

*Constitution and By-laws
of
Aloha Aquatics Association*

**ARTICLE I:
NAME, PURPOSE, OBJECTIVES, AND ORGANIZATION AFFILIATION**

1.1 NAME & STATUS:

The official name of this club is ALOHA AQUATICS ASSOCIATION (AAA). Hereinafter, the name of this organization will be referred to as the AAA Club for the purposes of this document. The AAA Club financial and non-profit, tax-exempt filings are under ALOHA AQUATICS-MILILANI. The use of “MILILANI” is included solely to identify the origins of the club and is not part of the club name in normal use. The AAA Club is organized as a not-for-profit organization for education and instructional purposes only and is not organized as a for-profit program, and no part of its assets, income, or earnings shall be distributed to its members, directors, or officers other than for services rendered to the club.

1.2 PURPOSE:

The purpose of the AAA Club is to support and promote a program for the training of swimmers who desire to participate in competitive swimming events sponsored by USA Swimming or others.

1.3 OBJECTIVES:

The objectives of the club shall be to provide:

- 1.3.1 Wholesome and worthwhile physical and recreational outlet.
- 1.3.2 Opportunity to learn sportsmanship and develop awareness for team cooperation.
- 1.3.3 Opportunities for social and emotional development.
- 1.3.4 Opportunities for educational travel opportunities.
- 1.3.5 Opportunities to learn healthy habits for health and wellbeing.
- 1.3.6 Opportunities for swim training and competition to all swimmers who desire it.
- 1.3.7 Increased knowledge, skills, and abilities for high school, college, and senior level of USA Swimming.

1.4 ORGANIZATION AFFILIATION:

The AAA Club is organized as a USA Swimming affiliated club within the Hawaii Swimming LSC, Inc (HISI) jurisdiction. The AAA Club further resides within the jurisdiction of the Oahu Swim League (OSL), which resides within the jurisdiction of the HISI Local Swim Committee (LSC). The activities of the AAA Club shall comply with the policies and practices of the LSC and USA Swimming.

**ARTICLE II:
MEMBERSHIP**

2.1 MEMBERSHIP CLASSES:

- 2.1.1 **Participating Membership:** all persons who swim for the club.
- 2.1.2 **Supporting Membership:** any other active member, such as board members or at-large members.
- 2.1.3 **Contributing Membership:** a Contributing Member is one who gives money, property, or services the AAA Club for exclusive use of development of Participating Members of the AAA Club.
- 2.1.4 **Associate Membership:** an Associate Member is one whose participation in the AAA Club is honorary, temporary, or limited in nature.

2.2 MEMBERSHIP ELIGIBILITY:

- 2.2.1 **Minimum Age:** there is no minimum age to be a member or participate in AAA Club practices; however, there may be a minimum age to participate in certain swim competitions, such as age six (6).
- 2.2.2 **Membership Dues:** members may participate in swim practices, but only current members without any delinquencies may be eligible to participate in swim meets and team functions.
- 2.2.3 **Participating Member:** possesses a desire to participate actively in the AAA Club swimming program and demonstrates competency in all four (4) swim strokes as determined by the site coach conducting tryouts.
- 2.2.4 **Supporting Member:** parents or guardians of Participating Member(s) or any person interested in taking an active role in managing the business and affairs of the AAA Club swim program.
- 2.2.5 **Contributing Member:** other persons interested in the AAA Club swim program.
- 2.2.6 **Associate Member:** based upon the determination and approval by the AAA Club Board of Directors and Members-at-Large.

2.3 MEMBERSHIP REGISTRATION:

- 2.3.1 Any qualified person, as aforementioned, shall be admitted into AAA Club membership upon registration and payment to the treasurer and registrar.
- 2.3.2 The Participating Member will be responsible for two (2) memberships.
 - 2.3.2.1 The Participating Member is responsible for AAA Club monthly dues.
 - 2.3.2.2 The Participating Member is responsible for USA Swimming annual membership.
 - 2.3.2.2.1 USA Swimming annual membership runs from September 1st to the following year December 31st.
 - 2.3.2.2.2 USA Swimming seasonal membership runs from late-spring summer to August 31st of the same year.

2.4 MEMBERSHIP TERMINATION AND SUSPENSION:

- 2.4.1 Membership may be suspended if the member's AAA Club dues are delinquent for three (3) or more months.
- 2.4.2 Membership may be terminated if the member does not participate in the required minimum mandatory AAA Club fundraising campaigns.
- 2.4.3 Membership may be terminated if the member's parents / guardians do not participate in the required minimum volunteering or officiating at swim meets that the AAA Club attends.
- 2.4.4 A minor participating member shall have his / her parents or guardians terminate membership by notifying the AAA Club Treasurer, Registrar, or coach in writing.
 - 2.4.4.1 Upon notice of termination, the member shall still be responsible for any current or past club dues.
- 2.4.5 Monthly travel account fees will revert to the club's general fund thirty (30) days from the date of termination.

2.5 MEMBERSHIP REINSTATEMENT:

- 2.5.1 If a member wishes to rejoin the swim club within thirty (30) days of termination, then such member shall be allowed to rejoin the club if he / she pays all current or past dues.

2.6 MEMBERSHIP CODE OF CONDUCT:

- 2.6.1 The purpose of the code of conduct is to establish consistent expectations for behavior(s) from swimmers, swim parents, board members, and coaches. Any violation of the code of conduct may result in disciplinary action that may lead up to suspension / termination from the AAA Club. This is consistent with the *USA Swimming Code of Conduct Article 304 (2022)*.
- 2.6.1.1 Swimmer Code of Conduct: see attachment 1.1.
 - 2.6.1.2 Swim Parent Code of Conduct: see attachment 1.2.
 - 2.6.1.3 Board of Director Code of Conduct: see attachment 1.3.
 - 2.6.1.4 Coaches Code of Conduct: see attachment 1.4.
- 2.6.2 Grievances and Dispute Resolution:
- 2.6.2.1 Any party filing a grievance to the Board of Directors shall receive confirmation of receiving the grievance and will be given a date, time, and location to discuss the grievance following a minimum two (2) week investigation to gather all facts.
 - 2.6.2.2 Should the parties not find an amicable resolution, the Board of Directors may solicit the use of an arbitrator, either from within the AAA Club, HISI LSC, or other.
 - 2.6.2.3 If an amicable resolution can not be decided, the AAA Club may take further steps to remove the parties involved from the AAA Club membership.

ARTICLE III: **DUES AND FEES**

3.1 MEMBERSHIP DUES:

- 3.1.1 Dues will be assessed to the families of participating members and consist of a decreasing rate for second, third, and additional participating members within each family.
- 3.1.2 Dues will not be prorated, regardless of when the Participating Member joins the AAA Club. The AAA Club will make every effort to hold tryouts on the last Monday of each month, so the Participating Member can join the AAA Club beginning the first of the following month and avoid partial month memberships.
- 3.1.3 The Board of Directors and Member(s)-At-Large shall meet annually within two (2) months of the swim year to set the rate for member dues for the upcoming swim year and updated within the *Parent & Swimmer Handbook*.
- 3.1.4 Contributing and Associate Membership fees will be administered by the Board of Directors.

3.2 FIXED CHARGES:

- 3.2.1 All persons who swim for the club will be charged: the annual USA Swimming registration fee (which includes accident insurance and dues to the LSC committee); and coaches monthly travel fund of which shall be determined yearly by the Board of Directors. Meet Entry fees, when applicable, will be charged for registration in swimming meets. Coaches monthly travel fee to be evaluated and updates as needed per vote of Board of Directors.

3.3 MAINTENANCE FEE:

- 3.3.1 There is limited provision for a swimmer to temporarily leave the team without forfeiting the travel account. A swimmer may leave the team for a maximum of three consecutive months and pay 25% of that swimmer's regular dues.

3.4 MEMBERSHIP DUES SUBMISSION:

- 3.4.1 Preferred method of dues payment is by credit / debit card.
- 3.4.2 Dues may also be paid monthly via personal check, mailed to:

Aloha Aquatics – Mililani
PO Box 894032 Mililani, HI 96789-4032

- 3.4.3 A late fee of \$5.00 per month will be assessed to a swimmer's account if payment is not received by the 10th of the month.

ARTICLE IV: **BOARD OF DIRECTORS**

4.1 BOARD OF DIRECTORS:

- 4.1.1 The Board of Directors shall be made up with the President, Registrar, Secretary, Treasurer, Equipment Manager, and AAA Club Head Coach.
- 4.1.2 One designated director shall serve as the AAA Club liaison to the OSL.
- 4.1.3 Each director of the AAA Club shall be a Supporting Member in "good standing."

4.2 ELECTION AND TERM(S) OF OFFICE:

- 4.2.1 Nominations must be submitted by the last day of July.
- 4.2.2 Elections must be held prior to the last day of August, ending the swim year.
- 4.2.3 Elections coincide with the general membership meeting at the long course end-of-season banquet.
- 4.2.4 The terms of office shall be set for two (2) years, each year beginning in September and ending in August.
- 4.2.5 Board members may be re-elected for an additional two (2) years without term limit.

4.3 MEETING OF THE BOARD AND QUORUM:

- 4.3.1 The Board shall meet at least once monthly.
- 4.3.2 The meeting is considered official for AAA Club business when a minimum of fifty percent (50%) of the board is in attendance.
- 4.3.3 Each Board member has one (1) vote.
 - 4.3.3.1 The Head Coach may vote on all AAA Club business except budgetary decisions.
- 4.3.4 The Board President may invite the Member(s)-at-Large, committee chairs, or others to attend any meetings of the board.
 - 4.3.4.1 Budgetary decisions in excess of fifty dollars (\$50.00) require approval from the Members-at-Large.
 - 4.3.4.2 As necessary, non-board members may be requested to not be present during discussion of sensitive information at the Board meeting.

4.4 DUTIES AND FUNCTION(S) OF THE BOARD:

- 4.4.1 The general management and business of the AAA Club shall be delegated to the board and its powers.
- 4.4.2 Duties and functions of each board member shall be outlined in attachment (2).
 - 4.4.2.1 President duties and function: see attachment 2.1.
 - 4.4.2.2 Registrar duties and functions: see attachment 2.2.
 - 4.4.2.3 Treasurer duties and functions: see attachment 2.3.
 - 4.4.2.4 Equipment Manager duties and functions: see attachment 2.4.

4.4.2.5 Secretary duties and functions: see attachment 2.5.

4.5 BOARD VACANCIES:

- 4.5.1 In the event of a vacancy in any office, the board of directors shall have the power to fill such vacancy for the remainder of the term with a majority vote of the board.
- 4.5.2 In the event of a vacancy in the office of the President, the Registrar shall first automatically advance in office to fulfill the duties and functions of the President for an interim term.
 - 4.5.2.1 Should the Registrar advance in office to fulfill the duties and functions of the President, the board shall decide to either recruit a replacement for the President or support the Registrar to cover both duties and functions of the President and Registrar for an interim period, either until the position of the President is filled or until the end of the term. The Registrar may elect to remain in position of the President and recruit to fill the Registrar position for the remainder of the term.
- 4.5.3 Should the Registrar be unable to assume the duties and functions of the President, the Equipment Manager will second automatically advance in office to fulfill the duties and functions of the President for an interim term.
 - 4.5.3.1 Should the Equipment Manager advance in office to fulfill the duties and functions of the President, the board shall decide to either recruit a replacement for the President or support the Equipment Manager to cover both duties and functions of the President and Equipment Manager for an interim period, either until the position of the President is filled or until the end of the term. The Equipment Manager may elect to remain in position of the President and recruit to fill the Equipment Manager position for the remainder of term.

ARTICLE V:
MEMBERS AT LARGE

5.1 MEMBERS-AT-LARGE:

- 5.1.1 Four (4) positions are established to represent the General Membership.
- 5.1.2 Positions are divided to represent the older and younger swimmers equally.
- 5.1.3 Members-at-large may be required to vote on budgetary issues that exceed fifty dollars (\$50.00).
- 5.1.4 Members-at-large may be required to participate on special and standing committees.

5.2 ELECTIONS AND TERM(S) OF OFFICE:

- 5.2.1 Nominations will be accepted, and elections held at the annual meeting, typically held each year in August.
- 5.2.2 The term shall run for two (2) years from September to the following August.

5.3 VACANCIES:

- 5.3.1 In the event of a vacancy, the Board of Directors shall have the power to fill such vacancy for the rest of the term with a nomination and majority vote.

ARTICLE VI:
STANDING COMMITTEES

6.1 STANDING COMMITTEES:

- 6.1.1 The following standing committees have been established: Member-At-Large, Banquet, Fundraising, and Volunteering.
- 6.1.2 Members will be selected from volunteers or appointed by the President.
- 6.1.3 Duties and functions of each standing committee shall be outlined in attachment (3).
 - 6.1.3.1 Member-At-Large duties and function: see attachment 3.1.
 - 6.1.3.2 Banquet duties and functions: see attachment 3.2.
 - 6.1.3.3 Fundraising duties and functions: see attachment 3.3.
 - 6.1.3.4 Volunteering duties and functions: see attachment 3.4.

ARTICLE VII: **COACH(ES)**

7.1 COACH(ES):

- 7.1.1 The coaching staff shall be appointed under the direction of the Board of Directors.
- 7.1.2 The President shall have direct communications with the coaching staff and work directly with the Head Coach. The President shall have access to group communications among the coaching staff, including but not limited to: group texts, WhatsApp, Google Spaces, and others.
- 7.1.3 Coaching staff shall be designated as either year-round or seasonal. Year-round coaches shall be designated as Head Coach, Site Coordinator (Assistant Coach), Assistant Coach, and Junior Assistant Coach. Seasonal coaches shall be designated as Assistant Coach or Junior Assistant Coach.
- 7.1.4 The Head Coach shall assume the role and responsibilities as the manager for all Junior Assistant Coaches, Assistant Coaches, Site Coordinators, and Lifeguards who may be contracted to supervise the practices.
- 7.1.5 All coaches, including the Head Coach, shall always remain in “good standing” with USA Swimming and HISI LSC while coaching. Coaches not in “good standing” shall not return to deck coaching until their USA Swimming profile returns to “good standing.”
- 7.1.6 Any coach(es) failing to comply with the rules and regulations of USA Swimming and / or HISI LSC to remain in “good standing” at all times while coaching shall be placed on administrative leave until their USA Swimming profile returns to in “good standing.”
- 7.1.7 At the discretion of the Head Coach and Board of Directors, coach(es) may be asked to rotate through satellite facilities to better know all facilities, swimmers and parents, and facility staff. Coach(es) shall comply with requests by Head Coach and Board of Directors.
- 7.1.8 Coach(es) failing to comply with requests by Head Coach and Board of Directors shall be subject to disciplinary action, including but not limited to administrative leave leading up to termination.

7.2 COACH(ES) HIRING AND ON-BOARDING:

- 7.2.1 Head Coach:
 - 7.2.1.1 The Head Coach shall be appointed under the direction of the Board of Directors.
 - 7.2.1.2 The terms and conditions for employment shall be negotiated between the Head Coach and the Board of Directors.
 - 7.2.1.3 The board shall supervise the Head Coach for at least three (3) months from the date of hire, which will serve as a probationary period.
 - 7.2.1.4 The Head Coach shall be in “good standing” prior to independent coaching and shall remain in “good standing” throughout the term of Head Coach.
- 7.2.2 Site Coordinator (Assistant Coach):

- 7.2.2.1 The Site Coordinator shall be vetted by the Head Coach and appointed under the direction of the Board of Directors.
- 7.2.2.2 The terms and conditions for employment shall be negotiated between the Site Coordinator and the Board of Directors.
- 7.2.2.3 The Head Coach shall supervise the Site Coordinator for an agreed upon term prior to coordinator satellite training locations independently.
- 7.2.2.4 The Site Coordinator shall be in “good standing” prior to independent coaching and coordinating satellite training locations independently and shall remain in “good standing” throughout the term of employment.

7.2.3 Assistant Coach:

- 7.2.3.1 The Assistant Coach shall be vetted by the Head Coach and appointed under the direction of the Board of Directors.
- 7.2.3.2 The terms and conditions for employment shall be negotiated between the Assistant Coach and the Board of Directors.
- 7.2.3.3 The Head Coach and Site Coordinator shall supervise the Assistant Coach for an agreed upon term prior to coaching independently.
- 7.2.3.4 The Assistant Coach shall be in “good standing” prior to independent coaching and shall remain in “good standing” throughout the term of employment.

7.2.4 Junior Assistant Coach:

- 7.2.4.1 The age of the Junior Assistant Coach shall be no younger than the age of 16 and no older than the age of 17.
- 7.2.4.2 The Junior Assistant Coach shall be vetted by the Head Coach and appointed under the direction of the Board of Directors.
- 7.2.4.3 The terms and conditions for employment shall be negotiated between the Junior Assistant Coach and the Board of Directors.
- 7.2.4.4 The Junior Assistant Coach shall not coach independently and remain under the supervision of either the Head Coach and Site Coordinator.
- 7.2.4.5 The Junior Assistant Coach shall remain in “good standing” with USA Swimming and the LSC at all times.

7.3 COACH(ES) PAY:

- 7.3.1 All coaches are paid both at an hourly rate when directly working with swimmers during swim practice and provided a per session stipend when coaching during swim competition.
- 7.3.2 The hourly rate for all coaches is determined by the Board of Directors and reviewed annually at the beginning of the swim season each September at the monthly directors’ meeting.
- 7.3.3 The swim competition per session stipend(s) for home and away swim competitions will be determined by the Board of Directors and reviewed annually at the beginning of the swim season each September at the monthly directors’ meeting.
- 7.3.4 The swim competition stipend is two (2) parts, depending on the location of the swim competition. All coaches working at swim competitions on the island of Oahu will be paid a per session stipend only. All coaches working at swim competitions on outer-islands or out-of-state will be paid the per session stipend in addition to a daily per-diem for food.

7.4 DUTIES AND FUNCTIONS OF THE COACH(ES):

- 7.4.1 The duties and functions of the coach(es) shall be determined by the Board of Directors and Head Coach.
- 7.4.2 The duties and functions of the coach(es) shall be outlined in attachment (4).

- 7.4.2.1 Head Coach duties and function: see attachment 4.1.
- 7.4.2.2 Site Coordinator duties and functions: see attachment 4.2.
- 7.4.2.3 Assistant Coach duties and functions: see attachment 4.3.
- 7.4.2.4 Junior Assistant Coach duties and functions: see attachment 4.4.

7.5 VACANCIES AND DISMISSAL OF COACH(ES):

- 7.5.1 The Board of Directors shall take every reasonable step to work with and maintain the Head Coach for the AAA Club.
- 7.5.2 The Board of Directors has the authority to appoint and / or dismiss the Head Coach with a thirty (30) day written notice given to the general membership and subject to general membership approval.
 - 7.5.2.1 The Head Coach will be given a fourteen (14) day notice, in advance of the thirty (30) day notice given to the general membership.
 - 7.5.2.2 This fourteen (14) day notice is provided for the Head Coach to petition their proposed dismissal from the Head Coach role.
 - 7.5.2.3 The thirty (30) day notice to the general membership is to allow the general membership to inquire about the dismissal and provide a fact-finding grace period.
- 7.5.3 The Head Coach shall provide the Board of Directors with a minimum of thirty (30) day written notice prior to vacating the Head Coach role to allow for the board to post the Head Coach vacancy and recruit a replacement.
 - 7.5.3.1 Depending on the nature of the proposed vacancy, the Board of Directors shall have the option to exercise immediate severance from the AAA Club following receipt of the written notice.
 - 7.5.3.2 The Board of Directors shall have the option to pay a severance pay for the remainder of the thirty (30) days, following deliberation among the Board of Directors and Member(s)-At-Large.
- 7.5.4 The Board of Directors, along with the suggestion of the Head Coach, has the authority to appoint / or dismiss Assistant Coach(es), to include but not limited to: Site Coordinator(s), Assistant Coach(es), and Junior Assistant Coach(es).
 - 7.5.4.1 The Assistant Coach(es) will be given a fourteen (14) day notice by the board. Prior to the completion of the fourteen (14) day notice, the board shall provide the Assistant Coach(es) an opportunity to an exit interview.

ARTICLE VIII: **MEETING(S)**

8.1 MEETING(S):

- 8.1.1 The AAA Club shall hold general membership meetings twice annually; once following the short course season at the awards banquet, and once following the long course season at the awards banquet
 - 8.1.1.1 There shall be no minimum required membership presence at the semi-annual meetings to establish quorum
 - 8.1.1.2 The general membership shall be updated on AAA Club financials, membership status, and any other pertinent information for review
- 8.1.2 The Board of Directors shall hold directors' meetings at least once monthly at a date, time, and location that best suits the board.
 - 8.1.2.1 There shall be at least fifty percent (50%) board presence to establish quorum in order to conduct official business

8.1.2.2 The board shall discuss AAA Club financials, membership status and issues if any, coach(es) status and issues if any, preparations and planning for team functions, topics presented by the Member(s)-At-Large on behalf of the general membership

8.2 SPECIAL MEETING(S):

8.2.1 The President may call a special meeting at any time. Special meetings may be necessary to discuss emergent issues that may need addressing prior to the next regularly scheduled board meeting.

8.3 VOTING:

8.3.1 General Membership:

8.3.1.1 Each family unit (account) in “good standing” shall be entitled to one (1) vote. Swim families with multiple swimmers shall have one (1) vote.

8.3.1.2 A simple majority of the membership present / respondent shall decide all questions.

8.3.2 Board of Directors:

8.3.2.1 Each Board of Directors in “good standing” shall be entitled to one (1) vote.

8.3.2.2 The Board of Directors may elect to vote while meeting in-person or electronically.

8.3.2.2 A simple majority of board votes shall decide all questions.

8.4 CONDUCT OF MEETINGS:

8.4.1 Meetings will be informal in nature; however, when procedural questions arise, the rules contained in the current edition of Robert’s Rules of Order shall govern the conduct of the meeting in question.

8.4.2 Meetings shall be conducted with the basic decorum that is expected and within the code of conduct for members, coaches, and board members.

8.4.2.1 Meetings will start and stop on-time

8.4.2.2 Everyone present in meetings shall have an opportunity to contribute.

8.4.2.3 Everyone present in meetings shall be good listeners with an open mind.

8.4.2.4 Everyone present in meetings shall keep a sense of humor.

8.4.2.5 Everyone present in meetings shall respect the opinions of others.

8.4.2.6 Everyone present in meetings shall seek understanding and clarity.

8.4.2.7 Everyone present in meetings shall seek consensus in AAA Club decisions.

ARTICLE IX:
FISCAL YEAR

9.1 FISCAL YEAR:

9.1.1 The fiscal year of the AAA Club shall be from January 1 to December 31.

9.1.2 The fiscal year of the AAA Club shall coincide with the regular tax season.

ARTICLE X:
AUTHORITY

10.1 AUTHORITY:

10.1.1 In case any situation arises which is not covered by the constitution and by-laws of

the AAA Club, the Board shall make an initial decision, subject to validation by the Members-At-Large or the general membership at a regular meeting and upon majority vote.

ARTICLE XI: **AMENDMENTS**

11.1 AMENDMENTS:

- 11.1.1 No amendments shall be made to this constitution and by-laws and the attachments at any meeting except by simple majority of the votes cast by the supporting members represented (each family) via electronic means on or before the next scheduled board meeting. Before a vote is taken, the proposed amendments must have been submitted to the Board and at least fifteen (15) days notice thereof given by the Board to all supporting members of the club.

ARTICLE XII: **VOLUNTEER AND OFFICIATING STANDARDS**

12.1 VOLUNTEER STANDARDS:

- 12.1.1 Swim families with at least one (1) swimmer shall volunteer at least six (6) meets per swim year.
- 12.1.2 Swim families shall volunteer three (3) events for short course season and three (3) events for long course season, for a totally of six (6) events for the swim year.
- 12.1.3 Swim family volunteering may be in the form of:
 - 12.1.3.1 Officiating swim competitions.
 - 12.1.3.2 Safety marshalling swim competitions.
 - 12.1.3.3 Assisting with hospitality during swim competitions.
 - 12.1.3.4 Team director during swim competitions for setup and breakdown.
 - 12.1.3.5 Lane timing during swim competitions.
- 12.1.4 Swim families not fulfilling their volunteer obligations each season shall be imposed a volunteer fee to cover the AAA Club fees passed down by the HISI LSC
 - 12.1.4.1 The pre-determined volunteer fee shall be announced each season.
 - 12.1.4.2 Swim families unable to volunteer due to various reasons shall have the opportunity to buy-out the volunteer fee prior to each season.
 - 12.1.4.3 The fees associated with not meeting the obligations for volunteering will be updated each swim year within the *Parent & Swimmer Handbook*.
- 12.1.5 Swim families serving the AAA Club as a Board of Director or Member-At-Large shall not be held to the same volunteering standard but is highly encouraged to assist where possible.

12.2 OFFICIATING STANDARDS:

- 12.2.1 There shall be a minimum of one (1) team official per sixteen (16) swimmers for all swim meets, as stated by the HISI LSC Policies and Procedures Article XIV, section 16.03.2.
- 12.2.2 Swim families volunteering to become a USA Swimming official shall work with the HISI LSC and Board of Directors to learn of the obligation and steps necessary to become a AAA Club official.

- 12.2.3 Each official is obligated to officiate at least ten (10) sessions over at least four (4) swim competitions per the HISI LSC Article XIV, section 16.03.3.
- 12.2.4 All fees associated with becoming an official will be covered by the AAA Club.
- 12.2.5 Each swim competition covered by the AAA Club official will count as one (1) volunteer obligation to the AAA Club, in addition to the HISI LSC obligation.

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ATTACHMENTS

ATTACHMENT (1):
CODE OF CONDUCT FOR PARENTS, SWIMMERS, AND COACH(ES)

1.1 CODE OF CONDUCT FOR PARENTS:

- 1.1.1 In an effort to make the AAA Club a memorable and happy experience, the Board of Directors, Member(s)-At-Large, and Head Coach want to promote the best possible conduct of all parents, swimmers, and coaches at all swim practices, swim competitions, and all AAA Club events in order to provide the best impression of the AAA Club.
- 1.1.2 A parent, guardian, or other adult representative shall be present at every swim competition or AAA Club event, or their child(ren) will not be allowed to participate in the competition or AAA Club event.
- 1.1.3 Parents must make their child(ren) emotional and physical wellbeing their highest priority during the swim season.
- 1.1.4 Parents will not behave in such a way as to minimize or discredit fellow swim parents, fellow swimmers, or coach(es).
- 1.1.5 Parents will address coach(es), swim competition officials, opposing teams, and pool staff in a respectful, friendly, positive, and encouraging manner. Further, parents will demonstrate fairness and sportsmanship.
- 1.1.6 Parents will always support their coach(es) decisions and not place any coach in a position to be concerned about the parent(s) behavior.
- 1.1.7 Parents will not disrupt the swim practice or swim competition. Any and all concerns will be addressed to the Head Coach, Board of Directors, or the Event Director at the conclusion of the practice, competition, or event.
- 1.1.8 Parents will help maintain a clean and safe environment in, on, and around the pool complex.
- 1.1.9 Only registered swimmers are to be permitted to swim during swim practices, swim competitions, or AAA Club events that involve a pool facility.
- 1.1.10 AAA Club and USA Swimming have a zero tolerance policy for bullying. Bullying of swimmers or others will be grounds for AAA Club membership termination.
- 1.1.11 AAA Club and USA Swimming have a zero tolerance policy for destruction or damage to facilities, demeaning or disrespectful behavior toward other teams, coach(es), swimmers, board members or pool staff. Demonstrated behavior along these lines will be ground for AAA Club membership termination.
- 1.1.12 Failure to abide by the AAA Club CODE OF CONDUCT may result in the following:
 - 1.1.12.1 Suspension from practice.
 - 1.1.12.2 Suspension from swim competition.
 - 1.1.12.3 Suspension from AAA Club event.
 - 1.1.12.4 Separation from AAA Club.

1.2 CODE OF CONDUCT FOR SWIMMERS:

- 1.2.1 In an effort to make the AAA Club a memorable and happy experience, the Board of Directors, Member(s)-At-Large, and Head Coach want to promote the best possible conduct of all parents, swimmers, and coaches at all swim practices, swim competitions, and all AAA Club events in order to provide the best impression of the AAA Club.
- 1.2.2 Swimmers will be on-time, attend majority of practices, do their best in every practice, be safety-conscious, and always follow facility rules.
- 1.2.3 Swimmers will obey the coach(es) at all times and will be supportive of coach(es), competition officials and judges, and facility staff.
- 1.2.4 Swimmers will only swim at their age / level-appropriate swim practices. The coach(es) will discuss any changes to their swim practices.
- 1.2.5 Swimmers will help maintain a clean and safe environment in, on, and around the pool complex or facility. Swimmers will also gather and pick all personal belongings after practice, swim competitions, and events.
- 1.2.6 Swimmers will respect all personal property of others and will not acquire or use personal property of others without expressed permission.
- 1.2.7 Swimmers will remain in the designated team area for swim practices, swim competitions, and AAA Club events.
- 1.2.8 Swimmers will be supportive of all swimmers, coaches, officials, and facility staff. Swimmers will not be disrespectful or demonstrate unsportsmanlike conduct by means of indirect / direct destructive behavior, foul or obscene verbal or body language, or by means of complete disregard.
- 1.2.9 AAA Club and USA Swimming have a zero tolerance policy for bullying. Bullying of swimmers or others will be grounds for AAA Club membership termination.
- 1.2.10 AAA Club and USA Swimming have a zero tolerance policy for destruction or damage to facilities, demeaning or disrespectful behavior toward other teams, coach(es), swimmers, board members or pool staff. Demonstrated behavior along these lines will be ground for AAA Club membership termination
- 1.2.11 Failure to abide by the AAA Club CODE OF CONDUCT may result in the following:
 - 1.2.11.1 Suspension from practice.
 - 1.2.11.2 Suspension from swim competition.
 - 1.2.11.3 Suspension from AAA Club event.
 - 1.2.11.4 Separation from AAA Club.

1.3 CODE OF CONDUCT FOR COACH(ES):

- 1.3.1 In an effort to make the AAA Club a memorable and happy experience, the Board of Directors, Member(s)-At-Large, and Head Coach want to promote the best possible conduct of all parents, swimmers, and coaches at all swim practices, swim competitions, and all AAA Club events in order to provide the best impression of the AAA Club.
- 1.3.2 The purpose of this code of conduct for coach(es) is to establish common expectations for all members of the AAA Club coaching staff.
- 1.3.3 At all times, coaches will adhere to the *USA Swimming Rules and Regulations Article 304: Code of Conduct*.
- 1.3.4 At all times, coaches will set a good example of respect and sportsmanship for participants and fans to follow.
- 1.3.5 At all times, coaches will act and dress with professionalism and dignity that is suitable to their profession.
- 1.3.6 At all times, coaches will respect officials and their judgement and abide by the rules of the event.
- 1.3.7 At all times, coaches will treat opposing coaches, participants, and spectators with respect.
- 1.3.8 At all times, coaches will treat facility management, staff, and volunteers with respect.
- 1.3.9 At all times, coaches will instruct participants in sportsmanship and demand that they display good sportsmanship.
- 1.3.10 At all times, coaches will coach in a positive manner and not use derogatory comments or abusive language.
- 1.3.11 At all times, coaches will win with humility and lose with dignity.
- 1.3.12 At all times, coaches will treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- 1.3.13 At all times, coaches will place the well-being, health, and safety of the participants above all other considerations, including developing performance.
- 1.3.13 At all times, coaches will continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- 1.3.14 At all times, coaches will maintain professional separation between coach and athlete.
- 1.3.15 Any complaints of a coach violating this code of conduct will be brought to the attention of their Head Coach and the AAA Club Board of Directors. Suitable penalties and / or actions will be administered, which may include but not be limited to:
 - 1.3.15.1 Suspension from practice and AAA Club events.
 - 1.3.15.2 Separation from AAA Club.

ATTACHMENT (2):
DUTIES AND FUNCTION(S) OF THE BOARD

2.1 PRESIDENT:

- 2.1.1 The President shall preside over all meetings of the club.
- 2.1.2 The President shall exercise general supervision over AAA Club business and affairs.
- 2.1.3 The President shall appoint the chairman for standing and special committees and shall perform any other duties as are customary to the office of the President.
- 2.1.4 The President shall be one of two countersignatures of all checks drawn against the funds of the AAA Club.

2.2 REGISTRAR:

- 2.2.1 The Registrar shall serve as the First Vice-President and assume the roles and duties of the President and perform them with the same authority as the President should there be a vacancy or departure from the President position.
- 2.2.2 The Registrar shall handle all swim memberships directly with the AAA Club, USA Swimming, and the HISI LSC.
- 2.2.3 The Registrar shall handle all registration matters and assist with maintaining the board and coach(es) in “good standing” with USA Swimming and HISI LSC.
- 2.2.4 The Registrar shall serve as the rule’s advisor, constitution advisor, and safety officer.

2.3 EQUIPMENT MANAGER:

- 2.3.1 The Equipment Manager shall serve as the Second Vice-President and assume the roles and duties of the President and perform them with the same authority as the President should there be a vacancy or departure from the President position, and the First Vice-President (Registrar) is unable to carry out the roles and duties of the President in addition to the roles and duties of the Registrar.
- 2.3.2 The Equipment Manager shall be responsible for all AAA Club equipment and apparel inventory, ordering, and maintenance.
- 2.3.3 The Equipment Manager shall be responsible for working with the board and sub-committees to purchase and maintain swim competition and meet management equipment.
- 2.3.4 The Equipment Manager shall be responsible for working with the Head Coach and Site Coordinators to distribute swim apparel as necessary.
- 2.3.5 The Equipment Manager shall work with the Treasurer to invoice swimmers and swim families for equipment and / or swim apparel received.
- 2.3.6 The Equipment Manager shall update the Board during regular board meetings of the status of equipment and apparel and the need to order or otherwise.

2.4 TREASURER:

- 2.4.1 The Treasurer shall be the custodian of the AAA Club funds.
- 2.4.2 The Treasurer shall collect all membership dues and fees and receive all monies.

- 2.4.3 The Treasurer, the President, or the Secretary will be responsible to sign all checks drawn on the AAA Club's checking account.
- 2.4.4 The Treasurer shall submit a semi-annual financial report to the general membership following each short course and long course swim season.
- 2.4.5 The Treasurer shall submit monthly financial reports at the monthly board meetings.
- 2.4.6 Treasurer shall maintain a correct classified list of the names and addresses of all members, coaches, and contracted lifeguards, which shall be transferred to his / her successor.
- 2.4.7 The Treasurer and President shall have the authority to retain an auditor to examine the financial affairs of the club, including an audit of its books. The audit shall be reported to the general membership at the first general membership meeting following the completion of the audit.

2.5 SECRETARY:

- 2.5.1 The Secretary shall keep and maintain the general records of the AAA Club, including records of the minutes.
- 2.5.2 The Secretary shall submit a copy of the minutes to each member of the Board.
- 2.5.3 The Secretary shall work with the President to notify Board members, and Member(s)-At-Large as appropriate, of all meetings at least one week in advance of the meeting.
- 2.5.4 The Secretary shall be one of the two countersignatures of all checks drawn against funds of the AAA Club.

2.6 HEAD COACH:

- 2.6.1 The Head Coach shall serve as a voting member of the Board of Directors, except when voting on AAA Club financial matters.
- 2.6.2 The Head Coach shall work directly with the Board on all administrative matters.
- 2.6.3 The Head Coach shall work directly with the Board on planning the competitive swim season for both short course and long course seasons.
- 2.6.4 The Head Coach shall work directly with the Board for all Assistant Coach and Lifeguard hirings and terminations.
- 2.6.5 The Head Coach shall be appointed the HISI LSC Representative should any other Board Member or Member(s)-At-Large be unable to.

2.7 LOCAL SWIM COMMITTEE (LSC) REPRESENTATIVE:

- 2.7.1 The LSC Representative shall normally be a collateral duty of the President, First Vice-President, or Second Vice-President.
- 2.7.2 The LSC Representative duties shall shift to the Head Coach should the President, First Vice-President, or Second Vice-President not be able to satisfy that role.
- 2.7.3 The LSC Representative shall faithfully represent the AAA Club at meetings of the LSC and will report on those proceedings at the next regularly scheduled board meeting.

ATTACHMENT (3):

DUTIES AND FUNCTION(S) OF THE MEMBER(S)-AT-LARGE & SPECIAL COMMITTEES

3.1 MEMBER(S)-AT-LARGE:

- 3.1.1 Under the direction of the Board of Directors, the Member(s)-At-Large shall represent the general membership and assist with the day-to-day operations of the AAA Club where needed. The Member(s)-At-Large may assist with various projects and serve as leaders on Special Committees.
- 3.1.2 The Member(s)-At-Large shall attend monthly board meetings and report to the Board feedback from the general membership across all swim levels.
- 3.1.3 The Member(s)-At-Large shall assist with organizing and executing AAA Club events, such as: swim competitions, swim fundraising events, awards banquets, and other projects deemed necessary by the Board of Directors.
- 3.1.4 The Member(s)-At-Large serving as council to Special Committees may be granted administrative privileges in order to better function in that role. In such cases where sensitive information is accessible, completion of USA Swimming background checks and athlete protection trainings may be necessary.
- 3.1.5 Swim families serving the AAA Club as a Member-At-Large or serving on Special Committees shall not be held to the same volunteering standard but is highly encouraged to assist where possible.

3.2 BANQUET (SPECIAL COMMITTEE):

- 3.2.1 Under the direction of the Board of Directors, the Member(s)-At-Large assisting with the Banquet Special Committee shall assist the Board with planning, preparation, and execution of end-of-season awards banquets.
- 3.2.2 There shall be at least two (2) awards banquets each swim year (September 1 - August 31). One (1) awards banquet will follow the winter short course season after Junior Age Group Championships (JAGS) in March or April, which ever best fits the AAA Club schedule. One (1) awards banquet will following the summer long course season after Long Course Age Group Championships in July or August, which ever best fits the AAA Club schedule.

3.3 FUNDRAISING (SPECIAL COMMITTEE):

- 3.3.1 Under the direction of the Board of Directors, the Member(s)-At-Large assisting with the Fundraising Special Committee shall assist the Board with planning, preparation, and execution of the seasonal fundraising events.
- 3.3.2 Fundraising events shall consist of, but not be limited to: annual Swim-A-Thon, lucky draw team banquet(s), ticket sale(s) for car wash(s), and other fundraising events deemed necessary by the Board.
- 3.3.3 The Member(s)-At-Large selected to head the Fundraising Special Committee may be granted administrative access to the fundraising portion of the AAA Club website. Should

sensitive information be visible, that Member(s)-At-Large may be subject to completion of USA Swimming background checks and athlete protection trainings as necessary.

3.4 VOLUNTEER (SPECIAL COMMITTEE):

- 3.4.1 Under the direction of the Board of Directors, the Member(s)-At-Large assisting with the Volunteer Special Committee shall assist the Board with planning, preparation, and execution of coordinating volunteers to assist with AAA Club events, including but not limited to: swim competitions, swim events, and other volunteer events deemed necessary by the Board.
- 3.4.2 Volunteer positions for events shall consist of, but not limited to: swim competition(s) team site setup and breakdown, hospitality, lane timing, announcing, and other positions deemed necessary by the Board.

ATTACHMENT (4):
DUTIES AND FUNCTION(S) OF THE COACH(ES)

4.1 HEAD COACH:

- 4.1.1 Under the direction of the Board of Directors, the Head Coach has the responsibility for results and with latitude for independent judgment, plans and directs the training program and the competitive activities of the club. This will be done in such a manner as to teach all swimming members to be proficient in all swimming strokes. It is not expected that a championship team or few individual champions be consistently produced. The primary goal should be that the program be structured to enable all swimmers to learn the value of hard work, discipline, good sportsmanship and team morale. The list that follows should be considered non-comprehensive as other duties and responsibilities may be required by the board.
- 4.1.2 The Head Coach shall have previous experience as either assistant or Head Coach of a club involved in the age group swimming program, either in Hawaii or elsewhere.
- 4.1.3 The Head Coach shall be knowledgeable of the rules of swimming governing the participating in or sponsoring of USA Swimming sanctioned swimming meets.
- 4.1.4 The Head Coach shall be one of the official club representatives of the USA Swimming LSC and attend meetings of this committee.
- 4.1.5 The Head Coach shall attend meetings of the Board of Directors of the club with the express purpose of input, less voting privileges of the budget.
- 4.1.6 The Head Coach shall direct and manage the Assistant Coach(es) and ensure that training plans and routines are followed by weekly observation.
- 4.1.7 The Head Coach will teach and train the swimmers in improving their skills and knowledge while fostering their attitudes toward swimming. In his/her instructions and training, the head coach will use every means available in applying the mechanical and technical principles involved in swimming.
- 4.1.8 The Head Coach shall take full responsibility and manage the team at swim meets, watching and maintain proper behavior with parental assistance.
- 4.1.9 The Head Coach shall ensure that each swimmer has the opportunity to compete in meets as often as his / her ability and progress permit.
- 4.1.10 The Head Coach shall work with the Board of Directors and the club meet director so that the club may participate in and/or sponsor swimming meets in accordance with USA Swimming rules of swimming.
 - 4.1.10.1 The Head Coach will make final decisions on Oahu meets and advise the Board accordingly.
 - 4.1.10.2 The Head Coach and the Board of Directors, working together, will determine off-island meets. Financial details to be determined by the Board. Coaching details to be determined by the Head Coach.
- 4.1.11 The Head Coach shall not be interrupted during practice sessions so swimmers can get undivided attention.

- 4.1.12 The Head Coach will direct, with Assistant Coach(es) and volunteer parents:
 - 4.1.12.1 The recording and maintenance of individual swimmer's progress, attendance at practice sessions and participation in competitive meets. This should include each swimmer's times achieved in each stroke and distance so that each individual swimmer may be entered in competition at the various meets for which they may be eligible.
 - 4.1.12.2 The preparation of meet entry for each swimmer who will swim in the various meets.
- 4.1.13 The Head Coach shall exercise the following good personal character factors considered important to coaching success:
 - 4.1.13.1 Tact and diplomacy: pleasant mannerisms, observance of the rights, opinions and feelings of others.
 - 4.1.13.2 Punctuality and initiative during practice, meets and meetings: make good use of our notice system in case of changes in schedules.
 - 4.1.13.3 Cost consciousness: safety and equipment care and upkeep: respect for other people's property are all part of the coach's responsibility to teach and practice.
- 4.1.14 The Head Coach and Assistant Coach(es) will confer with parents on swimmers(s) progress and conduct.
- 4.1.15 The Head Coach shall strictly abide by and follow the Coach(es) Code of Conduct or else risk remediation that may include, but not limited to: suspension and / or termination.

4.2 SITE COORDINATOR (ASSISTANT COACH):

- 4.2.1 Under the direction of the Head Coach and Board of Directors, the Site Coordinator has the responsibility for results and with latitude for independent judgment, plans and directs the training program for the AAA Club satellite locations. This will be done in such a manner as to teach all swimming members to be proficient in all swimming strokes. It is not expected that a championship team or few individual champions be consistently produced. The primary goal should be that the program be structured to enable all swimmers to learn the value of hard work, discipline, good sportsmanship and team morale. The list that follows should be considered non-comprehensible as other duties and responsibilities may be required by the board or Head Coach.
- 4.2.2 The Site Coordinator shall have previous experience as an Assistant Coach of a club involved in the age group swimming program, either in Hawaii or elsewhere.
- 4.2.3 The Site Coordinator shall demonstrate the qualities of being able to work independently and guide others to accomplish a common goal at satellite locations.
- 4.2.4 The Site Coordinator shall be knowledgeable of the rules of swimming governing the participating in or sponsoring of USA Swimming sanctioned practices and swimming meets.
- 4.2.5 The Site Coordinator shall attend meetings with the Head Coach with the express purpose of input on status of coordinating Assistant Coaches and satellite locations.
- 4.2.6 The Site Coordinator will teach and train the swimmers in improving their skills and knowledge while fostering their attitudes toward swimming. In his / her instructions and training, the Site Coordinator will use every means available in applying the mechanical and technical principles involved in swimming.
- 4.2.7 The Site Coordinator shall ensure that each swimmer has the opportunity to compete in meets as often as his / her ability and progress permit.
- 4.2.8 The Site Coordinator shall not be interrupted during practice sessions so swimmers can get undivided attention.

- 4.2.9 The Site Coordinator shall exercise the following good personal character factors considered important to coaching success:
 - 4.2.9.1 Tact and diplomacy: pleasant mannerisms, observance of the rights, opinions and feelings of others.
 - 4.2.9.2 Punctuality and initiative during practice, meets and meetings: make good use of our notice system in case of changes in schedules.
 - 4.2.9.3 Cost consciousness: safety and equipment care and upkeep: respect for other people's property are all part of the coach's responsibility to teach and practice.
- 4.2.10 The Site Coach and Assistant Coach(es) will confer with parents on swimmers progress and conduct.
- 4.2.11 The Site Coordinator shall strictly abide by and follow the Coach(es) Code of Conduct or else risk remediation that may include, but not limited to: relocation to alternate satellite location, suspension, and / or termination.

4.3 ASSISTANT COACH:

- 4.3.1 Under the direction of the Head Coach and Site Coordinator, the Assistant Coach has the responsibility for results, under the direction from the Head Coach and Site Coordinator, deliver the training program for the AAA Club satellite locations. This will be done in such a manner as to teach all swimming members to be proficient in all swimming strokes. It is not expected that a championship team or few individual champions be consistently produced. The primary goal should be that the program be structured to enable all swimmers to learn the value of hard work, discipline, good sportsmanship and team morale. The list that follows should be considered non-comprehensible as other duties and responsibilities may be required by the Head Coach or Site Coordinator.
- 4.3.2

4.4 JUNIOR ASSISTANT COACH:

- 4.4.1 Under the direction of the Head Coach and Site Coordinator, the Junior Assistant Coach has the responsibility to assist with delivering the written training plans. This will be done in such a manner as to teach all swimming members to be proficient in all swimming strokes. It is not expected that a championship team or few individual champions be consistently produced. The primary goal should be that the program be structured to enable all swimmers to learn the value of hard work, discipline, good sportsmanship and team morale. The list that follows should be considered non-comprehensible as other duties and responsibilities may be required by the Head Coach or Site Coordinator.
- 4.4.2

CONSTITUTION AND BY-LAW CHANGE HISTORY

Change Date Section #, Description, Changed by, Approved By Approval Date

10/22/10 Whole Document Recreated editable, electronic version of document Keith Gruce
Board of Directors 10/21/10

10/22/10 Pg 3, Article V, Section 2 Changed coaches travel fund from \$7.50 per month per
family to \$3.50 per month per swimmer. Keith Gruce General Membership 03/13/10

10/22/10 Pg 12, Attachment (4) Added Attachment (4) Change History Keith Gruce NA NA

3/26/11 Pg 3, Article V, Section 3.A. Removed reference to decreasing rate for third participating
member within a family. Keith Gruce General Membership 3/26/11

8/19/12 Pg 7, Attachment 1 Added “and safety officer” to description of First Vice president
Sandra Frasz General Membership 8/11/12

8/19/12 Pg 8, Attachment (2), Section 5 Changed Second Vice-president from a 1 year rotation
to a 2 year rotation aligned with the President and Secretary Sandra Frasz General Membership
8/11/12

8/19/12 Pg 4, Article VII, Section 1 Added “and to participate on special and standing
committees” to job description of Members at Large Sandra Frasz General Membership 8/11/12

12/4/19 Article XIV, Section 1 to say “simple majority vote of the votes cast by” and “via
electronic means on or before the next scheduled board”. Tumoana Kenessey General
Membership 11/5/19

12/4/19 Article V, Section 1 to say “last two (2)” added “current” and added “Fiscal”. Tumoana
Kenessey General Membership 11/5/19

12/4/19 Article VI, Section 1 added “Director of Information Systems” to the board.. Tumoana
Kenessey, General Membership 11/5/19.

10/01/23 Constitution and Bylaws overhaul. Jason Jones 10/01/23.

3/10/25 Page 3, article III section 3.2 fixed fees updated to include “Coaches monthly travel fee to be
evaluated and updates as needed per vote of Board of Directors” per February BOD vote. Erin Sare
3/10/25