



# Swim Team Parents Association 2024-2025 Standing Rules

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1. This association was incorporated as a nonprofit corporation in the State of Washington on March 11, 1981. It is the responsibility of the board to file/review an Annual Corporation Report with the Secretary of State on or before the date prescribed by the state of Washington. The corporation shall also file an IRS tax return on the 15th day of the 5th month after the fiscal year close. The association's incorporation number is 23079494.
2. This association's Federal Employer Identification Number is 911291557.
3. This association shall keep at least two copies of each of its legal documents in two separate locations as approved by the Board of Directors.
4. The coaches shall assign athletes to a practice group – Orange, Blue, Bronze, Silver, Gold. A description of the practice groups shall be kept current in the Channel Cat Handbook. Training fees and practice times are based on the assigned practice group.
5. The standing rules shall be adopted annually by a majority vote at the second general Meeting.
6. The standing rules may be amended at any regular, general membership meeting by a simple majority vote of a quorum provided prior notice to the general membership is given.
7. In addition to monthly dues, other sources of revenue for the team include but are not limited to 1) TCCC hosted meets sanctioned by Inland Empire Swimming (IES), hosted solely or co-hosted.
8. It is mandatory that each family support the meets hosted by the team. In order to remain in good standing a minimum of mandatory service hours per family per year is required. Hours will be tracked online using job signup on the Team Unify website and verified following the event. The minimum is 26 hours for years when TCCC hosts 2 meets. The minimum is 40 hours for years when TCCC hosts 3 meets. Volunteer hours will be credited whenever a job signup is posted on Team Unify. This will typically, but not exclusively be for swim meets, annual meetings, and helping at specific fundraisers. Committee leads of various fundraisers also receive an 8 hour credit.

Participation at hosted meets may include but is not limited to: working in the concessions stand, hospitality room, equipment set-up and take down, grounds operation, staffing the office, announcing, timing console operation, lane timing, head timer, or any meet officials.

At the discretion of the Board of Directors, a "Service Hour Shortage" penalty may be assessed for failing to put in the required number of hours. (see Cost Structure document)

9. As members of IES, the Channel Cats are required to participate in the conduct of meets. This includes providing a proportional number of officials at all attended meets and a proportional number of timers at championship meets. Credit toward mandatory service hours is given for participation in these activities.
10. The board may include monetary support as the budget allows or via specially designated fund-raisers to send athletes and coaches to national level meets, as long as their attendance is above 80 percent, their dues are current, and the swimmer is a non-collegiate member.
11. Board meetings of this association shall be held the second Monday of each month via Zoom at 7:00 P.M., unless otherwise ordered by the President. The board meetings are open to all members unless designated as an Executive Session where meeting attendance will be closed to general membership. In all cases, the Secretary shall keep the minutes of the board meetings. An email vote for time-sensitive issues may be initiated by the president; financial issues require concurrence of the treasurer. A tally shall be made by the secretary and recorded in the next meeting minutes.
12. The team shall have at least four stroke and turn officials, a starter and a referee in order to bid IES meets. (IES requirement).
13. An awards banquet shall be held annually.
14. Each member family is encouraged to participate on a Channel Cat Committee. Committees are established by the Board to accomplish functions important to the organization and administration of the Channel Cats Association. A complete list and description of the current committees will be kept in the Channel Cat Handbook.
15. COST: Monies collected from members support the Tri City Channel Cat budget, which is formulated and approved annually. Bills are sent electronically and due in full by the 10th of each month. Payments received after the 20th are subject to a late fee. Parents must contact the treasurer regarding discontinuing membership with the Tri-City Channel Cats. Failure to do so will result in continuation of billing and an incurred obligation to pay fees. The Cost Structure document provides a list of all costs associated with Channel Cat membership.

## Fees

- A. Trial Period: For a non-refundable fee, a one-time per swimmer trial period is offered to prospective members of the team. All other fees are waived during the trial period. The trial period, which applies to all new swimmers, ends on the last day of the month in which the swimmer tries out. Tryouts are held under the supervision of the Head Coach. The swimmer may continue to swim beyond the trial period with the Channel Cats in accordance with general membership requirements as defined in the By-Laws. The Head Coach, in conjunction with the Board of Directors, may change and/or modify tryout dates as deemed necessary.
- B. USA Swimming Registration: USA swimming registration fee per swimmer is due at time of initial registration each swim year, (USA swimming offers a reduced fee for a seasonal swimmer who joins after April 1). USA Swimming also offers a reduced membership fee for qualifying economically disadvantaged youth.
- C. Channel Cat Administration: This fee helps cover the operational costs of running the team. This fee is due at time of initial registration, and annually in September.
- D. Summer Pool Fees: All year-round swimmers must contribute to the summer Pool Fee that is collected and paid to the summer pool facilities and supports purchase of miscellaneous equipment. This fee is due annually in May. (This fee is included in the summer only swimmer cost structure.)
- E. Fundraising: In addition to the training dues (see below) a per swimmer cost is assessed to offset what the total dues would otherwise be for year-round swimmers. This fundraising may be paid out of pocket or raised through various sales opportunities offered by the team. They include poinsettias sales at Christmas, scrip, spring flower sales, and other designated fundraising opportunities as they become available and are approved by the Board. The fundraising is billed in June. Families may choose to take advantage of the revenue sources provided for some all, or more than all of the required assessment. Because of the opportunity to raise these funds, there will be no discounts provided. There are no credits or refunds provided for fundraising funds. The accounting cycle for fundraising runs from June 1 to May 31; therefore, funds raised during the summer of the current fiscal year will be applied to the swimmer's account for the same fiscal year. (See the Fundraising Explained document for details.)

Families that currently have swimmers in the water, any additional swimmer joining prior to December 31 will pay the full fundraising amount and those joining after January 1 will pay 1/2 of the fundraising amount.

Dues

- F. Training: Training dues vary depending on the practice group of the swimmer and the commitment level to the team. There are 2 basic levels of commitment: Year-round and summer only.

YEAR-ROUND. For swimmers who commit to joining the team on a year-round basis, training dues include dues and fundraising fees (discussed above in Section E. Dues paid up front and in full by October 10 are discounted (see the Cost Structure document). Otherwise, dues are billed monthly in 11 equal installments (no billing for September).

Multiple Swimmer Discounts: There is a monthly discount offered for those who have multiple swimmers from the same family. The discount starts with the lowest level swimmer.

The YEAR-ROUND swimmer option obligates the member to pay the total annual dues (in full up front or 11 monthly installments) regardless of monthly practice participation and/or termination of membership prior to completion of the annual period. The 11 monthly installments are billed October through August. Members wishing to discontinue swimming are required to pay discontinued membership penalty upon notification of intent to terminate their contract (first year swimmers are exempt from this penalty). Members may petition the board in writing to waive this penalty for conditions outside their control. The following are examples of criteria the board may use to evaluate petitions:

Example 1

Reason for Change	Billing
Relocation; Physician documented medical condition preventing participation	Maintain Year-Round Swimming Dues Rate for the period swam and release without further dues obligation.

## Example 2

Reason for Change	Billing
Personal choice; Conflict of activity Priorities; Change of heart	Termination fee of applies Note: Fundraising dollars for dues offset earned to date will remain with the team.

Exception: For high school swimmers who do not practice with the Channel Cats during the high school swim season, an exception is allowed to select the year-round option but pay only 9 of the 11 installments. That is, they do not have to pay during the two months of the high school swim season as long as they do not participate in Channel Cat practices during that time. High school girls who elect to practice with Channel Cats are charged for 10 of the 11 installments, since full participation with Channel Cats is not possible. As a year-round swimmer who takes advantage of this exception, the fundraising fee (Section E above) is still required in full.

SUMMER ONLY. Swimmers may choose to join the team for the summer season only. Unless you are a returning collegiate swimmer, the "summer only" season will begin Memorial Day. Summer only swimmers must pay the seasonal USA/IES registration fee (section B above) and the summer-only dues as outlined in the Cost Structure.

Dues must be paid in full by the end of the swimmer's first week of summer practice. There are no discounts or prorating of summer only dues.

- G. Health Club Non-Member Dues: The Tri-City Channel Cats utilize local training facilities, such as the Pacific Clinic (PC), and Columbia Basin Racquet Club (CBRC), during the short course season. All Channel Cat swimmers must be a member of the training facility in which they swim.

## Other Charges

- H. Meet Entry Fees: The intention to participate in a meet is accomplished by registering online using Team Unify. Meet entry fees will be charged for each meet a swimmer is registered to attend. Once an athlete is entered in a meet, the family will be charged for the entry fees even if the athlete does not attend. The team is not reimbursed for absent swimmers, therefore it is not possible to offer a refund to the family. An exception to

registration shall be notification directly to the coach three weeks prior to the first day of the meet in question.

- I. Swim caps: Swim caps are typically distributed at meets and/or practice on an as needed basis and are added to a member's monthly bill.
  - J. Hospitality: When the Channel Cats host a swim meet, the hospitality budget is partially funded by contributions from the members. Contributions vary depending on the meet and are outlined in the Cost Structure document.
15. Authorizations and Agreements: To maintain membership in good standing, at the beginning of each swim season, or when a new member family joins the team, all sections of the Team Unify on-line registration must be completed. These sections of the on-line registration include, Medical Release Waiver, Liability Waiver, Commitment Form and Photo Permission. A printed Athlete Code of Conduct form must be signed by the athlete and a parent (guardian) at the time of joining, and annually thereafter. Failure to complete and return online and printed forms may result in your swimmer(s) losing training privileges.