through a fundraising host of their choice (i.e. GoFundMe) for the purpose of sharing fundraising opportunities with family members and friends not currently collocated with the swimmer. All electronic fundraising shall not be advertised or promoted anywhere within the limits of Naval Station Rota, Spain. Any violation of this policy will result in the termination of RSC fundraising privileges for the season and require a review of RSC permission to operate on board Naval Station Rota, Spain.~~

See Amendments
dated 16Aug2025

ARTICLE IV OFFICERS AND GOVERNING BODY

SECTION 1 - The Board: The Rota Swim Club will be governed by a seven-member Board consisting of four elected officers: President, Vice-President, Secretary, Treasurer; and three ex officio members: Head Coach, Head Statistician, Head Official. ~~The elected officers will be elected from the parent membership for a term of one year running from March 1 through the last day of February.~~

See Amendments
dated 16Aug2025

SECTION 2 - Board Officer Election: The Board is committed to transparent and accurate elections, and to ensure these, the Board will endeavor to conduct Board elections by a voting committee, but may undertake other processes if required. In January of each year, the Board will appoint three parents not seeking or holding a Board position to act as the voting committee. The committee will solicit viable and responsive candidates from among all current club members, by a process and timeline of their determination using normal club communication methods and widest dissemination. There is no limit to submitting nominations, nor to self nomination. Upon closure of the nomination period and vetting of candidates, the committee will prepare and promulgate an electronic ballot. The vote for the elected Board members shall be held during one week in February, except as specified elsewhere in these Bylaws, in accordance with Article 2 Section 2, Upon conclusion of the election, the committee shall compile the results and report them to the Board. Results of all elections are effective when Board accepts the report of election results. There is no limit to the number of terms any individual may serve in any elected position,

SECTION 3 - Quorum: A quorum for conducting business at board meetings will consist of a simple majority of total sitting Board members.

SECTION 4 - Purpose: The Board is charged with and retains all authority for formulating and acting upon all matters of policy, procedures, and operations of RSC. The board may choose to delegate certain authorities.

SECTION 5 - Meeting Procedures: The Board will meet monthly, or as needed as determined by the President, with due notice of at least 10 calendar days, when possible. The meetings shall be conducted using parliamentary procedures and shall be open to all RSC members. A simple majority is required for approval of items put to a vote. In the event of a tie vote, the President's vote will not count. In general, all votes will be conducted at board meetings, but the Board retains the authority to conduct votes outside of board meetings for situations in which a vote cannot wait, as determined by the President. Any votes conducted outside a board meeting will be reflected in the next soonest board meeting agenda.

SECTION 6 — Removal of Board Members: Any Board member may be removed from office by a unanimous vote of the remaining voting Board members for inactivity and/or failing to uphold RSC bylaws, rules and regulations, including not abiding by the Parent Code of Conduct.

SECTION 7 — Resignation of the Board: Written notice shall be provided within 15 calendar days of resignation of a Board Member. The member will release all responsibilities upon resignation and the position will immediately be filled as defined in Article V. If more than two of the Board members resign, the remaining Board will request and place volunteers to serve on the interim the Board until general elections can be reestablished within 90 days or a timeline determined by the Board.

SECTION 8 Board vacancies: If a Board member position becomes vacant, the Board shall name a replacement from among the Key Positions except as specified in Article IV Section 10 and Section 11,

SECTION 9 — President: The President shall have the following duties and obligations:

- a. Enforce the bylaws, and all other rules, regulations, and conventions of the RSC and in general act as the chief executive officer;
- b. Preside over and set agenda for all meetings of the RSC;
- c. Call special meetings as necessary;
- d. Represent the RSC, or appoint a representative, at all functions requiring an organizational representative;
- e. Act as Treasurer in Treasurer's absence;
- f. Appoint, with the approval of the elected Board, the ex officio Board members;
- g. Discharge temporary appointees upon completion of work set forth;
- h. Sign any contracts for RSC following a vote by the Board;
- i. Track documented discipline grievances submitted to the Board;
- j. Serve as primary point of contact with other EFSL teams and the EFSL itself;
- k. Ensure RSC meets insurance requirements either by establishing a liability policy with a local agency or under waiver of liability insurance approved by Commanding Officer, Naval Station Rota, Spain;
- l. Communicate with U.S. Naval Station Rota and attached tenant command leadership; and m, Take responsibility for the disposition of any assets or discharge of any liabilities remaining in the event the Rota Swim Club is dissolved.
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SECTION 10 — Vice-President: The Vice-President shall have the following duties and obligations:

- a. Act as chief operating officer of RSC;
- b. Act as President in the absence of the elected President and assume the office should a resignation or vacancy occur;
- c. Coordinate plans for the monthly meetings and all special activities;
- d. Oversee and approve all fundraising requests for routing to Commanding Officer, Naval Station Rota, Spain via the Fundraising Coordinator; e, Review bylaws with input from the Board and appointed General Board Members as volunteers ; and
- f. Serve as an ex officio member of all committees and report to the President.
- g. Conduct and maintain a current inventory of all property belonging to RSC;

SECTION 11 Treasurer: The Treasurer shall have the following duties and obligations:

- a. Receive dues and maintain a current listing of membership and balance status;
- b. Submit a monthly financial statement to the Board;
- c. Be present at fundraising events and other RSC functions, when possible, to take charge of all financial matters;
- d. Pay all authorized RSC bills and reimbursements;
- e. Maintain an accurate account of receipts and disbursements for a period of three (3) years;
- f. Maintain an active checking account for the RSC;
- g. Conduct annual audits with MWR, as required or directed;
- h. Place and receive orders for supplies and equipment; i, Obtain and provide insurance report in the absence of an approved waiver of liability insurance;
- j. Compose an annual budget in conjunction with newly elected Treasurer prior to first General Board meeting in March; and
- k. Act as Vice-President in the absence of the elected Vice-President and assume the office should a vacancy occur.
- l. Maintain Active registry.

SECTION •12 - Secretary: The Secretary shall have the following duties and obligations:

- a. Record minutes and proceedings of general membership meetings, the Board meetings, and special meetings called by the President and retain said minutes as a permanent record in the RSC Minute Book;
- b. Make available to the membership, copies of the bylaws, and minutes of all meetings, posted via the RSC Tiburones pages no later than 7 days after scheduled meetings;
- c. Notify the Board and Members of scheduled meetings and special meetings;
- d. Coordinate annual and ongoing registration of team members;
- e. Maintain team membership files and emergency contact number lists;
- f. Generate RSC team phone tree and address listings to include e-mail addresses;
- g. Provide monthly report of current team members at each Board Member meeting;
- h. Work with Publicity/Public Affairs Coordinator and Webmaster to keep RSC websites and associated social media outlets current;
- i. Generate meeting agendas in conjunction with the President to include input from all Board Members.
- j. Send list of traveling swimmers for away meets to DGF attendance officer.

ARTICLE V.
KEY POSITIONS

SECTION 1 — Key Positions: RSC has numerous defined designated key positions. These positions shall be appointed by the Board from among the parent or volunteer membership. All appointments will expire at the end of the competitive season, except as the Board may choose to extend. The key positions are granted relevant specific decision authority as specified below, but any key position decision may be modified or overruled by the Board. Members may be removed from their appointed position by the Board for inactivity and/or failing to uphold RSC bylaws, rules, regulations, including not abiding by the Parent Code of Conduct. Coaches may be removed from their appointed position by the Board for inactivity and/or failing to uphold RSC bylaws, rules, regulations, including not abiding by the Coaches Code of Conduct. All key positions are charged with implementing objectives of RSC and complying with policies and procedures of the Board. The Key Positions are:

- A. Head Coach
- B. Head Statistician
- C. Head Official
- D. Meet Director
- E. Merchandising Coordinator
- F. Volunteer Coordinator
- G. Travel Coordinator
- H. Spanish Liaison
- I. Fundraising Coordinator
- J. Publicity/Public Affairs Coordinator
- K. Webmaster

SECTION 2 Head Coach: The Head Coach will have the following duties and obligations:

- A. Maintain and enforce discipline in accordance with the RSC guidelines, the Parent/Swimmer Codes of Conduct, and Pool Deck Rules;
- B. Retain overall responsibility for the training of RSC swimmers and training guidance for all group coaches;
- C. Attend all scheduled home meets. If there is a scheduling conflict then appoint a Head Coach Representative and submit individual's name to Board prior to meet;
- D. Assist the Meet Director to ensure all away meets have adequate coverage by coaching staff to the coach/swimmer standard described in Article IX
- E. Meet with Primary Coaches at least once before the official season training starts, discuss team goals, training vision, coaching expectations, scheduling and logistics, group coaching responsibilities, and other items as determined by the Head Coach. Schedule additional coaching staff meetings, as necessary;
- F. Present all awards. Some awards may be presented by another coach with Head Coach approval;
- G. Provide feedback to parents and swimmers regarding goal progress and achievements throughout the season based on swimmer's Goal Sheets, distributed at the beginning of the season;

- H. Oversee and review the Primary Coaches tracking and maintenance daily attendance records, Contact parents after an unexcused absence;
- I. Coordinate with DGF Athletic Director to ensure requirements for Varsity Letters are met, and present Letter achievements during end-of-season awards ceremony at DGF;
- J. Oversee the selection process and appointment of Team Captain(s);
- K. Submit additional team equipment proposals from the Coaching Staff to the Board for the annual budget;
- L. Provide quarterly team statistics to the Board;
- M. Make all swim meet uniform decisions.

SECTION 3 Coaching Staff: One Primary Coach for each RSC group shall be nominated by the Head Coach with confirmation and appointment by the Board. One Assistant Coach, per RSC group> may be recommended to the Head Coach by each of the appointed Primary Coaches. The Head Coach may decline the recommendation or accept the recommendation and nominate the Assistant Coach for confirmation and by the Board.

SECTION 4 — Head Statistician: The Statistician shall have the following duties and obligations:

- A. Attend mandatory EFSL statistician training, as required by ESFL
- B. Set up all meets utilizing current My-Tek Meet Manager and Team Manager Software;
- C. Take receipt of and input all entries from RSC swimmers and visiting swimmers for all home meets, Validate all entries have been provided for all swimmers for all home meets through the respective Head Coach of designated representative;
- D. Take receipt of and input all entries from RSC swimmers and/or Head Coach for away meets, Validate all entries have been provided for all visiting swimmers for all home meets through the respective Head Coach or designated representative;
- E. Provide all entries to away meet/hosting Statistician and ensure an electronic copy held on CD, DVD, or designated thumb drive accompanies the Coach and/or swimmers to away meets;
- F. Prepare and print heat sheets and marshalling cards for RSC home meets prior to the start of the meet;
- G. Ensure all times are recorded and entered into RSC Statistician computer for all home meets;
- H. Produce all ribbon labels at home meets and provide them to the Meet Director for processing and distribution. Validate the distribution of all ribbons at home meets based upon Statisticians' final reports;
- I. Print reports for RSC Head Coach and any visiting Head Coach during home meets; j, Prepare and submit reports and data files to EFSL, as required and/or directed; and
- J. Prepare and submit team rosters to EFSL bi-annually, or as directed.
- K. Provide the Secretary with a listing of confirmed swimmers for away meets one (1) week prior to the away meet.

SECTION 5 Head Official: The Head Official has the following duties and obligations:

- A. Responsible for ensuring that EFSL swimming standards are properly adhered to by RSC and RSC home swim meets are conducted in accordance with EFSL officiating standards
- B. Attend league officiating committee meetings and clinics as required
- C. Recruit and train parents / community members to become swim meet officials

- D. Conduct and coordinate officiating clinics for team officials
- E. Maintain a record of qualifications at the team level and provide EFSL Head Official with qualification information
- F. Provide officials for home meets and away meets as requested by other EFSL Meet Directors,
- G. Provide guidance to RSC in officiating matters

SECTION 6 Meet Director: The Meet Director shall have the following duties and obligations;

- A. Organize and coordinate all aspects of RSC swim meets with EFSL and appropriate MWR personnel;
- B. Ensure all necessary equipment (i.e. tables, chairs, tents, etc.) is acquired and set up for RSC swim meets;
- C. Conduct ribbon inventories and order ribbons through EFSLs as necessary;
- D. Coordinate the processing of ribbon and distribution to Head Coach for all home meets;
- E. Maintain accountability and responsibility for all preparations of RSC swim meets;
- F. In partnership with the Volunteer Coordinator track volunteer hours of families and ensure adequate volunteers are available for use as/by Head Timer, Marshall, Clerk of Course, etc.;
- G. Prepare and release, in conjunction with the President, all meet announcements for RSC swimmers and EFSL;
- H. Refer to USA Swimming, Meet Director responsibilities for complete job description:
https://efaidnbmnnnibpcajpcglclefindmkaj/https://www.teamunify.com/vsbac/_doc_/Meet%20Job%20Descriptions.pdf

SECTION 7 — Fundraising Coordinator: The Fundraising Coordinator shall have the following duties and obligations:

- A. Research coordinate appropriate activities for local fundraising, including two events per month in coordination with the Vice-President. Fundraising events will not exceed two events per month in accordance with NAVSTA policy;
- B. Solicit and schedule members and parents for each approved fundraising event under the guidance of the Vice-President. Advertise fundraising events to the team and community;
- C. Track and provide reports of volunteer hours of participating RSC families to the Volunteer Coordinator; and
- D. Organize and designate concessions for RSC home meet* as well as maintain an inventory of concession goods (Concession sales held at RSC home meets are to be considered fundraising events);
- E. Ensure all fundraising request packages are routed in a timely manner to meet lead time requirements of 14 days for US Naval Hospital Rota approval of food sales and 14 days for Commanding Officer Naval Station Rota final approval of fundraising events
- F. Establish a working relationship with MWR and other base activities.
- G. Keep accurate records on all transactions to provide to Treasurer after each event

SECTION 8 -- Publicity/Public Affairs Coordinator: The Publicity/Public Affairs Coordinator shall have the following duties and obligations:

- A. At a minimum, prepare and release meet results and photos via RSC social media outlets, local periodicals and other media venues within one week of the meet/event conclusion in coordination with Secretary,

- B. Prepare and provide information, notices, and human-interest articles and interviews to the Naval Station Rota community regarding RSC events, recruiting and swimmers, and;
- C. Coordinate with RSC webmaster to maintain current photos and information on all RSC sites, respectively. Develop and maintain operating guidelines for adding members and uploading team photos to photo sharing site.
- D. With Board approval, appoint committee members to act as Team Photographers, who will be responsible for photographing ALL swimmers during meets and events, uploading photographs to the Team's photo sharing site within 1 week of the meet/event.
- E. Coordinate with Webmaster to prepare a slideshow of season photos for the end of season banquet.
- F. Design and maintain bulletin boards at the pool and schools in coordination with the Head Coach.
- G. Coordinate with Head Coach and DGF representative. Organize committee members to support team cohesiveness and spirit with in Elementary and Middle/High School through decorating lockers for older youth and setting up banners in hallways for younger youth.

SECTION 9 Spanish Liaison: The Spanish Liaison shall have the following duties and obligations:

- A. Coordinate with local Spanish agencies and authorities in support of RSC initiatives and events within the Spanish community to include, but not limited to, the use of Spanish facilities for hosting RSC event* meet* and various programs.

SECTION 10 Travel Coordinator: The Travel Coordinator shall have the following duties and obligations:

- A. Prepare current travel information (i.e, maps, lodging, air, train, rental car, etc.), including cost estimates, for the city/location of each team within the EFSL, to include RSC5 and provide all information to RSC Webmaster for publication to RSC families;
- B. Research, coordinate, and arrange logistics of away meets, including team hotel accommodations for swimmers and team dinners, official travel for Board Members required by EFSL, and any other travel related to RSC representation in conjunction with Treasurer and/or Presidents as required;
- C. Coordinate with visiting teams for base access and provide Naval Station Rota, Security Department, a listing of visiting swimmers and families at least two (2) weeks prior to each home event;
- D. Assign Visitor Sponsors, as required, to escort visiting families/swimmers on- and off base.
- E. Act as a resource for swim families for travel-related inquiries.

SECTION 11 Webmaster: The Webmaster shall have the following duties and obligations:

- A. Maintain functionality of RSC team websites and associated social media accounts to ensure an uninterrupted flow of information to all RSC swimmers and families;
- B. Provide troubleshooting and tech support regarding all RSC websites and associated social media accounts to all RSC members; and
- C. Ensure timely publication of all information, images and video as received from the RSC Publicity/Public Affairs Coordinator.

SECTION 12 — Merchandising Coordinator: The Merchandising Coordinator shall have the following duties and obligations:

- A. Prepare for presentation and board vote two or more options for swimmer uniforms no later than 1 August of each year.
- B. Coordinate with the Treasurer to insure the team uniforms fall within the team's annual budget,
- C. c. Place orders for coach and team uniforms and provide the Treasurer with itemized receipts.
d, Place orders for team merchandise or set up website for members to purchase on their own, with percentage of sales returning to RSC; ie parent t-shirts, swimmer hoodies, etc. with the team logo on them, and act as the main point of contact for any Divisional/Championship team gear pre-orders.
- D. Keep sales records and inventory logs of all team merchandise sold.
- E. Provide monthly sales records and inventory logs to the Treasurer of team merchandise sold.
- F. Organize and run a table of team merchandise for sale at all home meets.
- G. h, Research additional team gear options, as necessary, to support team spirit,

SECTION 13 Volunteer Coordinator: The Volunteer Coordinator shall have the following duties and obligations:

- A. Organize coordinate volunteers for RSC swim meets in partnership with the Meet Director
- B. Track volunteer requirements of families and ensure adequate volunteers are available for use as/by Head Timer, Meet Director, Clerk of Course, etc.;
- C. Maintain the volunteer portal through Team Unify used to sign up for hours.
- D. Communicate volunteer requirements and status towards meeting the requirements to the RSC families and the General Board,
- E. Provide Treasurer with a listing of families who did not fulfill requirements in timely manner at the close of the season.

ARTICLE VI CODES OF CONDUCT & GRIEVANCES

SECTION 1 Discipline: Membership on the RSC is a privilege. It is every swimmer and parent's responsibility to abide by RSC behavior and discipline guidelines, including these Bylaws, the Rota Tiburones Team Handbook, and the applicable tenets of DoDEA Manual 2740.2, These Codes of Conducts protect the team's reputation within both the Rota community and the swimming community, Failure to abide by these codes may result in a range of disciplinary actions as described in the Team Handbook. Each swimmer and parent is required to sign and acknowledge their intent to comply with the Codes of Conduct. In general, the coaching staff is responsible for maintaining and enforcing discipline and making disciplinary decisions. All cases of disciplinary action taken by any member of the coaching staff shall be reported to the Head Coach and then subsequently to the President within 24 hours. Behavior and discipline issues that occur outside the sphere of RSC activities are not the purview of RSC, except as those situations described in DODEA Manual 2740.2 Section F. I.e in which case RSC will follow the guidance of DoDEA.

SECTION 2 - Grievances: Any RSC member or coach may file a grievance with any Board member within 14 days of an incident.

a. All grievances must be filed in writing and clearly indicate the incident, time/date of the incident, involved parties, as well as any other pertinent details which might allow the Board to fully understand the grievance.

b. Once the President is provided with a report of a grievance the President may convene a special closed session of the Board to address the grievance. If a Board member is either the subject or the filer of the grievance, that Board member must recuse him/herself from the process. The RSC member bringing the grievance has the option of attending this session to provide additional information. The Board will discuss the matter in a closed session, taking into consideration the comments of the member submitting the grievance. At the conclusion of the discussions the President may put a proposed resolution to a vote of the Board, the results of which will be final, or adjourn to collect additional information. If additional information is needed and the session adjourned, the President will schedule another special session within one week to be conducted in the same fashion as the firsts at which a vote resolving the grievance will be taken.

c. Any resolution proposed must be consistent with the bylaws. If the proposed resolution involves a change to the bylaws, the entire matter will be submitted to the General Membership at the next scheduled general meeting. General Membership will have the opportunity to discuss the matter and it be resolved by a vote of the General Membership in attendance at schedule meeting, with a minimum of 10-day prior notice. This decision is binding on all members of the Organization. Once the issue is resolved the report will be countersigned by the member that submitted the grievance.

d, The Board, as authorized under these bylaws, may remove RSC members, swimmers, and Board Members for failure to abide by and uphold the bylaws, rules, and regulations of RSC, fighting, bullying of any forms inappropriate comments or behaviors inappropriate Facebook or social media posts, inappropriate use of RSC team contact lists, failure to maintain good financial standing, or failure to follow the prescribed grievance filing procedure. All decisions of the Board is final and may not be appealed. All grievances during the current RSC fiscal year will be resolved prior to new Board starting their term on 1 March, e, Swim Team members may submit grievances as follows:

i. Any matter NOT related to team operations (coaching, practices, etc) will be referred to the swimmer(s)? parent or authorized sponsor for resolution as described above.

ii. Matters related to team operations will be referred to the Team Captain(s) and Head Coach. the decision of the Coaching Staff is final, and the Head Coach will submit a written report of the circumstances to the President for endorsement of resolution. If the issue is determined to be of sufficient seriousness, they may refer it to the Board for resolution.

iiii If the grievance involves the behavior of a child of the coaching staff, the member may take the issue directly to the Board The Board will then follow normal grievance procedures however if the swimmer wants to provide additional information to the Board they will be accompanied by and may be represented by her/his parent or authorized sponsor.

ARTICLE VII

LIABILITIES

SECTION 1 — Liabilities: No director, officer, member, authorized agent or representative of RSC shall be liable or responsible for any debts or liabilities of RSC, or liable to RSC except to the extent of unpaid membership dues, entry fees, associated swimmer fees, or gear balances. Members assume all personal liability for any civil action taken against them or their dependents. All members of RSC shall agree to hold harmless and indemnify the United States, Department of Defense, Department of the Navy, and any of their agents or sub-units for claims arising from any RSC activities.

ARTICLE VIII VOTING

SECTION I—SPECIAL PROVISIONS: The following matters will be put before the entire RSC membership for a vote: election of Board officers, removal of a Board officer for cause, approval of the Constitution and bylaws of any revision thereof or dissolution of the RSC. A simple majority is required for election of officers. A supermajority of two-thirds is required for removal of officers, changes to the Constitution or bylaws, or dissolution of the RSC. Parent members in good standing, whose dues are current, shall have one (1) vote on all matters brought before a vote of the RSC membership, except that if both parents or legal guardians of a swimmer are members, both parents or legal guardians shall then share one (1) vote.

ARTICLE IX ACCOUNTING

SECTION 1 — Payments: Purchases, approval of payments, and payments shall be divided among different RSC Board Members.

- a. All contracts or agreements shall require the signature of the RSC President and one other Board Member.
- c. All requests for purchases shall be made in writing to the Treasurer for review and validation it is supported by annual approved budget;
- d. An annual budget will be developed by the Board and presented to the Membership at the first Parent Meeting as well as publicized through official RSC means.

SECTION 2 — Reimbursements: All requests for reimbursement must be submitted via RSC Reimbursement Form, copies of which can be obtained from the Treasurer, within 10 working days of the event closing/end. Original receipts must be attached to all requests. Receipts must indicate amount of expenditure, clear description of item purchased, date of purchase, and seller/vendor name. The Treasurer is the approval authority and reserves the right to request further documentation or information.

SECTION 3 -- Official Travel: RSC will reimburse or pay for travel for official EFSL events such as conferences, training, or EFSL sanctioned meets. In general, for any travel situation not specifically covered in these Bylaws, RSC will follow the guidance of the DOD Joint Travel Regulations, as interpreted by the President. Costs covered will be limited to transportation to and from the event; hotel/lodging costs for dates of the official event (if required); and transportation during the event, either public transportation or the cost of rental car if public transportation is not available or not feasible based on cost of public transportation exceeding cost of rental vehicle for the dates of the event. There is no reimbursement for meals or incidentals, unless approved by the Board. This reimbursement is only authorized for the Board, Head Official, Statistician or their designees and pre-

approved coaching staff in the execution of official, EFSL-mandated meetings, training, or clinics. For Coaching Staff traveling to away meets, the Head Coach is responsible for determining who will be reimbursed for their official travel, following the ratio of swimmer-to-coach shown in the table below. Reimbursement for all travel will be issued for the amount listed in accordance with the most current DOD Per Diem rates at the 100%/>30Day rate for a single traveler level (i.e. single-occupancy lodging, compact/economy rental vehicle, etc), for the minimum number of days to effectively participate in the event, The President or Vice-President shall approve all travel reimbursements. If the travel reimbursement involves either the President or Vice-President, two other Board members must approve the reimbursement. The Head Coach must endorse all reimbursement requests for Assistant Coaches prior to submission to the Treasurer for approval.

a. Parent-Coach In situations where the traveling coach who is approved for reimbursement is also the parent of one or more swimmers participating in the respective away meet, travel reimbursement will be limited to that described above for a single traveler.

b. Coach-Swimmer Ratio

Number of Swimmers	Number of Coaches
Up to 7	0
8-14	1
15-24	2
25+	3
Championship Meet	As determined by Board

SECTION 3 Audit Requirements: The accounts of the RSC will be audited prior to the installation of a new Treasurer or when the membership deems necessary by a simple majority of the vote. A disinterested party of two individuals will perform the audit. If the gross annual revenue is \$5,000 or more, an annual financial statement will be submitted to the RLSO Private Organization monitor. If the gross annual revenue is more than \$100,000, but less than \$250,000, an annual review by a public accountant is required.

SECTION 4 Dissolution: In case of dissolution of RSC, written notice will be given to the RLSO Private Organization monitor and dissolution will be carried out only with the final approval of the installation commander or designee. In the event RSC should disband, dissolve, or cease to function, any net assets including those in treasury will be used to satisfy any outstanding debts, liabilities or obligations. Any funds remaining after satisfaction of debts, liabilities and obligations will either be disbursed to the remaining active members in proportion to the dues paid for the current year for each swimmer or, if the dissolution occurs outside the competitive swim season, the Board hold the discretion to donate the residual assets to the Naval Station Rota, Morale, Welfare, and Recreation department.

ARTICLE X INSURANCE COVERAGE

SECTION 1 --RSC will obtain liability insurance and renew it annually. RSC Board will ensure liability insurance is secured and maintained with adequate protection against bodily injury and property damage claims or other legal actions that may arise as a result of activities of the organization. The coverage obtained shall be at least the minimum recommended.

ARTICLE XI ADOPTION AND AMENDMENTS

~~SECTION I, RSC Bylaws will be reviewed and approved by the Board annually. The Board will vote either to maintain the bylaws or to make amendments. Any amendments or changes to the bylaws must be approved by a two-thirds supermajority vote of the general membership. Suggested revisions to the RSC bylaws may be submitted as new business at any scheduled meeting. Upon approval by two-thirds majority of elected the Board, the bylaws will be amended to reflect the approved changes. This Constitution and bylaws and effective upon signature of the Board Officers of Rota Swim Club and the approval of the Commanding Officer Naval Station Rota, Spain, or his/her designee.~~

See Amendments
dated 16Aug2025

Dated this 1st day of July 2025



Jeremiah Hoobler
President



Kirsten Briggs
Vice President

Signed copy on file



Jeremiah Brew
Treasurer



Amanda Herford
Secretary

Amendments to the Rota Swim Club Constitution and Bylaws (version, but signed without changes 1 July 2025).

Through supermajority affirmative vote, the Rota Swim Club Executive Board hereby amends the latest version of Rota Swim Club's Constitution and Bylaws. These amendments are effective immediately upon signature of the elected officers. At the end of Season 2025-2026, the executive board will issue a revised and dated version of the Constitution and Bylaws that reflects all amendments and other administrative revisions.

Art 2 SECTION 4 Responsibilities of Parents:

Reason for Change: To allow the Executive Board increased flexibility to manage requirements.

- Change from: Assist in activities including RSC swim meets (both home and away meets) and fundraisers throughout the registered season. Each family is required to fulfill a minimum of 40 volunteer service hours per season. If a family has a swimmer attending Championships and/or Divisionals, the family is expected to volunteer one shift per meet. If the family minimum is not met, a fee of \$20.00 per hour will be assessed to a maximum of \$800.00. Additionally, each family is required to fulfill a minimum of 2 fundraisers hours per season and is requested to donate and/or provide stock for each day of each home meet when the concession stand is operated.
- Change to: Assist in activities including RSC swim meets (both home and away meets) and fundraisers as defined in the Parent Agreement and RSC Handbook.

Art 3 SECTION 10 – Fundraising:

Reason for Change: To ensure RSC is conforming to the regulation that governs the approval as a Private Organization

- Change From: Fundraising is an integral part of the swim season. Money collected as part of the RSC fundraising effort is used to purchase additional equipment and swim gear, and assist with the expenses of RSC coaching staff. As per Naval Station Rota policy, RSC shall be permitted two fundraisers each month, as requested and approved prior to each event, to be located on board Naval Station Rota. A Board Member or a member of the Fundraising Committee must be present at all fundraising events. RSC may hold fundraising events on the internet through a fundraising host of their choice (i.e. GoFundMe) for the purpose of sharing fundraising opportunities with family members and friends not currently collocated with the swimmer. All electronic fundraising shall not be advertised or promoted anywhere within the limits of Naval Station Rota, Spain. Any violation of this policy will result in the termination of RSC fundraising privileges for the season and require a review of RSC permission to operate on board Naval Station Rota, Spain.
- Change to: Fundraising will be conducted in accordance with the current version of U.S. NAVAL ACTIVITIES, SPAIN INSTRUCTION 1710.4, GUIDELINES FOR THE OPERATION OF NON-FEDERAL ENTITIES.

Art 4 SECTION 1 The Board:

Reason for Change: To better align the terms of elected officials with seasonal budget timeline and MWR agreements.

- Change From: The elected officers will be elected from the parent membership for a term of one year running from March 1 through the last day of February.
- Change To: The elected officers will be elected from the parent membership for a term of one year running from April to April.

Art 11 SECTION 1 Adoption and Amendments:

Reason for Change: To correct contradicting statements and clarify where approving authority resides.

- Change From: The RSC Bylaws will be reviewed and approved by the Board annually. The Board will vote either to maintain the bylaws or to make amendments. Any amendments or changes to the bylaws must be approved by a two-thirds supermajority vote of the general membership. Suggested revisions to the RSC bylaws may be submitted as new business at any scheduled meeting. Upon approval by two-thirds majority of elected the Board, the bylaws will be amended to reflect the approved changes. This Constitution and bylaws are effective upon signature of the Board Officers of Rota Swim Club and the approval of the Commanding Officer Naval Station Rota, Spain. or his/her designee.
- Change To:
Adoption: The RSC Bylaws will be reviewed and approved by the Executive Board annually. The Executive Board will vote to either maintain the current bylaws or propose amendments.

Amendments: Any changes to bylaws require a double supermajority affirmative vote from both the Executive Board and the Bylaws Committee. This makes the process of changing the bylaws deliberately difficult, ensuring that such changes are carefully considered and widely supported within the organization. The Bylaws Committee shall be comprised of seven parent-members who are not members of the Executive Board, nor immediate family members of any Executive Board member. The bylaws are effective upon signature by the Executive Board Officers of Rota Swim Club and the approval of the Commanding Officer

Signed copy on file

Approved:

Jeremiah Hoobler
PRESIDENT

Kirsten Briggs
VICE PRESIDENT

Jeremiah Brew
TREASURER

Amanda Heriford
SECRETARY