



# STINGRAY SWIM TEAM BOARD ORIENTATION NOTEBOOK

Created September 2017

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# MISSION – VISION – CORE VALUES

## **Mission Statement**

- The Stingray Swim Team strives to be the premier swimming organization in the Interior by providing a positive, inclusive environment where strong personal relationships can grow. Through our premium coaching, swimmers will learn the fundamentals of the sport as well as important life lessons for personal growth.

## **Vision Statement**

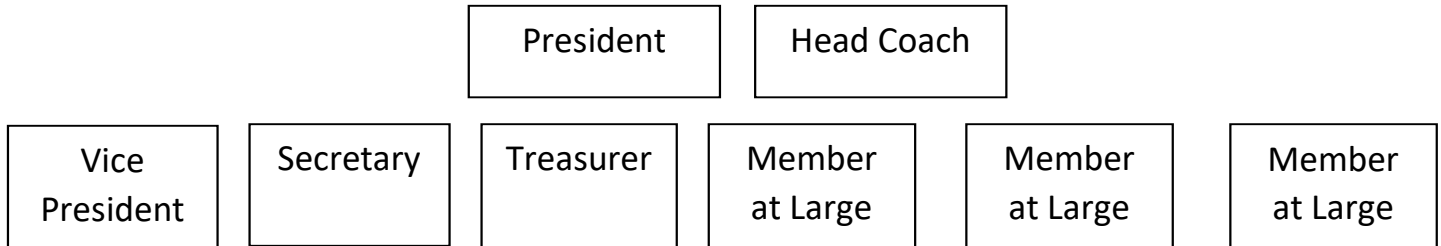
- Changing lives through the sport of swimming.

## **Core Values**

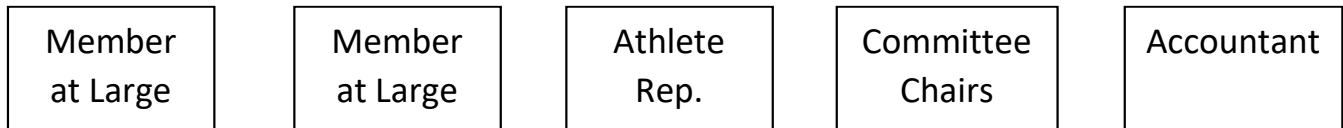
- Positive environment, strong personal relationships, premium coaching, swimming technique/fundamentals, inclusiveness, personal growth, life skills.

# STINGRAY SWIM TEAM (SST) STRUCTURE

## EXECUTIVE COMMITTEE



## ADDITIONAL BOARD MEMBERS



## AUTHORITY AND POWER

- The Board of Directors will have authority over and be responsible for the finances, operations and public relations of the Team. They shall make such rules and regulations as deemed necessary in performing these functions.

## MEMBERS

- The members of the Executive Committee shall be the Head Coach, President, Vice President, Secretary, Treasurer, and three (3) Members-at-Large. These members have both voice and vote.
- Members of the board who have voice but no vote include additional Members-at-Large, Athlete Representatives, Accountant and Committee Chairs.

## MEETINGS

- Board of Director meetings will be held as deemed necessary throughout the year, generally the second (2<sup>nd</sup>) Tuesday of each month. Swimmers and parents are welcome to attend open Board meetings and make presentations by requesting time on the agenda. Robert's Rules of Order Revised shall govern all proceedings in which they are not inconsistent with the by-laws.

## **QUORUM**

- A quorum of the Executive Committee shall consist of five (5) members of the committee.

## **TERM OF OFFICE**

- Board member elections shall be conducted at the annual spring membership meeting. The President and Secretary shall be elected during odd-numbered years while the Vice-President and Treasurer shall be elected during even-numbered years. The Members-at-Large will be elected each year.

## **COMMENCEMENT OF TERM**

- Each person elected to a position shall assume office on September 1 and shall serve until August 31 of their reelection year.

# COMMITTEES

## **ATHLETE COMMITTEE – Athlete Representative shall chair**

- Consists of the Athlete Representative, Head Coach and a minimum of three (3) other athlete members.
- The Athlete Committee shall be responsible for the publication of an athletes' newsletter and shall undertake such other activities (a) delegated to it by the Board of Directors or the Head Coach or (b) undertaken by the Committee as being in the best interest of the Athlete Members, SST, USA Swimming, and the sport of swimming.

## **BUDGET COMMITTEE – President shall chair**

- Consists of all members of the Executive Committee and the Accountant.
- The Budget Committee is authorized and obligated to consult with the officers, committee chairs and coordinators and prepare and present a proposed budget for consideration and approval by the Board of Directors. The officers, committee chairs and coordinators shall provide promptly such financial information (current and projected) and budget proposals as the Budget Committee may request. The proposed budget may contain alternatives.

## **COACH COMMITTEE – Head Coach shall chair**

- Consists of all Coach members.
- The Coach Committee shall undertake such activities (a) delegated to it by the Board of Directors or the President or (b) undertaken by the Committee as being in the best interest of the Coach members, SST, USA Swimming, and the sport of swimming.

## **OFFICIALS COMMITTEE – Officials Coordinator shall chair**

- Consists of Officials Coordinator, Head Coach, and at least one (1) other Official member.
- The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify, and supervise officials for SST and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber.

## **TRAVEL COMMITTEE – Head Coach shall chair**

- Consists of Head Coach, Vice President, Treasurer, and at least one (1) Member-at-Large.
- The Travel Committee is responsible for planning and arranging travel for out-of-town competitions or events. The Committee will establish cost estimations of all travel expenses for Board approval, and shall purchase said travel arrangements.

### **FUNDRAISING COMMITTEE – Member-at-Large shall chair**

- Consists of Member-at-Large, Secretary, Treasurer, and at least one (1) other Member-at-Large.
- The Fundraising Committee is responsible for organizing and implementing the Fall Raffle Ticket Fundraiser and the Spring Swim-a-Thon Fundraiser. The Committee may also be tasked with additional fundraisers as deemed necessary by the Board.

### **SPONSORSHIP COMMITTEE – Vice President shall chair**

- Consists of Vice President, President, Secretary, Treasure, and at least two (2) Member-at-Large.
- The Sponsorship Committee is responsible for acquiring and maintaining corporate sponsorships. The Committee Chair shall keep accurate records of all sponsorship activities. The Committee shall regularly communicate with current sponsors and provide them with updates and/or incentives. The Committee shall strive to acquire new corporate sponsor opportunities each season while maintaining current sponsor levels.

### **MEET MANAGEMENT COMMITTEE – Head Coach shall chair**

- Consists of Head Coach and at least two (2) Member-at-Large.
- The Meet Management Committee is responsible for organizing and implementing SST hosted competition. The Committee shall oversee volunteer opportunities, meet director functions, competition functions including sanctions and awards, and ASI mandated reporting.

# POSITION DUTIES & POWERS

## HEAD COACH

- The Head Coach shall oversee and have general charge of the management, operations, affairs and property of all swimming-related functions of SST. They shall oversee and direct the coaching staff, all USA Swimming Registrations, and all day-to-day swimming operations. The Head Coach shall be the webmaster, give direction/input to the board, and assists Vice President in overseeing committee chairs. The Head Coach shall chair the Coach Committee, Travel Committee, Meet Management Committee, is a member of the Athlete Committee, Budget Committee, Officials Committee, and shall assist in other areas as deemed necessary.

## PRESIDENT

- The President shall oversee and have general charge of the management, operations, affairs and property of all business-related functions for SST, and general supervision over its officers; shall call meetings when and where deemed necessary; shall preside at all meetings; and shall appoint committee chairs and members for standing and special committees as may be necessary to permit SST to effectively, efficiently and economically conduct its affairs. The President shall oversee all day-to-day business operations, shall chair the Budget Committee, is a member of the Sponsorship Committee, and shall assist in other areas as deemed necessary.

## VICE PRESIDENT

- The Vice President shall oversee all committee chairs as well as oversee all apparel purchases. The Vice President shall chair the Sponsorship Committee, is a member of the Budget Committee, Travel Committee, and shall assist in other areas as deemed necessary.

## SECRETARY

- The Secretary, or a delegate, shall be responsible for disseminating notice of meetings, providing meeting agendas prior to all meetings, maintaining detailed records of all meeting activities, and providing the webmaster with meeting minutes promptly after each meeting. The Secretary shall edit minutes with any approved amendments and provide the webmaster a revised edition, if applicable. The Secretary is a member of the Budget Committee, Fundraising Committee, Sponsorship Committee, and shall assist in other areas as deemed necessary.

## TREASURER

- The Treasurer shall be responsible for overseeing online billing. They will input payments and charges into the online billing system and communicate with members on any issues. They will run monthly billing simulations and aging reports, and communicated with members on inconsistencies/non-payment. The Treasurer, together with the Accountant and Budget Committee, will oversee the budget and provide the Board with monthly profit-loss reports and budget forecasts. The Treasurer is a member of the Budget Committee, Travel Committee, Fundraising Committee, Sponsorship Committee, and shall assist in other areas as deemed necessary.



## **ACCOUNTANT**

- The Accountant shall manage payroll, bills, bank accounts, reimbursements, and tax obligations. Together with the Treasurer and Budget Committee, the Accountant shall oversee the budget and communicate with the Board on any issues. The Accountant shall provide travel reimbursement and per diem prior to travel departure. Together with the Treasurer, the Accountant will assure our online billing matches our accounting records/bank statements. The Accountant is a member of the Budget Committee and shall assist in other areas as deemed necessary.

## **MEMBER-AT-LARGE**

- The three (3) voting positions and the two (2) non-voting positions of Member-at-Large are responsible for assisting with various committees. For committees chaired by a Member-at-Large, a detailed report of said committee's activities should be provided to the Board at each meeting. A Member-at-Large shall chair the Fundraising Committee, is a member of the Travel Committee (1), Fundraising Committee (1 additional), Sponsorship Committee (2), Meet Management Committee (2), and shall assist in other areas as deemed necessary.

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## **STINGRAY SWIM TEAM BYLAWS**

Last amended May 15, 2017

### **Article I. NAME**

- A. This organization is a non-profit association of members with a common interest in aquatics. It shall be known as the Stingray Swim Team or informally as SST and shall be hereafter referred to as the Team.

### **Article II. OBJECTIVES**

- A. The purposes of the Team are to provide educational opportunities in competitive swimming through organized training and competition; promote good sportsmanship, self-discipline; proper health and study habits and to provide worthwhile physical and recreational outlets. It is to further provide children with the opportunity to compete individually and as a team at the local, state, and when possible, at national levels under the auspices of the USA Swimming. The Team shall be registered with USA Swimming and each team member shall be required to be a member of USA Swimming.

### **Article III. BOARD OF DIRECTORS**

- A. The Board of Directors will consist of the president, Vice-President, Secretary, Treasurer, Head Swim Coach, and three members-at-large.
- B. The Board of Directors will have authority over and be responsible for the finances, swim meet operations and public relations of the Team. They shall make such rules and regulations as deemed necessary in performing these functions. The board may audit the books and records of the Team at any time. The Board may establish committees as needed.
- C. Board member elections shall be conducted at the annual spring membership meeting. The President and Secretary shall be elected during odd-numbered years while the Vice-President and Treasurer shall be elected during even-numbered years. The Members-at-Large will be elected each year. If there are no nominations, the three (3) Members-at-Large will be proposed by the President and approved by the Board at the first Board meeting following the elections.
- D. Vacancies on the Board will be filled by another member of the organization. He/She will be appointed by the President and approved by the Board for the duration of the unexpired term.
- E. A Director may be removed from office according to the following procedure.
  - 1. A petition bearing the signatures of thirty-percent (30%) of the membership shall be submitted to the Secretary in order to request a hearing.
  - 2. Sixty-percent (60%) of the membership will be present at the hearing.
  - 3. Sixty-percent (60%) of the members at the hearing shall be required to form a vote in favor of removal.
- F. All major expenditures over five hundred dollars (\$500) must be approved by a majority of the Board members. All minor expenditures may be approved by the President of the Board or the Treasurer without additional approval.

### **Article IV. OFFICERS**

- A. The officers of the Executive Board shall consist of the President, Vice-President, Secretary and Treasurer.
- B. All Board members may hold their offices for any number of consecutive years, provided they are nominated and elected by a majority of the Members.
- C. No salary or other compensation shall be paid to any officer of the organization. Compensation may be warranted for the Treasurer position upon special circumstances deemed worthy by the Board. Special circumstances include but are not limited to:
  - 1. In the event the team accountant (employed by Team) withdraws from their duties and all such duties fall upon the Treasurer, said Treasurer shall be compensated with one (1) of their swimmer's monthly dues waived. All other charges including meet fees, USA Swimming Annual Registration, fundraising obligations, and/or miscellaneous fees shall not be included in the waiver.
- D. The term of the office for the Head Coach, Officer and Board members, shall be from September 1 through August 31 of each year. The Head Coach salary will be renegotiated annually.

#### **Article V. DUES**

- A. In consideration of the need for a steady, reliable source of income for the Team, and with the realization that team members realize benefits, this article establishes a membership dues program for all active members of the Team. Following are the general rules to be established in managing the dues program.
  - 1. The fiscal year of the organization shall begin September 1 and end August 31 of each year.
  - 2. Membership dues and fees shall be recommended by the Board and determined by the vote of the members at a general meeting.
- B. All monies such as dues, meet fees, equipment order payments, special expense assessments, etc. will be deposited in the Team checking or savings account, held by a local financial institution determined by the Board of Directors. All disbursements will be made from this account. Special fund-raising monies shall be deposited in the savings account. The checking account shall be used as the primary operational account for the Team.
- C. The Board of Directors shall from time to time, as needed, authorize transfers from the savings to checking to cover special obligations such as but not limited to: meet expense subsidies, awards, equipment purchases, concession purchases, social functions, etc. The Treasurer may at his/her discretion transfer surplus funds from the checking account to savings.
- D. A member more than forty-five (45) days in arrears in dues payment shall be notified by the Treasurer. Any Team member who is more than sixty (60) days in arrears in dues payment shall not be allowed to compete in any swim meets until said dues are paid in full. If dues are in arrears for ninety (90) days, said member shall be subject to a loss of all Team privileges until fees are paid.
- E. The Board of Directors will have the power to grant an extension if extraneous circumstances prevent a member from making a payment.

#### **Article VI. MEMBERSHIP**

- A. Active membership of the Stingray Swim Team shall consist of those parents who have children on the team and meet the provisions of Article V. Each family membership shall consist of a

single unit, casting on vote. Members in good standing will be the only members entitled to a vote and allowed to hold office.

- B. Any boy or girl wishing to be a member of the Team may become a team member by recommendation of the coaching staff and by meeting the skills required to join.
- C. At the beginning of each swim season or upon joining the Team, each family will receive a Registration and Information Packet that will include, but not be limited to: Stingray Registration, USA Swimming Registration, Emergency Contact, Parent Agreement, Liability Release, Code of Conduct Agreement, Website Photo Permission, Fundraising Letters, Volunteer Agreement and Sign-up. Forms must be filled out and signed before the swimmer(s) is allowed to attend practice.
- D. Each swimmer and at least one (1) parent will read and sign a Code of Conduct Agreement at the beginning of each swim season. This document will outline Team expectations and disciplinary measures that the Stingray Swim Team has adopted to manage issues that may arise. This agreement is binding for the swimmer and all members of the family.
- E. A member family's child may be subject to suspension if in the opinion of the coaching staff the swimmer exhibits conduct not becoming of a Team member.
- F. All suspensions shall be determined by the coaching staff. Suspensions of more than two consecutive days or four days per month may be appealed to the Board of Directors. All ruling of the Board of Directors shall be final.

#### **Article VII. MEETINGS**

- A. There shall be a minimum of two (2) general membership meetings per year. Notice of all general meetings, including an agenda will be distributed to the members in advance of the meeting. There will be a season kick-off general membership meeting in September, where team responsibilities for parents and swimmers will be discussed, a packet of forms will be distributed and a volunteer list will be available for signup. There will also be a spring meeting in April/May/June for the purpose of electing a new Board and voting on any bylaw changes or other decisions requiring a vote. Special Membership Meetings may be called by a majority vote of the Board or by a petition of twenty (20) Voting Members in good standing. Each Voting Member in good standing present at such meeting shall have one vote.
- B. The Board of Directors will meet as deemed necessary during those months when the swim team is active.
  - 1. Five (5) Directors shall constitute a quorum necessary for the transaction of business.
  - 2. Swimmers and Parents are welcome to attend open Board meetings and make presentations at those meetings by requesting time on the agenda.
- C. Robert's Rules of Order Revised shall govern the proceedings of this organization in all cases in which they are applicable and in which they are not inconsistent with these by-laws.

#### **Article VIII. AMENDMENTS TO BYLAWS**

- A. A copy of the proposed amendment shall be given to the Board President prior to notification of a general membership meeting, so that it can be placed on the agenda.
- B. These bylaws may be amended by a two-thirds (2/3) vote of the membership actually voting on the amendment, at a general membership meeting.

#### **Article XI. CHAPERONES**

- A. The term “chaperone” as used in the Article is defined as any team member of the coaching staff or any Team parent appointed to serve in that capacity.
  - 1. On all out of town meets where housing is not provided (i.e.) the team is housed in a motel, hotel, etc. a sufficient number of chaperones will be approved by the Board of Directors to assure that total group control and safety is maintained.
  - 2. When the number of swimmers involved does not justify additional chaperones, the coaching staff may serve as the sole chaperone(s) when the individual parents concerned agree in writing.
  - 3. Chaperones are responsible for the safety and well-being of swimmers assigned to them but shall not be held personally liable for the actions of or injury to any swimmer due to circumstances beyond their control.
  - 4. Any problems concerning discipline must be reported to a member of the coaching staff for proper action. In rare situations where a member of the coaching staff is not available, the chaperone in question shall have full authority to discipline a swimmer. The form of discipline clearly excludes any form of corporal punishment, but may include such measures as expulsion from competition, restriction to quarters, returning the swimmer in question home prior to normal departure at the parent’s expense, suspension from the Team and any other form of discipline that the chaperone or coaching staff deems appropriate at the time.

#### **Article X. ASSOCIATION DISSOLUTION**

- A. In order for this Team to be dissolved, it shall require a recommendation from the Board of Directors and a two-thirds (2/3) vote of the members at a special meeting called expressly for the purpose.
- B. Upon the dissolution of the Team, the directors shall pay or make provisions for paying all of the liabilities of the Team. All remaining assets of the Team shall be distributed among any organizations located in the Fourth Judicial District, State of Alaska, which operate to foster national armature swimming, competition, or other charitable or educational organizations, and which qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Service code, as recommended by the Board of Directors.

Original bylaws were adopted by a majority vote at the general membership meeting on the 12<sup>th</sup> day of April, 1980.

Amended:

August 18, 1981  
August 31, 1982  
September 23, 1994  
May 16, 1999  
June 11, 2011  
April 30, 2016  
May 15, 2017

**STINGRAY SWIM TEAM**  
**OFFICIAL POLICY AND PROCEDURES**  
Last Amended: April 28, 2016

**SECTION 1**  
**JURISDICTION**

- 1.1** This handbook is published by Stingray Swim Team (SST) for the purpose of administering USA Swimming competition and support activities within SST. SST is a USA Swimming member assigned to Region XII, Alaska Swimming LSC, and to the Western Zone.
- 1.2** This policy and procedures manual may be amended at scheduled board meetings of SST. Proposed changes and/or additions to the Policy and Procedures must be submitted to the Board President fifteen (15) days prior to the next scheduled board meeting. At least ten (10) days written notice must be given to every voting member of the board of any proposed change and/or addition to Policy and Procedures contained herein. Any changes to Policy or Procedures not proscribed by USA Swimming must be adopted by a majority vote of the board present and voting. Any change not submitted in time to give ten (10) days written notice to the board may be adopted only by seventy-five percent (75%) vote of the board present and voting.
- 1.3** USA Swimming Rules and Regulations, the Rules for Competitive Swimming of the Federation International de Natation Amateur (FINA), SST Bylaws (Bylaws) and such other rules and/or directives as may be issued by or recognized by USA Swimming and/or SST shall govern the conduct of all competition sanctioned or approved by SST and other activities mentioned herein.

**SECTION 2**  
**MEMBERSHIP, REGISTRATION & AFFILIATION**

- 2.1** **Membership** - Membership is required for all athletes, clubs, affiliated groups, coaches, officials and specified administrators. Membership is optional for parents of swimmers and others.
- 2.2** **Membership Duration** - All memberships must be applied for annually except for life memberships. Registration is effective upon receipt of the proper registration forms/files and fees by the SST Membership/Registration Coordinator.
  - .1** Seasonal
    - A.** Clubs: Seasonal memberships for clubs cover a 150 day period beginning May 1.
    - B.** Athletes: Seasonal memberships for athletes cover an unspecified but continuous period of not more than 150 days beginning the day of registration. Seasonal memberships are not valid at or above the Zone level.
  - .2** Annual - Annual memberships cover the calendar year except when they are applied for on or after September 1 in which case they are effective through December 31 of the following year.
  - .3** Single-Meet Open Water – Single-meet open water memberships cover a specific date of an open water competition. The athlete must compete in an unattached status. There is no limit on the number of single-meet open water memberships an individual may obtain during a registration year.

- 2.3 Membership Fees** - Membership fees are comprised of a national fee established by USA Swimming and a fee established by Alaska Swimming (ASI). All fees should be made payable to ASI. At the beginning of a new registration year, clubs should register swimmers in batches and pay all fees with one check. All registrations should be submitted electronically to the ASI Registration Coordinator.
- 2.4 Transfer of Affiliation** - To transfer, a completed transfer application must be submitted to the ASI Membership/Registration Coordinator. The transfer is effective upon receipt of the proper transfer forms by the ASI Membership/Registration Coordinator.
- 2.5 False Registration –**
- .1 A club or individual submitting a signed form (meet or other) which falsely claims a swimmer is registered shall be fined. The fine schedule is as follows:
    - A. A \$50.00 fine per swimmer and shall be ineligible for registration until such a fine is paid.
  - .2 The meet director and referee of each meet are authorized to and shall assure themselves that any and all swimmers entered in a sanctioned event are properly registered swimmers, and shall take whatever action is necessary to ensure compliance with this Article.
- 2.6 Membership Responsibilities** – It shall be the responsibility of each group member to assist in the governance of the LSC and in the conduct of its programs.
- 2.7 Stingray Swim Team Registration** – Registration for the Stingray Swim Team shall be completed using the team website ([www.stingrayswim.org](http://www.stingrayswim.org)). Returning members shall complete their team registration prior to October 25. New members shall complete their team registration within two (2) weeks of a successful tryout. The following procedure shall outline the registration process.

#### **Returning Members**

- .1 Members shall visit the “start registration” tab on the team homepage
- .2 Members shall follow the registration instructions to complete the process
- .3 Members are required to pay for their September dues, USA Swimming Registration, any/all past due amounts, and transaction fees upon the completion of the registration process
- .4 Head Coach shall review and approve each registration within two days
- .5 Head Coach shall send one batch email of USA Registrations to the ASI Registration Chair prior to November 1, and SST Treasurer shall pay the remittent USA Registration fees

#### **New Members**

- .1 Individuals interested in joining the Stingray Swim Team are required to complete a team tryout. During this tryout, individuals will swim one length (25 yards) freestyle and one length (25 yards) backstroke unaided. Coaches on deck will welcome the individual to the team after successful completion of this tryout.

Unsuccessful tryouts may be invited to the Copper (non-competitive) Group and is at the coach's discretion

- .2 New members shall follow the same team registration procedure as returning members, with the exception of registration deadline.
- .3 New members shall complete the team registration process within two (2) weeks of their successful tryout
- .4 Head coach shall email new member's USA Registration to the ASI Registration Chair within one (1) week of the team registration completion. SST Treasurer will pay the remittent fees after receiving the quarterly invoice from ASI

### **SECTION 3 RECRUITMENT OF SWIMMERS**

- 3.1** The purpose of this policy is to specify boundaries within which SST coaches and swimmers may operate when seeking to have swimmers join a club or change club attachment, and to protect the rights of swimmers, clubs and coaches.
- 3.2** A SST coach may not
  - .1 Contact an ASI registered swimmer or the family of the swimmer directly or indirectly (phone, letter, personal visit, email, etc.) for the purpose of recruiting the swimmer, nor may that coach ask another coach, manager, parent or swimmer to do the same.
  - .2 Discuss the team, the team's present standing, the team's set-up, or any other information regarding the team that the coach represents when contacting a swimmer for non-recruitment purposes. The coach may not request a later contact from the swimmer to discuss the team details.
- 3.3** A SST coach may
  - .1 Answer questions if the first contact is initiated by the swimmer or the swimmer's family. Such conversation is at the swimmer's discretion and may be held with a parent in attendance.
  - .2 Utilize advertising directed solely to the public.
- 3.4** When a swimmer initiates contact with the intent of changing clubs, a SST coach should
  - .1 Talk to the swimmer on an individual basis; the swimmer's parents may be in attendance.
  - .2 Honor the swimmer's right to terminate the discussion at any time.
  - .3 Encourage the swimmer to inform the current coach of intent to change teams.
  - .4 Not use inducements that cannot be fulfilled.
- 3.5 Swimmer's Rights** - A USA Swimming athlete may
  - .1 Contact another team for the express purpose of obtaining information regarding program operation, practice times, team philosophy, etc.



- .2 Request that another family member be present during contact.
- .3 Terminate the contact at any time.
- .4 Request printed material concerning the team.
- .5 Refuse any request that the coach makes during or after the contact.

#### **SECTION 4 CLUB SAFETY**

- 4.1 Responsibility** - Safety is the responsibility of every member of SST. Each SST coach and board member shall be responsible for implementing and monitoring its safety program which shall be structured in a manner consistent with the goals, guidelines, and restrictions provided by USA Swimming and its insurance carriers.
- 4.2 Safety Coordinator** - SST shall appoint a safety coordinator whose responsibilities shall include
- .1 Promoting safety awareness among all persons connected to the club, including coaches, parents, and swimmers;
  - .2 Encouraging coaches and facility staff to maintain a hazard-free venue; and
  - .3 Developing emergency action procedures in cooperation with coaches, swimmers, parents, and facility personnel.
- 4.3 Coaches** - SST club coaches shall
- .1 Supervise all practices, and
  - .2 Maintain current certifications in all safety courses required by USA Swimming.
- 4.4 Reports of Occurrence**
- .1 Any occurrence including, but not limited to, any accident or incident involving a member athlete, a member non-athlete, a guest, spectator, tenant, other entities, or property shall be reported promptly to the proper authorities through the submission of a Report of Occurrence.
  - .2 The filing of Reports of Occurrence shall be the responsibility of SST coaches and club officials.
    - A. Reports shall be made on the form provided through USA Swimming.
    - B. Copies of the reports shall be filed with USA Swimming, the current USA Swimming insurance carrier, and the ASI Safety Committee Chairman.

#### **SECTION 5 ADMINISTRATIVE AND TECHNICAL RULES OF COMPETITION**

- 5.1 Scheduling**
- .1 The following season's meet schedule shall be conducted according to the Northern Area (NA) coach's meeting. NA coaches shall hold a meeting in June to discuss the meet schedule for the following season.

- .2 The championship meet schedule shall include, but not limited to, Alaska Age Group Championships, Alaska Senior Championships, Alaska Junior Olympic Championships, and Alaska Summer Championships.
  - (1) Senior Championships shall be held on the last possible full weekend in January.
  - (2) Age Group Championships shall be held on the last possible weekend to conclude at least three (3) weeks prior to the start of Northwest Age Group Section Championships.
  - (3) Junior Olympic Championships shall be held on the last full weekend in April, unless that weekend is Easter, in which case the meet shall be held on the prior weekend.
  - (4) Summer Championships shall be held on the last full weekend of July.

## 5.2 Sanctions

- .1 Sanctions will be awarded only to an LSC or to current group members of USA Swimming whose Meet and Safety Directors and Entries Chairs have completed the current examination procedure in effect at the time of requesting the sanction. Individuals completing the current examination procedure shall be approved through December 31 of the following year.
- .2 Application
  - A. Deadline - Application for sanction should be submitted to the ASI Sanction Coordinator no later than sixty (60) days prior to the start of the meet. Meet hosts shall have completed the sanction process and have their meets ready for posting on the ASI website no later than thirty (30) days prior to the date of their meets.
  - B. Requirements of Sanction - Sanctions are issued, withheld, or withdrawn in accordance with Article 202.2 of USA Swimming Rules and Regulations. Additionally, all reports must be filed by the prescribed deadlines and the following must be included with the application for sanction and the entry information:
    - (1) A sanction application;
    - (2) Meet entry information and associated electronic text file;
    - (3) Relevant sections of the ASI scratch rule;
    - (4) A copy of the schedule of events and associated electronic event file for export to TM;
    - (5) A verification of registration form; and
    - (6) Emergency evacuation plan.
- .3 Changes to Entry Information – Any change(s) to the sanctioned meet information involving change in time standards, venue, events, awards, entry limitations, or date must be submitted to the Board of Directors or its designee(s) for approval. Approved changes shall be forwarded to the Sanction Chair by the Board and a new sanction will be issued. Minor revisions to meet information including typos, meet personnel, etc. must be submitted in writing to the Sanction Chair.
- .4 Conditions of Sanction - Any event for which a sanction is granted is subject to the conditions set forth in Article 202.3 of USA Swimming Rules and Regulations and the following:

- A. The assigned sanction number must appear on the published entry information and final results.
- B. Conduct of the sanctioned event must conform in all respects to all current ASI technical and administrative rules.
- C. Meet Host shall verify current coach membership of all persons acting in a coaching capacity at the meet.

.5 Reports and Remittances

- A. Entry (pre-meet) – A complete meet backup from the meet management software shall be furnished by the meet host to the ASI Membership/Registration Coordinator at least three (3) days prior to the start of the meet.
- B. Entry (post-meet) - A complete meet backup from the meet management software shall be furnished by the meet host to the ASI Membership/Registration Coordinator within five (5) days of the conclusion of the meet.
- C. Registration - The on-deck USA Swimming registration information and fees taken by the meet deputy registrar shall be sent to the ASI membership/Registration Coordinator within one (1) day of the conclusion of the meet.
- D. Financial Statement - The financial statement, sanction work sheet, and sanction fee balance shall be mailed to the ASI Treasurer or designee within forty-five (45) days of the conclusion of the meet.
- E. Reports of Occurrence - Reports of Occurrence shall be mailed to USA Swimming, the USA Swimming insurance carrier, and the ASI Safety Committee Chairman as soon as possible after the conclusion of the meet.
- F. Final Results
  - (1) Final results in the form of a Meet Manager back-up file shall be provided to the ASI Membership/Registration Coordinator within one (1) day of the conclusion of the meet to be posted to the ASI website.
  - (2) Final results will not be mailed out at the conclusion of any meets. Teams may request the electronic files from the meet director at the meet. Results will be posted on the SST website for no less than the course of the season.
  - (3) Final results must include the complete name (first and last), age, and team affiliation of each swimmer. Exception: First initial may be used in lieu of first name where meet software is designed to accept only the first initial or where the meet is conducted without benefit of meet management software.
  - (4) Final results shall be in the format prescribed by the ASI Records Committee.

### 5.3 Approvals

- .1 Approvals may be issued to USA Swimming member clubs, LSCs, non-member clubs, or organizations for meets conducted in accordance with USA Swimming technical rules.
- .2 A list of meet officials must be submitted to the ASI Officials Chair for approval at least one week prior to the start of the event.
- .3 Conditions of Approval - The assigned approval number must appear on the published entry information and final results.
- .4 Reports and Remittances

- A. The financial statement, approval worksheet and approval fee balance shall be mailed to the ASI Treasurer within forty-five (45) days of the conclusion of the competition.
- B. Final results shall be available on the SST and ASI Websites.

#### **5.4 Conduct of Sanctioned Competitions**

- .1 All meets sanctioned by ASI shall be conducted in accordance with the rules and regulations of USA Swimming (Parts One, Two, and Three of USA Swimming Rules and Regulations).
- .2 All hosts of meets sanctioned by ASI shall verify coach membership requirements by implementing the following procedure:
  - A. Meet Host shall conduct coach registration at the meet at which time coaches shall sign in, have their coaching credentials verified, and receive a deck pass designed for that meet. Those without coach membership cards shall be required to sign a statement certifying that they are current coach members.
  - B. Meet Host shall require that all persons acting in a coaching capacity at the meet display the deck pass designed for that meet. Such deck passes shall be furnished by ASI.
  - C. Meet Host shall monitor the deck and remove any persons without authorized deck passes.
  - D. Meet Host shall send to the ASI Registration Chair within two days of the conclusion of the meet the coach sign-in sheet and all coach membership certification statements.
- .3 Warm-up shall be conducted in accordance with the guidelines published by the ASI Safety Committee.
  - A. No diving shall be permitted during warm-up except in those lanes designated for sprint starts or relay exchange practice.
  - B. Continuous Warm-up
    - (1) During competition, where a course is set up to allow continuous warm-up and warm-down, a lifeguard may function as a warm-up marshal if the lifeguard is under the supervision of the Meet Safety Director and has been properly instructed about ASI warm-up rules and procedures.
    - (2) There shall be no diving during continuous warm-up.
  - C. Coaches must supervise their swimmers at all times.

#### **5.5 Competition Sign-up and Declaration**

- .1 SST administrators shall upload the meet entries file onto the team website no later than two (2) weeks prior to entry deadline. This upload shall be communicated to all members.
- .2 It is the responsibility of the member/parent to declare their intention to participate, or not participate, in each competition. This declaration should be made as soon as possible using the "edit commitment" tab for said meet.

- .3 If the member declares their intention to attend, they shall enter their desired races. If they wish to allow the coach(es) to assign races, they shall note this in the "notes" section. Other notes, including but not limited to, unavailable days/time, shall be noted.
- .4 Coaches shall review the online entries, make corrections or edits as they see fit, and approve each athlete's entries. Coaches shall assign relays at their discretion. The head coach holds the final decision on all entries, individual and relay.
- .5 The head coach shall submit all entries prior to the entry deadline. Late entries will not be accepted. The head coach will inform the team treasurer of all meet fees and supply the host team with a check equal to said meet fees on or before the meet fee deadline. The head coach will import all meet fees into the member's monthly invoice. Said meet fees are non-refundable once entries have been submitted, regardless of the athlete's participation in the meet.

## **SECTION 6 CONFLICT RESOLUTION**

- 6.1** Problems/questions/complaints regarding practice, stroke instruction, meets, team rules or any other part of the training program should be discussed with the following individuals, in order, until the situation is resolved:
  - (1) The swimmer's coach
  - (2) The head coach
  - (3) The president of the board of directors
  - (4) The board of directors at the next board meeting
- 6.2** Problems/questions/complaints regarding any other area of the team should be discussed with the following individuals, in order, until the situation is resolved:
  - (1) The chair of the committee of the area in questions
  - (2) The head coach
  - (3) The president of the board of directors
  - (4) The board of directors at the next board meeting
- 6.3** Problems/questions/complaints regarding other parents/swimmers should be discussed with the following individuals, in order, until the situation is resolved:
  - (1) The parent/swimmer in question
  - (2) The head coach
  - (3) The president of the board of directors
  - (4) The board of directors at the next board meeting

## **APPENDIX A REGISTRATION FORMS AND AGREEMENTS**

- A.1** The following information is presented during the Stingray Online Registration and must be read and agreed to prior to completion of the registration process. Failure to agree to

the following information will result in a non-completed registration. The Stingray Online Registration must be completed by all returning members prior to December 1, after which athletes will not be allowed to participate until the registration is complete.

## **A.2 Medical Release Waiver**

I certify that I am the parent or legal guardian for my child(ren). I hereby give my permission for any supervisor, coach or other team administrator associated with the Stingray Swim Team to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness. I will be responsible for any and all costs associated with any necessary medical attention and/or treatment.

I hereby waive, release and forever discharge Stingray Swim Team and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in Stingray Swim Team activities, whether or not damages or loss is due to negligence. I hereby acknowledge that my children is (are) physically fit and capable of participation in all Swim Team activities.

## **A.3 Liability Waiver**

By registering my child(ren) with the Stingray Swim Team, I agree to participate (or allow my child(ren) and family members to participate) in the Stingray Swim Team, and hereby release Stingray Swim Team, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the Stingray Swim Team program, including travel to and from training sessions, swim meets or other scheduled team activities.

I agree to indemnify and hold harmless the above mentioned organizations and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my child(ren) and/or other family members, or damage to my property, the property to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participate in the Stingray Swim Team program.

## **A.4 Code of Conduct**

The purpose of this code is to express the expectation that all Stingray Swimmers and Parents will conduct themselves in a manner which reflects honorably on the sport of swimming, United States Swimming, Alaska Swimming, Stingray Swim Team and the community. Each coach and chaperone of the Stingray Swim Team is expected to set an example of conduct consistent with the spirit of this code.

### **CODE:**

- A. Attend scheduled workouts with a cooperative attitude and a willingness to work
- B. Complete workouts without horseplay and/or harassment of other team members in the pool or locker room
- C. Not possess or use alcohol, tobacco, or other controlled substances (exclusive of prescription medications)
- D. Not participate in vandalism, theft, or damage to private or public property
- E. Refrain from fighting, disorderly conduct, cursing, name calling, abusive language, obscene gestures and displays of temper
- F. Display courteous and positive behavior at all times
- G. Support all team members with encouragement and enthusiasm

### **PENALTIES OF ENFORCEMENT:**

A. Infractions of the code of conduct could result in one or more of the following:  
(Suspensions at the discretion of the coaching staff.)

1. Suspension from practice
2. Suspension from all club activities
3. Suspension from meets
4. Removal from the Stingray Swim Team

\*Reinstatement after suspension from the club may only be made after a meeting between a Board Member, Head Coach, Swimmer and the Swimmer's Parent(s) or Guardian(s).

#### **A.5 Photo/Video Release**

I grant permission to the Stingray Swim Team to use photographs of my child/children for purposes of education, advertising, public relations (including the team web page), or any other lawful use with or without my name. I hereby waive any right that I (and minor) may have to inspect or approve the photographs, whether that use is known to me or unknown.

I grant permission to the Stingray Swim Team to use videography of my child/children for purposes of education, public relations, or any other lawful use with or without my name. I hereby waive any right that I (and minor) may have to inspect or approve the video, whether that use is known to me or unknown.

#### **A.6 Parent/Volunteer Agreement**

##### **Fundraising**

It is the goal of the Stingray Swim Team coaches and volunteer board to provide parents with a clear understanding of what team season fees to expect and how raffle tickets sales, sponsorships and other fundraising opportunities help support our team. We have adopted a fundraising policy to help establish consistent and reliable ways to meet the team's financial obligations while keeping each families' obligation flexible and fair.

Each swimmer will have an annual fundraising obligation of \$300. The team will provide two fundraising opportunities each year; a raffle in the fall and a Swim-a-Thon in the spring. In addition, swimmer's may obtain sponsorship (forms available on the website) to help fulfill their fundraising obligation. Alternately, you may voluntarily donate all or part of your fundraising balance at any time during the year. Fundraising donations in any amount are tax deductible. Any additional fundraising and/or sponsorship ideas are welcome and encouraged.

**Volunteer Hours**

The Stingray Swim Team depends on each family to volunteer throughout the season in order to provide high quality services to our members. The minimum volunteer requirement per family is fifteen (15) hours per season from September 1 – August 31. Volunteer requirements may be met during swim meets, team functions/events, and other essential non-event tasks. Non-event tasks include, but are not limited to, Board of Director participation and/or various committee participation.

Members shall utilize the website 'job signup' feature for event-related volunteer hours to be tracked. Non-event related volunteer hours (Board of Director participation and/or committee participation) shall be tracked by the team Volunteer Coordinator. All questions/comments/concerns shall be directed to the team Volunteer Coordinator.

A penalty of \$30 per unachieved volunteer hour shall be levied on August 31. Volunteer requirements and subsequent penalties will be prorated on a quarterly basis for members joining/leaving the team outside the September 1 through August 31 timeline.