

Golden West Swim Club Support Group

Policies & Procedures: 2025

Article 1- Name- Complete in Bylaws

Article 2- Offices- Complete in Bylaws

Article 3- Purposes and Objectives- Complete in Bylaws

Article 4- Dedication of Assets- Complete in Bylaws

Article 5- Membership

5.1 Qualifications

- a. Members must follow member handbook rules.
 - i. Members are required to complete required volunteer hours. Currently, required hours are: 4 hours for 1 swimmer, 6 hours for 2 swimmers (per small hosted meets) and 6 hours for 1 swimmer, 8 hours for 2 swimmers for larger meets (WAG, Sectionals, etc.). The Board will determine hours at the beginning of each year at the annual meeting.
 - ii. Members not completing required hours will pay a fee of \$50 per hour not completed.
- b. Members must act in good conduct and discipline, including adherence to USA Swimming's code of athlete conduct.
- c. Short term swimmers or Alumni (college swimmers) may train with the club with approval from the Head Coach and Board of Directors.
 - i. Short term swimmers must fill out the request form on the homepage of the website prior to training.
 - ii. Short term swimmers membership in USA Swimming must be in good standing.
 - iii. GWSC and GWC Alumni short term swimmers will train without a fee.
 - iv. Short term swimmers who are not alumni will pay a "drop-in fee" of \$10 per day.
 - v. Fees will be paid by check or Venmo with "drop in" in the memo field.

5.3 Termination of Membership (Suspension)

- a. Suspension of membership may also be set forth for any member who is out of compliance with sections i-iv in section 5.3 (a) of the bylaws.
- b. Per 5.3 (c) of the Bylaws, the Board of Directors shall decide if the member may return to the club if grounds for suspension have been resolved and may impose restrictions if necessary.

Article 6- Meetings of Members

6.7 Voting

- a. As specified in the bylaws, only one vote per household shall be counted.
 - i. Members must list their name while voting on electronic or paper ballots.
 - ii. Votes counted at an in person meeting will specify the names of those present and how they voted.

Article 7- Number of Board of Directors

The following board positions require a two-year commitment. Once new board members are voted in and have taken their oath of office, they are required by USA Swimming to complete the following under their USA Swimming Membership Account: Background Check, Athlete Protection Training, and CANRA Mandatory Reporting Course. All fees will be reimbursed by the swim club.

BOARD OF DIRECTORS

President (also see bylaws Article 10.6 (a))

Oversee the overall operation of Golden West Swim Club. Preside over monthly board meetings and guide decision-making with support from the board. Collaborate with coaches, staff, and board members to ensure the success of the team.

1st Vice-President (also see bylaws Article 10.6 (b))

Assist the President as needed and serve as their backup. Oversee Safe Sport compliance and ensure members are in good standing with USA Swimming. Coordinate additional programs like lifeguard certifications.

Recording Secretary (also see bylaws Article 10.6 (c))

Record and distribute minutes from monthly board meetings for approval. Make finalized minutes available to members upon request.

Treasurer (also see bylaws Article 10.6 (d))

Track bank balances, deposits, and withdrawals. Provide monthly financial reports to the board. Present an annual financial report and prepare the next fiscal year's budget.

General Manager/Head Coach (also see bylaws Article 10.6 (e))

Serve as the team's General Manager, a full-time position with the Corporation.

2nd Vice-President (Team Events)

Organize team dinners, potlucks, and other fun, non-competitive events for swimmers and families.

Membership Director

Reach out to new families to help them get started. Provide resources like “how-to” videos and parent handbooks. Guide families through swim meet registration and team expectations.

Membership Accounts Chair

Manage monthly payments and follow up on any overdue accounts.

Parliamentarian

Ensure the board follows the bylaws and proper procedures (Robert’s Rules of Order). Oversee any edits or modifications to bylaws and communicate updates to members.

Public Relations Director

Manage the team’s social media accounts (e.g., Instagram, Facebook). Gather photos and updates from families, coaches, and events. Collaborate with the newsletter chair to share highlights.

Article 8: Election of Directors- Complete in Bylaws**Article 9: Directors****9.11- Directors - Responsibilities of the Board**

(i) Per guidelines for staff members to ensure proper decorum. (i) - (ii)-

Should conflict arise in a Board or general meeting that is not easily resolved, such discussion may be “tabled” for further discussion at a later time.

Should conflict behavior be repeated, the Board or general member may be asked to leave the meeting, and further discussion by the Board for suspension or removal may occur.

Robert’s rules (2 & 3) must be followed by the Board:

2. Equal Rights and Participation:

- All members have the right to speak, debate, and vote, regardless of their position within the group.
- The chair must ensure that all members have an opportunity to participate and be heard.
- Only one person should speak at a time, and they must be recognized by the chair before speaking.

3. Orderly Debate and Discussion:

- Debate should be focused on the merits of the motion being discussed, not on personal opinions or attacks.
- The chair must maintain order and ensure that debate remains respectful and civil.
- Members can rise to speak, ask questions, or offer amendments to motions.

Article 10: Officers- Complete in Bylaws

Article 11: Committees

The following positions (director or chair) require a one-year commitment (our swim club calendar year is August through August and includes four to five host swim meets).

Ways & Means Director

Organize fundraising events like swim-a-thons, merchandise sales (e.g., t-shirts, hats), and other creative initiatives.

Home Meet Coordinator

Manage home swim meets, working closely with hospitality, snack bar, and volunteer coordinators. Recruit and organize additional volunteers for events. Set up online volunteer sign-ups for home swim meets. Communicate job descriptions, track volunteer attendance and participation

Hospitality Director

Responsible for providing food and beverages for swim coaches and officials at home meets. Track inventory (in club storage unit) and coordinate shopping and food delivery as needed. Manage volunteers in hospitality. Report expenses to the Head Coach and Treasurer.

Snack Bar Chair

Oversee snack and beverage sales, track inventory, and manage volunteers for the snack bar. Report income (cash box & Venmo), and shopping expenses to the Head Coach and Treasurer. Works with the hospitality director.

Newsletter Chair

Gather photos, announcements, and updates from coaches, board members, and families. Publish a bi-monthly team newsletter.

Auditing Committee

Review the club's finances annually. The Board of Directors, in cooperation with the Treasurer, will form this committee.

Meet Travel Chair

Organize accommodations, team dinner, and travel details for away meets. Work with the Meet Director to organize and transport equipment needed for away meets.

Home Meet Chair

Maintain inventory of equipment and supplies needed for meets and events (i.e., ez-up canopies, tables, chairs, stop watches, rental of heaters and tents in winter, etc.). Assist the Meet Coordinator with equipment organization. Work with the Meet Director to organize and transport equipment needed for home meets.

Article 12: Indemnification of Directors, Officers, Employees and Other Agents- Complete in Bylaws**Article 13: Records and Reports****13.1 Maintenance of Corporate Records**

(d) a record of Coach's Member Cards with USA Swimming. The 1st Vice President shall be responsible for ensuring training and certifications are up to date for hired Coaches and support staff.

Article 14: Construction and Definitions- Complete in Bylaws**Article 15: Amendments-** Complete in Bylaws**Article 16: Robert's Rules of Order-** Complete in Bylaws