



**EMAC**  
*Green Swarm*

# **2025-2026**

# **EMAC**

# **MEMBER**

# **HANDBOOK**

## **VISION**

A swim network dedicated to fostering remarkable achievement, cultivating engaged citizens, and supporting our community, while providing a safe, healthy, and positive environment for all athletes.

TRUST I SAFETY I INTEGRITY I GROWTH I CONNECTION

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## WELCOME LETTER THE DIRECTOR OF COMPETITIVE SWIM PROGRAM

Our goal at the Emmaus Aquatic Club (EMAC) is to have our programming be solid from the foundation to the apex. It is not easy, and we will face challenges; however, these challenges can also present opportunities to be better. There is no better opportunity than competing in our sport to learn how to persevere through some of life's most challenging situations. We want to teach our swimmers how to face challenges every day with a great attitude, determination, and perseverance, understanding that learning these skills and utilizing the concept of teamwork that through these challenges, we will be better people and teammates in life. We will be uncomfortable together, but we will adjust and make our situation better because we will have each other to lean on, learn from, and grow. I know and understand that what we do or how we do it may be different, but I know we can be better if we grow each day, week, month, and season to trust each other along through this commitment. Our staff will be with you through the highs and lows. Not everyone will progress at the same time, but we will all grow. Some may choose to see how far they can go in this sport, and we will all celebrate because we know and understand the sacrifices needed to be great in any endeavor, and we should always celebrate that in those who choose to test their limits. And yet, we will also foster a love of the sport beginning in our younger age groups with those first learning to swim, and those who still want to swim for more than just medals and times. We want all of our swimmers, families, and coaches to have fantastic and wonderful memories from the novice years through the age groups, and teen years; memories of riding in carpools, spending innumerable hours on the pool deck, and countless other memories made in our great sport. And for parents, the joys of watching our kids grow through the sport of swimming, the lessons that come with supporting everyone's children as if they are our own. Helping out our teammates and other families in so many ways, such as rides, snacks, hotel rooms, meals, towels, and you would be surprised how many other funny and even frustrating situations we all find ourselves in when committed to a TEAM.

I want you to be committed to our team, EMAC. We can build a great future through embracing our programming, expectations, and vision outlined in this handbook. We want our parents to be supportive in paving the way for your swimmer and our TEAM. As our season progresses, if you have concerns at any time this season, please do not hesitate to contact me. It is my sincerest joy to be in this role, and I plan to see you at the pool!

**"BELIEVE that you have it, and YOU HAVE IT!"**  
Coach O

## VISION, VALUES, AND BEHAVIORS

Our Team Culture is important. While our vision directs our focus and ensures a great environment for everyone involved, our values and behaviors inform our decision-making as we build the culture that we want.

### VISION STATEMENT

A swim network dedicated to fostering remarkable achievement, cultivating engaged citizens, and supporting our community, while providing a safe, healthy, and positive environment for all athletes.

### VALUES AND BEHAVIORS

#### CONNECTION

- ONE LANE, ONE VISION, ONE SWARM.
- COMMUNICATE HONESTLY, CONSISTENTLY, AND
- RESPECTFULLY. RECOGNIZE AND CELEBRATE OTHERS.

#### INTEGRITY

- LEAD BY EXAMPLE.
- HONOR YOUR COMMITMENT.
- BE HONEST.

#### GROWTH

- CHALLENGE YOURSELF.
- STRUGGLE AND FAILURE ARE A VITAL PART OF THE
- PROCESS. CONSISTENCY + EFFORT = RESULTS.

#### TRUST

- BELIEVE IN YOU, ME, AND
- WE. LISTEN FIRST.
- KNOW AND EMBRACE YOUR ROLE IN THE PROCESS.

#### SAFETY

- SAFETY IS NOT AN ACCIDENT.
- BE AWARE OF YOURSELF, OTHERS, AND YOUR
- SURROUNDINGS.

FOLLOW THE RULES AND THE DIRECTION.

## EMAC HISTORY

The Emmaus Aquatic Club (EMAC) was founded by Mike Seip, former Dieruff High and East Stroudsburg University swimmer as well as head coach of the Emmaus High School Swimming & Diving Team. Seip, along with Emmaus Swimming Alum and State Champion Jack Decker, founded EMAC in the spring of 1983 after having it established in 1982. Our program was supported by Ollie Newhard in the age-group program, and Penny Pantano led the Learn to Swim Program as EMAC was created with a top-down vision until the roots were planted with a full feeder program within 5 years.

Over the next 15 years, Mike Seip shaped the future of Emmaus High School swimmers and the entire Emmaus community. In 1992, EMAC became reorganized as a non-profit club. In 1997, EMAC, with the aid of private investors and a hefty bank loan, put a vinyl-coated bubble over the pool at Millbrook Farms Development, thus giving the club a state-of-the-art indoor facility for the first time. EMAC now owned a facility to program everything from water aerobics and Red Cross courses to swim lessons and competitive swimming, including Masters. It is also at this time that John Gudikunst, long-time assistant coach for Mike Seip became the first Facilities Director of EMAC's new facility. Each Spring and Fall anywhere from 40-80 volunteers would arrive to get "The Bubble" into the air or bring it down, a process that was both fun and adventurous, which took the better part of a weekend to completely set up and/or take down. In order to sustain "The Bubble," EMAC needed to pour almost 100 yards of cement surrounding its foundation, primary and backup blowers –and a third system with propane, in case of emergency. Until then, EMAC swimmers had trained at the Emmaus Community Park and Camp Olympic pools during the summer and at the Emmaus High School during the fall, winter, and spring months.

"It (EMAC) started out as a spring-summer program for high school-age kids who wanted to train. But then we added the little kids to it; and then we started getting growing pains, with parents wanting to swim and wanting to do (swim) aerobics. That's when we decided to try to do something." But it wasn't long before it developed into a feeder program for high school students. This endeavor could not have taken place without the support of the EMAC Officers with Mike Seip's vision-- John Adams (President), Mike Jacobs (1st Vice President), Scott Uhman (2nd Vice President), John Barnum (Treasurer), Dave Fox (Secretary), Margie Kavchok (Coordinator), and Office Manager Lynn Williams.

In 2019, EMAC, under the leadership of Doug Cornish, began an aggressive campaign to bring year-round swimming back to the facility in Millbrook Farms. With COVID-19 also came a hiccup in these plans; however, in 2021, thanks to Skepton Construction and a relationship with Lehigh Valley Health Network, EMAC opened "The Hive." Similar in material to "The Bubble," "The Hive" is a year-round structure with a reinforced steel frame, its own HVAC system, and a variety of doors for access as well as opening during warmer weather. As of 2024, the facility is beginning to focus on future projects to reinforce its commitment to be stewards of swimming in Emmaus and the Lehigh Valley.

## USA SWIMMING AND MIDDLE ATLANTIC SWIMMING (MASI)

USA Swimming is the governing body for competitive swimming in the United States. USA Swimming is responsible for the conduct and administration of swimming in the US. USA Swimming determines rules, implements policies and procedures, disseminates information about safety and sports medicine, oversees Local Swimming Committees and Zones, conducts National Championship meets, and selects athletes to represent the United States in international competitions.

USA Swimming has divided the country into 59 Local Swimming Communities (LSCs). Each LSC is responsible for the administration of USA Swimming activities in a defined geographical area while possessing its own set of by-laws under which it operates. The business affairs of each LSC are managed by a House of Delegates which includes representation by athletes, coaches, members of the Board of Directors, and participating swim clubs. Each LSC is grouped into one of four zones: Western, Central, Eastern, and Southern.

EMAC is part of the Middle Atlantic Swimming LSC. MASI consists of Eastern Pennsylvania, Southern New Jersey, and all of Delaware. With 115+ member clubs, more than 11,000 athletes, and more than 1,200 officials, coaches, and non-athlete members. MASI requires swimmers to pay a membership fee in order to compete in sanctioned meets. The membership is valid for one year. MASI is part of the Eastern Zone.

## BUSINESS STRUCTURE

EMAC is a 501(c)3 nonprofit that is led by a Board of Directors. The Board Directors are all volunteers and come from different backgrounds and offer varying skill sets. The Board of Directors is responsible for the strategic direction of the organization, ensuring policies and procedures are in place, and ensuring the Club is financially stable and meeting the needs of our members.

The Board of Directors works in conjunction with the staff who manage the day to day business for EMAC. The staff ensures the programs are run well, families are supported, and staff are developed and led for the best outcomes of the organization. Together, we ensure the growth, health, welfare, and culture of the organization.

You can learn more about the board on the [EMAC WEBPAGE](#).

## EMAC SWIM PROGRAMMING

### COACHING STAFF

#### **Director: Competitive Swim Program**

Tim O'Connor

#### **COMPETITIVE LEVEL**

TBD: HEAD Coach

Rob Barnum: Assistant Coach

Sean Fisher: Assistant Coach

Morgan Oxley-Brightenti: Assistant Coach

Noah Schaefer: Assistant Coach

Art Zawodny: Assistant Coach

#### **DEVELOPMENTAL (DEVO) LEVEL**

Brittany Reamer: LEAD Coach

Arielle Duda: Assistant Coach

Trey Harloff: Assistant Coach

Madelyn Heigl: Assistant Coach

Jason Reinhard: Assistant Coach

Kristen Shriver: Assistant Coach

#### **Developmental (DEVO) PREP**

Jason Reinhard: LEAD Coach

Arielle Duda: Assistant Coach

Madelyn Heigl: Assistant Coach

#### **Bee FIT Program**

LEAD Coach: TBD

Arielle Duda: Assistant Coach

Madelyn Heigl: Assistant Coach

### **EMAC OFFICE**

Kerry Carleton: Executive Director

Amanda Hudak: Business Support Coordinator

## PRACTICE AND ATTENDANCE POLICIES

### **.Practice with Purpose**

1. Swimmers are expected to support their teammates at practice as well as in competition. Working together as a team benefits all individuals in the group and is an important part of being a member of the EMAC Family. Swimmers are encouraged to always be positive at practice.
2. Swimmers are expected to follow the instructions of the coaching staff at all times (coachability).
3. Abusive language, lying, stealing, and/or vandalism will not be tolerated. These behaviors are directly contrary to the objective of EMAC and may warrant strict disciplinary actions, up to and including expulsion from EMAC.
4. Early and Late to Practice: If swimmers will be arriving late or leaving early from practice, this is best communicated at least 1 day in advance. If that cannot be done, it should be done at the latest before practice begins. Swimmers may leave practice early only with the coaches' permission. Swimmers should communicate this as early as possible and not as they are exiting the pool.
5. Parents are responsible for a swimmer's behavior before and after workouts. This includes carpool members as well.
6. During workouts, the pool deck is for coaches and swimmers. If you need to speak with the coaches, please email them at least two hours before practice. Swimmers and parents are discouraged from disrupting the coach or other swimmers with unnecessary communication unless of course, an emergency.
7. Any individual not registered with USA Swimming, Inc. through EMAC is not permitted in the pool at any time or on the pool deck. In accordance with the governing body of USA Swimming, Inc., parents may observe practice from the designated area. At no time are parents, siblings, or non-registered people allowed on the pool deck for liability reasons.
8. Any siblings or guests must have adult supervision at ALL times and in accordance with the governing body of USA Swimming, Inc., may observe practice from the designated area. The pool deck shall remain clear of all patrons.
9. Embrace our EMAC Values of Trust, Safety, Integrity, Growth, and Connection and demonstrate your competency regularly.

## SWIMMER RIGHTS AND RESPONSIBILITIES

### Swimmer Rights

1. To be treated with respect and to be free of verbal or physical abuse from a coach or another swimmer.
2. Expect that his or her coach, after being made aware of a limiting physical condition, will not ask the swimmer to perform or train in a manner that the coach knows will be harmful to the swimmer, AS LONG AS the family has provided a Doctor's Note to the Group Lead Coach, and please cc the Director of Competitive Swimming as well so that we can best support the swimmer towards recovery, and maintain proper fitness and training.
3. Expect that all practices, both in and out of the water, will be conducted in a safe manner so that the swimmer will not be exposed to unnecessary risk.
4. Know that his or her coach cares about them as a person/individual, as well as an athlete.
5. Be positively encouraged to do better, to be congratulated on a good performance, and to receive constructive feedback when improvement is needed and attainable. Sometimes swimmers struggle with the "little things" which can lead to great results. This is the purpose of constructive criticism and learning how to grow through these moments and realize they are not personal attacks, but instead personal instruction for you to improve.
6. Expect practice to be challenging and that if committed the competitions will be a beneficial and learning experience for all.
7. Set his or her own swimming goals with his or her coach, and change these goals as circumstances arise and evolve.

### Swimmer Responsibilities

Our goal is that you become a lifetime member of EMAC. As a swimmer's level of swimming ability increases, so does his or her responsibility. Our program is designed to encourage all swimmers to be Senior Swimming bound. As swimmers improve this is a deep commitment that requires great effort in many areas. A swimmer has responsibilities to the team, the coach, their parents, and most importantly to themselves. Swimmers need to prepare themselves for 100% effort each time they come to practice at the pool or any other venue.

1. To treat his or her coach with respect at all times and to use proper channels to address any problems or complaints.
2. To adhere to the coach's rules governing training sessions and to focus on the training program.
3. To take his or her commitment to swimming seriously at whatever his or her training level may be.
4. To support the EMAC team, fellow swimmers, and his or her coach through encouragement and attendance at practice and meets.
5. To attend the minimum number of training sessions set by the coach and strive for the recommended attendance percentage. Further, recognizing and understanding that he/she has the choice and ability to improve practice metrics throughout the calendar year.
6. To train and race with maximum effort.

## TEAM UNIFORM AND EQUIPMENT

As a swimmer for EMAC, you receive TEAM Shirts so that you can REPRESENT at all competitions and beyond. It is customary for us to schedule certain shirt colors to be worn by all swimmers on the same days of the competition so that regardless of group or level, WE all look the same. Please UPDATE your swimmer's shirt size in TEAM Unify each Summer so that we can properly order shirts for the season in time for September. We also have TEAM Suits and many other items available each September to try on and order via our team Spirit Wear orders which allows many parents to also coordinate with the Team plan from apparel to equipment.

EQUIPMENT is essential to boost training in a variety of ways. Not being prepared with proper equipment will impede progress for each swimmer, as well as, delay the progress of the swimmers who train and compete with you daily in your lane. Coaches reserve the right to have swimmers without proper equipment watch and learn as the other swimmers are completing practice. It is always recommended that swimmers initial their equipment with permanent marker or some other creative means to identify their swim equipment. All of these items also fit nicely into a mesh gear bag which is also part of the required list.

- [EMAC Equipment List](#)

Sometimes your coach may ask you to bring your equipment bag to a swim meet. Be sure your bag and all equipment has your name, initials, or some other mark of distinction for quick and easy identification.

## PARENT RESPONSIBILITIES

Swimming requires discipline, persistence, integrity, respect, and trust. Your child can only learn these values if you live them yourself. With the assistance of our Director of Competitive Swimming, your coach, and a positive, supportive atmosphere, your child could achieve dreams that he or she did not think capable of accomplishing.

A successful swimming program requires understanding and cooperation among the coaches, swimmers, and parents. This relationship can be critical to your child's successful development on the team.

The Director of Competitive Swimming and the entire coaching staff understands your commitment to your child. We have many staff members in our program who are also mothers and fathers. The coaches understand that you will always look out for your child's best interests. While the coaches are also committed to ensuring that your child's best interests are served, their responsibility is to serve each athlete on the team. Your perspective may differ from the Director of Competitive Swimming and the coaches' perspective when it comes to your child's swimming development. The most successful swimmers learn just as much, if not more, from their setbacks and adversity than successes. So when faced with these challenges, take pause, and be reflective and purposeful with your decisions. While all swimmers are different, patience, understanding, trust, and most importantly communication are the cornerstones of this relationship. With this in mind, please review and consider the following guidelines:

- Everyone learns at their own pace and in their own way. Some swimmers may master a skill quickly, while others might need more time. Please be patient with your child's progress. Speak to your child's coach if you are concerned. Sharing those concerns with your child only increases their stress level for thinking they are letting YOU down.
- Progress takes time. New EMAC swimmers will always need an adaptation period, regardless of their age, which can slow immediate progress. This may be due to increased training demands, a focus on technique, or just nerves. Patience, trust, and open communication between coaches, swimmers, and parents are crucial in supporting swimmers through this phase.
- Every swimmer will experience plateaus at some point in their career, both in competition and training. These plateaus indicate that the swimmer has mastered basic skills, but they haven't yet become automatic enough to focus on more advanced skills. It's important to explain to your swimmer that plateaus are a natural part of physical learning. The most successful swimmers are those who push through these temporary slowdowns and continue to improve, ultimately reaching their potential.
- Younger swimmers are often the most inconsistent, which can be frustrating for parents, coaches, and the swimmers themselves. It's essential to be patient and allow these young athletes to develop a love for swimming at their own pace.

## PARENT RESPONSIBILITIES

### Parent Responsibilities. (continued)

- Parents should understand that a slow development of competitive drive at an early age is normal and often more beneficial than forced or early development. It's crucial for younger swimmers to learn to compete and develop a healthy competitive spirit. Additionally, adapting to reasonable levels of emotional stress is important, as the small disappointments they face now will prepare them for larger challenges in adulthood.
- Coaches are responsible for providing constructive feedback on a swimmer's performance. Parents, on the other hand, should focus on offering love, recognition, and encouragement to help the young swimmer feel confident and valued.
- Parents' attitudes often shape those of their children. Even if a child isn't consciously aware, they subconsciously absorb powerful messages about their parents' desires. Show enthusiasm when taking your child to practice, meets, fundraisers, celebrations, and meetings. View these activities as opportunities, not chores.
- Criticizing the coach in front of your child undermines their authority and disrupts the essential swimmer-coach support needed for optimal success. If you have any questions about your child's training or team policies, please reach out to the Director of Competitive Swimming directly.
- Parents should always act in a manner that upholds the integrity of their child, the team, and the sport of competitive swimming. If there is any disagreement with a meet official, it should be brought to the coach's attention and only handled by the coach.
- Children should swim because they want to, not because they have to. It's natural for them to resist anything that feels mandatory. Self-motivation is the key to becoming a successful swimmer.
- Avoid pitting your child against their closest competitors, as this can create friction within the team and swimming community. Healthy competition serves two essential purposes for athletes: it brings out their best and highlights areas for improvement.
- Effective communication between coach and swimmer is crucial, requiring a two-way relationship during daily practice. It's essential that the coach has the swimmer's full attention. Be respectful, observe practice only from the designated areas, and do not try to interfere or instruct. The more a swimmer works the EMAC Programming and Practice Expectations, the more connections and support they will find within their EMAC Family.

***Please leave all coaching to the coaching staff. If you have questions about technique or coaching strategies, we encourage you to arrange a time (NOT during practice) to speak to the Director of Competitive Swimming directly. Also, we encourage parents to be primary communicators while in the DEVO programming, however, as swimmers develop into our COMP programming, the athlete should begin to take on more of this responsibility with the support and guidance of parents and coaches. Remember, particularly in the case of younger swimmers, that the attitude and behavior of the parents regarding their outlook on competitive swimming has an important effect on the child. In swimming, as in life, nobody can "win" or succeed all the time – there will always be some disappointments. Every child can gain from his or her experience, whether or not he/she ever wins a single race. The important lesson to be learned is to keep learning from past experiences and striving to do better next time.***

## BEING A GOOD SWIM PARENT

The parent's primary role is that of unconditional love and support for their swimmer. There are many ways to fulfill this role:

1. The first is to remind your child that you love them, no matter how they perform either at practice or a meet. This is needed more than ever during the challenging times, which will happen. At these moments, your love and care are essential.

- Support your child's goals by first allowing them to make goals of their own in consultation with their coach.
- Remember that this is your son's or daughter's childhood and not your own: recognize their dreams and support their ambitions, but don't create them for the child.
- Do not let your child's performance affect your attitude towards them. If your child swims poorly it will not make them feel better to see disappointment in their parents. Before the race, encourage them to have fun, and after the race tell them you love them. Simple words can have a drastic impact on a child's outlook.
- Do not pay your child or provide material rewards for swimming well. Children must learn that doing a thing well is worthwhile in its own right. Through swimming, they should earn respect because of their commitment and not money for their accomplishments.
- Understand that swimming can be daunting, especially to new swimmers or younger swimmers. A fifty-meter pool looks awfully long to an eight-year-old! If your child is afraid to swim an event remind them that the coach would only suggest it or enter them in it because they believe in your child.

2. It is imperative that your swimmer believe you support the coach, even when you disagree with him/her.

- Disagreements are natural and when they exist everyone wants a resolution, but there is a time and a place to discuss disagreements. The pool deck is not the place to argue or confront the coach about any disagreement. Parents should email both the coach and Director of Competitive Swimming on the same email to come to a productive resolution.
- During practice, a coach's attention must be focused on the group. If you wish to meet in person with your child's coach please schedule a time to do so; do not arrive at practice assuming that either the coach will be available to meet with you or that it is the appropriate time and place to meet.
- Support the coach by understanding they do have a life outside of the pool. This sport requires long hours of work. Respect the coach's desire to go home to his/her family after practice.

3. Support the team at practice, at away meets, and at home.

- Supporting the team means everything from ensuring your child wears EMAC team apparel at meets to giving of your own time at any of our own sponsored meets. Do not leave it to others to do this work. Our team extends beyond the coaches and swimmers, and we need everyone's involvement to be successful.

## BEING A GOOD SWIM PARENT

### Being a Good Swim Parent (continued)

- Supporting the team also means being a positive influence at any meet. We have all heard or even seen parents not get along from the same team, let alone with others. These instances only create more tension for the child. We want each swimmer to be a good sport, which means we need our parents to be good sports. This also means sitting together when possible, CHEERING ON ALL EMAC SWIMMERS, and not leaving early.
- In order to support the team one must be an active member, beyond just dropping your child off before practice and picking them up afterward.
- Pay all bills promptly and in full. Attend Parent Meetings.
- Fulfill your Service Obligations through your service requirements at meets.

4. Be punctual for EMAC practice and meets and plan for your child to spend the entire practice and meet session at the pool. It is disruptive to have a child arrive late or leave early. It also diminishes the value of teaching a child the value of commitment. Just like we are teaching our swimmers that being part of a team is a successful life skill for success, parents too can utilize this teamwork by utilizing car pools to ensure their child and teammates are attending EMAC events and practices.

5. Do not coach from the sidelines or stands.

- Leave the racing strategies to the coach.
- Allow the coach to discuss technical issues with the swimmer and do not second-guess them either with or in front of your child. If you have questions please discuss them with the coach.
- Do not compare your child to anyone else on the team. Your child is unique, wonderful, and full of potential. Remember that everyone achieves potential in different ways and at different times.
- Don't time your child from the stands. There are enough timing devices around at meets and at practice. When a parent times from the stands it simply adds pressure on the child.

6. Do not criticize officials. Most times officials are parents just like you, committed to their children and committed to their sport.

7. Winning is NOT everything. We want to reward best efforts and wonderful displays of character. The most important things a child can do in a race are:

- Have fun!
- Try to employ the coach's technical instructions and racing strategy. Give their best effort and RACE!
- Congratulate the other competitors no matter what the outcome.

8. Encourage healthy eating. Coaches talk to swimmers about the proper fueling that the body needs to be successful. Make smart eating decisions for your child and for yourself. Your children will emulate the people they respect and love most, their parents. Allow their desire to swim to make a positive influence on your own life and health by using it as another reason to make good eating decisions.

## COACH RIGHTS AND RESPONSIBILITIES

Did you know that swimming is one of the few youth sports where the coaches are professionals? They are required to have several certifications, continuous training, and levels of experience that rival non-sport professions. If you or your child has participated in other sports, you may be used to parents volunteering their time to be coaches. In the sport of swimming, we are fortunate that coaches choose this path as a profession, and they have the credentials and experience to back it up.

The coaching staff is consistently updating and improving the EMAC program. It is the swimmer's and parent's responsibility to make the most out of the opportunity this program provides for success in swimming.

### **Coaches Rights**

1. Each coach is a professional and has a right to be treated with respect by all swimmers, parents, and other coaches.
2. Each coach has a right to expect the full support of all parents in the EMAC swimming program.
3. Each coach has a right to establish training programs that are safe and will meet the needs and goals of the swimmers, head coach, and EMAC.

### **Coach Responsibilities**

- The coaches are responsible for placing swimmers in practice groups. This is based on the age and abilities of each individual. When it is in the best interest of a swimmer, he/she will be placed in a more challenging training group by their coach.
- The sole responsibility for stroke instruction and the training regimen rests with the EMAC coaching staff. Each group's practices are based on sound training principles and are geared to the specific goals of that group.
- The coaching staff will make the final decision concerning which meets EMAC swimmers may attend. The coaching staff also makes the final decision concerning which events a swimmer is entered.
- At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches will offer constructive criticism regarding the swimmer's performance. (It is the parent's job to offer love and understanding regardless of their swimmer's performance.)
- The building of a relay team is the sole responsibility of the coaching staff. Each coach has a responsibility to constantly be aware of the swimmers' safety and well-being.
- Each coach has a responsibility to be a positive role model for the swimmers.
- Each coach has a responsibility to bring expertise to the sport of swimming.
- Each coach has a responsibility to help construct a vision for the athlete of what is possible in the sport of swimming and the path each swimmer will need to follow to achieve that goal.

## COMMUNICATION AND ESCALATION POLICY

At EMAC we value and welcome communication between parents, athletes, coaches, and staff. We understand how much trust parents place in our Director of Competitive Swimming and the entire EMAC staff. Increasingly, as swimmers grow older and spend more time at the pool, they spend a great deal of time with their coaches, and coaches often become one of the most important and trusted adults in a child's life. Along the way, parents may want to discuss their child's swimming performance, and goals, as well as their social development, health, behavior, or concerns.

We encourage engagement and open and productive communication with the Director of Competitive Swimming and EMAC coaching staff. In positive sports environments, kids feel safe and free to be themselves; they are better able to focus on training, practice, and competition. It takes the intentional and collaborative effort of coaches, athletes, administrators, and parents or guardians to build and maintain positive sport environments. Reporting abuse and misconduct helps keep sport environments safer and enables affected young athletes to get help. How those reports are handled will depend on the type and seriousness of the concern or misconduct.

Concerns or possible misconduct can range from one of the USA Swimming Minor Athlete Abuse Prevention Policy (MAAPP)/Safe Sport violations, one that involves sexual misconduct, or it may be a coach/athlete communication or relationship concern. Below is information to help guide you in your decision on what method to follow for various levels of concern or violations. Reporting, documenting, and following the steps below will help everyone involved reach a resolution.

### **Grievance Process**

If an EMAC member (athlete or family) has a grievance or concern please refer to this link on our webpage:

<https://www.gomotionapp.com/team/maemac/page/system/res/63450>

The below process will be followed:

#### **Reporting:**

- Discuss the complaint with the Lead Coach who is responsible for the swimmer/family member/coach involved. The Lead Coach will then notify the Director of Competitive Swimming of the complaint.
  - Suspected MAAPP or Safe Sport complaints will be immediately elevated to the Safe Sport Coordinator and handled as per the Safe Sport reporting procedure as outlined by USA Swimming.
- Concerns outside of Safe Sport will be handled as follows:
  - The Lead Coach will work to resolve the issue between the affected parties. The Lead Coach will also copy all communication with the Director of Competitive Swimming.
  - The Lead Coach will follow up with the complainant, once a resolution has been reached, assuming the complainant didn't participate in the resolution process.
  - If a resolution is not reached, the Lead Coach will escalate the concern to the Director of Competitive Swimming, where the process will start over.

# COMMUNICATION AND ESCALATION POLICY

## Communication and Escalation Policy (continued)

### Documentation:

The Club's Executive Director will keep a record of the complaint, as well as the resolution reached to be shared with the Board of Directors.

- This will include a summary of the complaint, evidence collected, and a summary of the resolution reached.
- On a quarterly basis, a summary report of all resolved complaints will be shared with the EMAC Board of Directors by the Executive Director.

### Escalation or Appeals Process:

- If a resolution is not reached, the complainant may appeal the decision by escalating the concern to the Executive Director and the Board of Directors for further review. They will review all documentation and evidence, conduct interviews if necessary, and determine the appropriate outcome.
- All requests for appeal will be reviewed within 7 days when possible.
- An official response will be provided to the complainant upon the conclusion of the review within a reasonable timeframe.
- The decision of the Board of Directors is final.
- All appeals will be summarized and reported to the Board of Directors and Executive Director on a monthly basis.

## Safe Sport Violations

If an EMAC member (athlete or family) has observed a violation of MAAPP/SafeSport, please report it immediately to SafeSport through one of the following channels:

- Make an online report via the USA Swimming Safe Sport website: [www.usaswimming.org/safe-sport](http://www.usaswimming.org/safe-sport)
- Or call USA Swimming Safe Sport: 719-866-4578
- Text anonymously: 888-270-SWIM (7946)
- US Center for Safe Sport: [www.uscenterforsafesport.org](http://www.uscenterforsafesport.org)
- Or call US Center for Safe Sport: 833-5US-SAFE (587-7233)
- EMAC SafeSport Club Coordinator, [safesport@emacswim.org](mailto:safesport@emacswim.org)

Violations that qualify:

- criminal activity, use/sale/distribution of drugs, physical abuse, or inappropriate touching (inclusive of massages/rubdowns performed by coaches), coach and athlete sharing a hotel room, pictures/videos taken within locker rooms, or any violation of the USA Swimming Minor Athlete Abuse Prevention Policy (MAAPP).
- sexual misconduct, sexual harassment, or sexually explicit communication (verbal or through any form of media).

## SERVICE OBLIGATIONS

To ensure the EMAC swimmers have the opportunity to participate in team activities, swim meets, and USA Swimming, Inc. sanctioned competitions, as well as supplement operating expenses, we must host several swim meets throughout the year.

All EMAC events are staffed totally by parents and cannot run without family participation. EMAC has a Service Policy to ensure that ALL families participate. A family's willingness to participate in service will have a great impact on their child's athletic experience and love for the sport of swimming. Regardless of whether or not a swimmer actually participates in a meet, it is the positive experience of being involved in the whole TEAM event that will give each athlete the support and fellowship offered by being a valuable member of the EMAC Team. This is why most EMAC meets are offered to all of our swimmers in our programming with USA Swimming registrations. These are opportunities for our kids to compete and our parents to learn the nuts and bolts of running a meet so that you understand the TEAM effort needed by all to be successful both in and out of the pool. We need to support ourselves. Please learn how you can help, even if you offer a different skill set.

### Emmaus Aquatic Club Member Service Policy

The Emmaus Aquatic Club (EMAC) is a 501c3 nonprofit organization with a diverse scope of business activities. Even with the diligent efforts of EMAC staff, the competitive swim team is viable ONLY through active service of Member families. EMAC Member families are responsible for everything from officiating meets to planning parties/Club events to strategic long-term planning. The efforts of all Member families are critical to EMAC's ability not only to provide a high-quality swim team experience for athletes, but to undertake broad-ranging Club operations.

This Member Service Policy ensures that all competitive-team and Club functions are accomplished, with all Member families contributing. Beyond annual or seasonal dues, Member families of EMAC's competitive team are expected to earn a sum total of service credits each season (Sept 1-Aug 31), as described below, to be considered "in good standing" with the Club. Additionally, Members are expected to make donations-in-kind, specifically contributions to the snack bar for EMAC-hosted swim meets. Failure to do so will result in punitive measures as described at the end of the document.

While this policy identifies minimum service requirements ( listed in Appendix 1 (pg 3)), Member families are encouraged to serve above and beyond these requirements when the need arises and/or a call for help is issued. Families are still expected to work all prelims sessions of a meet that they have a swimmer entered when the need arises and to help with finals sessions if their swimmer advances to that session.

#### How Service Credits are Earned

Service credits are earned through two routes, Meet Service and Club Service. The record of Member families' service participation is kept by the Service Coordinator and tracked on TeamUnify. EMAC will be utilizing TeamUnify this season for Members to sign up for the various swim meet jobs listed in this document.

**Meet Service** - Hosting swim meets generates significant revenue for the host team. In this sense, swim meets are fundraisers. Without this revenue, competitive team dues would be dramatically higher. In addition to being a significant source of revenue for the Club, EMAC-hosted meets give our athletes, as well as others in the Lehigh Valley, the opportunity for local, high-quality competition. EMAC has a reputation for hosting efficient meets, and our Member families are who make our meets so successful.

Most Member families earn service credit by working in various positions at EMAC-hosted swim meets. To a lesser extent, service credit can be earned by working as timers and officials (or other requested positions) at away swim meets that EMAC attends. Member families with athletes attending championship-level meets may be expected to serve as timers (or other positions as directed by the host team) whether their service requirement has been met or not. This most often occurs when swimmers attend highly competitive/selective championships, which often rely on attending teams to help staff but to which EMAC sends only a select number of qualifying athletes. **When EMAC hosts a championship-level meet, the minimum service credit requirement is suspended; all families are expected to work all sessions in which they have an athlete competing.**

**Club Service** – EMAC strives to be led by a diverse group of talented, committed individuals. To that end, while EMAC employs full-time staff Members and actively seeks the participation of external individuals on our Board of Directors and committees, the bulk of strategic and operational functions are shouldered by Member families.

Member families can earn service credit by participating on EMAC's Board of Directors and various operations and advisory committees. Eligibility, selection processes, and responsibilities for these groups are described elsewhere in EMAC's governing documents (Board of Directors, EMAC Bylaws, committees, liaisons, Membership Handbook).

**Service Credit Opportunities are listed in Appendix 2 (pg 4) of this document.**

The Service Coordinator can assist Member families with finding a match between family responsibilities and service requirements. For Member families with unique circumstances, early communication with the Service Coordinator and proactivity are essential. Please do not hesitate to contact the Service Coordinator to discuss how to manage service requirements. It is recognized that this can seem daunting, but with proactive communication, planning, and exceptions where documented and appropriate, every Member family can meet their service requirement.

### **Service Credit Transferability**

Member families may earn service credits on behalf of another Member family to help them with their requirement. These credits may only be earned through Meet Service, but credits earned through officiating are nontransferable. To do so, the donor Member family should follow standard sign-up procedures, and proactively contact the Service Coordinator via email indicating to whom the credits are being donated.

### **Coaches' Exemption**

Head and Lead Coaches with children enrolled in Devo 1, Devo 2, Devo 3, Devo Prep, Silver, Gold, or Travel Competitive groups shall be exempt from service-hour requirements. Part-time coaches remain responsible for the required service hours for their enrolled group(s).

### **Service Hour Eligibility**

Service hours are applicable only for the Fiscal year in which they were earned. There is no carryover of hours from prior years.

### **Volunteer Position Sign-Up Procedures**

Volunteers may sign up for more than one position as long as they do not overlap in time commitment.

If 2 jobs need to be combined on the day of the meet, such as backup timer and hot heat volunteer, due to lack of participation, this will be at the discretion of the Volunteer Coordinator.

8. If two jobs are combined, the volunteer will receive credit for the highest credit job but will not receive double credits.

### **Eligibility to Earn Service Hours**

**Minimum Age Requirement.** Individuals must be at least sixteen (16) years of age to earn EMAC service credit hours for volunteer positions and must register for such positions through the designated Team Unify system.

## Age Restricted Positions

Positions may be restricted based on USAS and Safe Sport Guidelines.

## External Organizational Service\Volunteer Hour

EMAC will continue to verify community-service hours for volunteers completing requirements for external organizations (e.g., National Junior Honor Society, National Honor Society). However, hours earned for such external organizations may not simultaneously be counted toward EMAC's required service hours ("no double-credit").

**EMACulate Volunteers** are managed by the Director of Competitive Swim Program, and these hours are separate from Service Hours.

## Opt-Out Fee

Service is an integral part of Member families' athletes' swimming experience. Working meets, deliberating in committee, and planning parties are the core substance of EMAC's Club community. There is a sum total Opt-Out Fee, per season, established in Appendix 3 (pg 4), if a Member family absolutely refuses to participate with the expected service requirement. Request of this option must be communicated via email to the Service Coordinator, the Chair of the Board of Directors, and the ED at the beginning of a given season, before the first meet. EMAC reserves the right to refuse this request. If accepted, the Opt-Out fee will be billed to the Member family's account within 7 days to be paid. Payment of the Opt-Out Fee, while absolving the service credit requirement, is not the same as having earned it. Member families who have paid the Opt-Out Fee will have 0 service credits for the purposes of future participation consideration. EMAC actively considers historic service commitment as a criterion for admission to future programming. Member families who make use of the Opt-Out Fee are deprioritized in future registration, meaning their swimmer(s) may not be able to register for groups at or near capacity.

Families with multiple swimmers must pay the total amount of all groups in which they have an enrolled swimmer in order to opt out.

## Proactivity in Service Hour Responsibilities

EMAC does not guarantee Member families on-demand the ability to fulfill their service requirement. Member families should be proactive in participating in service opportunities. Said another way: Member families should not wait until the end of a season to fulfill service requirements, and EMAC has no responsibility to provide opportunities beyond those created through regular programming. In fact, regular programming may be such that total, available, Club-wide service credits are less than total, Club-wide requirements.

## Failure to Meet Service Requirements

EMAC strongly prefers that Member families fulfill their obligations through service. Those who do not, and do not request the Opt-Out Fee as described above, will be assessed a financial penalty. Financial penalties are as follows: **Failure to fulfill general service requirement:** \$50 per credit short. This will be assessed after the last championship meet of the season or upon disaffiliation from the Club, whichever comes first. Credits will be prorated for Member families who begin the season late or transfer groups.

**Failure to fulfill assigned service commitment:** (no show without notifying the Service Coordinator and without finding a replacement): \$100 per credit missed. This will be assessed after the last championship meet of the season or upon disaffiliation from the Club, whichever comes first. Self-removal from a role once a meet has started without notifying the Service Coordinator will constitute a no-show.

Payment of financial penalties, while reconciling the service requirement, is not the same as having earned it. EMAC will actively consider historic service commitment as a criterion for admission to future programming. Member families who have not met their service requirement, even if having paid or intending to pay financial penalties at the time of registration, will not receive the same prioritization as those Member families who have fully met their service requirement.

**APPENDIX 1**  
**Reference of Group Requirements for 25/26 Season**

<u>Practice Group*</u>	<u>Total Credit Requirement**</u>	<u>Home Sessions</u>	<u>Away Sessions</u>
Developmental I	28	7	9
Developmental II	24	6	9
Developmental III	0***	6	9
Silver	40	10	18
Gold	40	10	18
Travel	40	10	18

\*Families with multiple athletes are obligated to meet 100 % of the requirements of the competitive program group with the highest number of service credits in which they have an enrolled athlete and 50% of the requirements of the competitive program group with the second highest number of service credits in which they have an enrolled athlete.

\*\*Families who join the competitive team or transition groups with different requirements during the year will have a pro-rated service credit requirement based on date of registration/transition.

\*\*\*Families with swimmers in the Developmental III (Devo 3) group are not required to complete service hours. While families are encouraged to volunteer at meets in which their swimmers participate, volunteer activity will be tracked for informational purposes only and will not incur any penalties or fines.

**APPENDIX 2**  
**Reference of Credit Opportunities for 25/26 Season**

<u>Role*</u>	<u>Credits Earned</u>	<u>Team Service</u>	<u>Club Service (Bonus Credits)</u>	<u>Meets Available?</u>	<u>Average Slots per Session</u>	<u>Requires Training?</u>
Admin Official	6 per session	X		Home/Away	1	Yes
Admissions	5 per session	X		Home	2	No
Announcer	4 per session	X		Home	1	No
Awards & Posting	4 per session	X		Home	1 (Meet Dependent)	No
BoD Member	Credit Requirement Waived		X	N/A	N/A	Yes
Colorado Timer	5 per session	X		Home	2	Yes
Committee Member	5 per season		X	N/A	N/A	No
Deck Monitor	5 per session	X		Home	1	Yes
Facility Work	As agreed upon		X	N/A	N/A	Role-Dependent

Heat Winners	4 per session	X		Home	1	No
Hospitality	5 per session	X		Home	2	No
Hy-Tek Computer	5 per session	X		Home	1	Yes
Liaison	5 per season		X	N/A	N/A	No
Locker Room Monitor	5 per session	X		Home	2 (1M/1F)	No
Meet Check-in (Beginning)	2 per session	X		Home	1	No
Meet Check-In (Full)	5 per session	X		Home	1	No
Meet Cleanup	1 per session	X		Home	2	No
Meet Director	6 per session	X		Home	1	Yes
Meet Marshal	5 per session	X		Home	5 (1M/1F MIN.)	Yes
Merch Sales	4 per session	X		Home	1	No
Operational Risk Director	5 per session	X		Home	1	Yes
Referee (Official)	6 per session	X		Home/Away	2	Yes
Runner	4 per session	X		Home	1	No
Snack Bar Coordinator	5 per session	X		Home	1	No
Snack Bar	4 per session	X		Home	3	No
Starter (Official)	6 per session	X		Home/Away	2	Yes
Stroke & Turn (Official)	6 per session	X		Home/Away	8	Yes
Timer	4 per session	X		Home/Away	14	No
Service Coordinator	5 per session	X		Home	1	No

\*Job Descriptions can be found in Membership Handbook and on Website.

\*\*Specific jobs and number of volunteer/service positions needed for each position and meet are subject to change from meet to meet based on the number of EMAC swimmers/families entered in a session. EMAC makes no guarantee that all these positions are available to work at every meet.

\*\*\*Families serving as timers or officials at an away meet are required to check in with a lead EMAC Coach on deck who will record your credits and report them to the Service Coordinator. When signing up for volunteer jobs at away meets please reference EMAC on the signup when signing up. This allows the host teams to know that EMAC members are assisting in the running of their meets.

### APPENDIX 3

#### Reference of 25/26 Season Opt-Out Fee

The Opt-Out Fee for EMAC 25/26 Season is \$2500 per group with an enrolled swimmer. Requests for this option must be made in writing to the Executive Director, Chair of the BoD, and Service Coordinator by September 24<sup>th</sup>, 2025 (09/24/25, the EMAC Distance Intrasquad Time Trials Meet).

# HOSTED MEET SERVICE CREDIT POSITIONS

(VOLUNTEER/SERVICE POSITIONS ARE REQUIRED FOR EACH SESSION - SPECIFIC JOBS AND NUMBER OF VOLUNTEERS NEEDED FOR EACH POSITION AND MEET ARE SUBJECT TO CHANGE FROM MEET TO MEET BASED ON NUMBER OF EMAC SWIMMERS/FAMILIES ENTERED IN A SESSION. EMAC MAKES NO GUARANTEE THAT ALL OF THESE POSITIONS ARE AVAILABLE TO WORK AT EVERY MEET.)

- Meet Check-In
  - 2 person job
  - Must arrive at least 15 minutes prior to the start of warm-ups
  - Responsible for checking in meet volunteers, coaches, and officials
- Admissions
  - 2 person job (meet dependent)
  - Must arrive early, 15 minutes prior to the start of warm-ups
  - Responsible for collecting spectator admission fees and managing cash box
  - Distribute wrist bands to spectators after they pay admissions
- Meet Marshal
  - 4 person job typically (2 min. – 1 female and 1 male), may be more depending on facility and layout
  - Must be Certified and arrive early, 15 minutes prior to the start of warm-ups
  - Responsible for enforcing USA Swimming Rules & Regulations during all warm-ups including the warm-up/warm-down pool (if facility has one) and the pool deck during the entire session
- Locker Room Monitor
  - 2 person job (1 female and 1 male)
  - Must arrive early, 15 minutes prior to the start of warm-ups
  - Must sit outside the locker room to make sure only swimmers enter the locker room, no adults allowed in locker room
  - Permitted to watch your child swim
- Deck Monitor
  - 1 person job
  - Must be Certified as a Meet Marshal and arrive at least 15 minutes prior to the start of warm-ups
  - Responsible for ensuring only authorized people such as meet volunteers, coaches, and officials, access the deck
- Meet Cleanup
  - 2 person job
  - Must report to the Meet Director at the conclusion of the final session of the meet
  - Responsible for assisting with cleanup of deck, touch pads, backup buttons, wiring harness, tables/chairs, etc.
- Merchandise Sales
  - 1 person job
  - Must arrive 15 minutes prior to start of session
  - Responsible organizing and sales of team merchandise throughout the entire session

- Snack Bar Coordinator
  - 1 person job
  - Must arrive at least 15-30 minutes prior to start of warm-ups to coordinate setup
  - Must organize snack bar signup item list
  - Oversee snack bar operations
- Snack Bar
  - 3 to 4 person job
  - Must arrive at least 15-30 minutes prior to start of warm-ups to assist with setup
  - Responsible for serving snack bar items to spectators and swimmers
  - Responsible for collecting money and managing cash box
  - Assist with snack bar cleanup after the meet
- Hospitality
  - 2 person job
  - Must arrive early, 15 minutes prior to the start of warm-ups
  - Responsible for setting up hospitality area for coaches and officials
  - Responsible for managing and maintaining hospitality area during session
- Announcer
  - 1 person job
  - Must arrive 30 minutes prior to the start of the meet session
  - Responsible for playing recording of National Anthem
  - Responsible for announcing each event, lane and swimmers name for each event and heat
  - Responsible for announcing event results
- Colorado Timing System
  - 2 person job (requires at least one experienced person, second person can shadow to learn and get comfortable with the job)
  - Must arrive at least 30 minutes prior to the start of the meet session
  - Job is not difficult, only requires focus on each race and prompt processing of results over to the Hy-Tek computer
  - Responsible for running the timing system
    - Ensure system is running correctly
    - Verify touchpad registers each touch (turn and finish)
    - Store results
    - Reset system for next race (time sensitive response required to allow officials to start the next race)
- Hy-Tek Computer
  - 2 person job (requires at least one experienced person, second person can shadow to learn and get comfortable with the job)
  - Must arrive at least 30 minutes prior to the start of the meet session
  - Job is not difficult and not time sensitive to the start of each race but must process the timing system results received from the Colorado Timing System in a reasonable amount of time
  - Responsible for printing out time discrepancies for Admin Official to review
  - Enter Admin Official time resolution information and disqualifications into system
  - Finalize event and score meet results

- Runner
  - 1 person job
  - Must arrive 15 minutes prior to the start of the meet session
  - Responsible for collecting timing slips from each lane at the conclusion of each event and deliver to the scorer's table
  - Responsible for ensuring that the timing slips are in lane order
- Awards and Posting
  - 1 or 2 person job depending on meet
  - Must arrive 15 minutes prior to the start of the meet session
  - Responsible for posting results in designated area on deck for the swimmers and in designated area in hallway for spectators
  - Responsible for processing/labeling awards and distributing to each teams designated bin
- Timer
  - 2 timers required per lane and 2 backup timers per session
  - Must arrive 30 minutes prior to start of the meet session and attend timers meeting with officials
  - Responsible for starting and stopping the stopwatch at the beginning and end of each race and pressing the timing system plunger at the end of each race
  - 1 timer per lane is responsible for recording the stopwatch times on the timing slip
- USA Swimming Officials
  - Numerous Certified Officials are required to run each meet and are commonly requested to assist/volunteer at away meets as very few teams have enough in-house officials to fully staff a meet on their own (this is very common for championship caliber meets)
  - Must arrive at least 45 minutes prior to the start of the meet
  - Hospitality/food is typically provided by host team
  - There are numerous levels and types of officials for which all are needed for each meet
  - Officiating Certifications can be obtained through USA Swimming
  - Shadowing of experienced officials is a requirement of USA Swimming, and we offer that at all our meets
  - The biggest advantage to being an official is that you have the best seat in the house to watch the races and your kid's swim
  - If interested or have questions about becoming an official, please contact our Officials Coordinator at [officials@emacswim.org](mailto:officials@emacswim.org)
- Service Coordinator
  - Must arrive 15 minutes before warmups and responsible for tracking member service hours
  - Ensure all positions are filled and understand their responsibility
  - Fill in where needed and provide breaks where needed to watch kids events.

## REGISTERING WITH USA SWIMMING

All swimmers, officials, and coaches must be current USA Swimming members in good standing to participate in the sport. In addition to an added layer of liability coverage for activities, USA Swimming membership offers swimmers opportunities from novice to decorated Olympians.

USA Swimming requires new swimmers to register via USA Swimming's website, hub.usaswimming.org. New families will need to create an account on USA Swimming's website. RETURNING swimmers do NOT need to renew their membership, the club will collect the fees and renew swimmers.

- If you are new to USA Swimming, you need to follow the steps below to set up a USA Swimming account and register your swimmer(s) for athlete membership.
- If you are transferring from another team, the only thing you need to do is complete the transfer request on USA Swimming's site.

This can be a confusing process. Below is a brief "how to" step-by-step guide to set up new accounts and add swimmers. One note to clarify, once you create your USA parent account, you will have two swim accounts - one with EMAC as part of our team software (Team Unify) and a second one through USA Swimming for your membership with the sports governing body. If you have any questions along the way, please contact Amanda at [office@emacswim.org](mailto:office@emacswim.org) for any assistance

USA Swimming

### **Step 1 – SET UP A PARENT ACCOUNT**

Go to the [hub.usaswimming.org](https://hub.usaswimming.org) page and click on Create a Login to begin the account set up process. There are HELP topics provided for further assistance.

### **NEXT – Adding your Swimmer to your account.**

If your swimmer is NEW to USA Swimming, you will add them in STEP 2 below.

#### **Points to Remember:**

- If you, the parent, have never been a USA Swimming registered coach, official, board member, chaperone, or a USA Swimming registered athlete (swimmer) YOURSELF - you need to create a login (a Parent Account) with USA Swimming, in their SWIMS database. You are NOT making an account for your swimmer. Your swimmer will be associated with your account.
- You are NOT registering yourself as a USA Swimming member unless required (i.e. you are a coach, official, board member, etc).
- All Swimmers need to purchase a Premium Membership (unlimited USA Swimming Meets) UNLESS in DEVO Prep and BeeFit where you have the option to purchase a minimum Flex Membership which has a 2-meet limit.

#### **Here is the procedure for NEW MEMBERS These instructions should be followed by:**

- Athletes or non-athletes who are registering with USA Swimming for the very first time.
- Athletes who registered (in error) during July and August but whose registrations were refunded.

## SWIM MEETS

The Coaches and Staff at EMAC take serious time and consideration when designing and designating our meet schedule for each group to compete, grow, and challenge themselves as individuals and training groups. Our swim meet schedule can be found on our [Team Webpage](#).

### EXPECTATIONS FOR SWIM MEETS

Meet Standards:

1. Always wear only EMAC/TEAM gear.
2. Be on time for warm-ups. You should arrive at the pool at least 15 minutes before warm-ups are scheduled and FIRST check in with your Coach. Then you may begin to change, stretch, game plan, receive meet updates/changes, and POSITIVE CHECK-IN instructions for certain events.
3. Please see your coaches before and after your swims for race strategy and feedback.
4. Check to see if you are in relays. RELAYS are coach chosen; it is an honor and privilege to represent EMAC Relays.
5. IF leaving the pool deck, please communicate with a Coach.
6. Conduct yourself as a proud EMAC swimmer.
7. Race to the best of your ability, no excuses--- grow as a swimmer and competitor in some way (learn from your strategy, walls, technique, breathing, more practice, etc).
8. ENGAGE with your teammates and provide feedback if and when necessary.
9. CHEER ON ALL TEAMMATES.
10. BEFORE YOU LEAVE A MEET, always check in with a Coach. Sometimes they will provide instructions about the next session, or even the next day's procedures. Some meets are Prelims & Finals, and it is very important that you represent EMAC in Finals. Scratching an event is not a parent's decision on the day of the meet, but needs to start with the athlete and coach having a discussion to do what is best for the development of the athlete rather than what is convenient at the moment. TEAMS grow when we all invest in each other.

### HOW TO HAVE A SUCCESSFUL MEET

Hopefully by now, our swimmers have many tools in their arsenal to fight through a complete season (SCY seasons are typically at least 7 months, and LCM seasons are typically 5 months throughout the USA with organized breaks within our club). With more commitment from the athlete at the Competitive Level, they will begin to learn even more secrets to success such as diet (young athletes should have totally different nutrition plans than the family), physical fitness, attitude/mental preparation, and relaxation techniques that help relieve the athlete from anxiety. Each athlete should strive to improve this skill once at the Competitive Level and understand that negative self-talk or not leaving pool issues at the pool can only hurt YOU in the long run. No one talks more to you than your "inside voice" so why put yourself down?

**EMAC MEET ENTRY AND COMMITMENT PROCEDURES:**

Follow along on the [EMAC Webpage](#) (please Log In to Team Unify) for all meets, sessions, and event offerings. Take note of deadlines and due dates. All COMP Swimmers will be auto-committed to our meets by the coaching staff, and events chosen with purpose.

Parents & Swimmers can utilize the NOTES in Team Unify if they wish to share information with the Coach, like an event they enjoy or want an opportunity to swim; this does not guarantee that they will get their choice, but it may be considered or at least bring about a great swimmer and coach conversation.

**DEVO SWIMMERS:** Please commit via TEAM UNIFY to the meets that EMAC is attending. Coach Brittany will commit you to events to help with growth & development in the sport.

**COMP SWIMMERS:** SILVER, GOLD, & Travel, plus College Group swimmers during the season. All swimmers are automatically committed to meets assigned to your group. If the meet requires Qualifying Times (QTs), coaches will enter the swimmer in events with times achieved or prepare their meet plan with the swimmer. If swimmers achieve more QTs after already being in a meet, this is another great opportunity to talk with your coach about possibly altering your meet plan and events (this occurs more often on the COMP side). If you are in a group with an assigned meet and you DO NOT have QTs, you will not be entered into the meet.

De-committing from a meet should be an email from the parent and swimmer to the LEAD Coach and cc Tim O'Connor and Sean Fisher. NOTE: It is very important that parents communicate a De-commit for a 2+ day meet if the athlete is not attending a day, so they avoid billing.

Our goal is to have ALL SWIMMERS stay and support their teammates in the 4th Quarter of our competition... the last events, and some meets, it can even be the relays. We train as a team, and it is important to then BE there for our teammates. However, if a swimmer needs to leave a meet early, please email the LEAD Coach and cc Tim O'Connor prior to the warm-up of the session on the day this accommodation will be made. We appreciate you being considerate with communication whenever possible.

## ADDITIONAL POLICIES

### Electronic Communication Policy

#### PURPOSE

The **Emmaus Aquatic Club** (“EMAC,” the “Club”) recognizes the prevalence of electronic communication and social media in today’s world. Many of our athletes use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, EMAC also realizes the associated risks that must be considered when adults use these methods to communicate with minors.

#### GENERAL CONTENT

All communications between athletes, coaches, board members, members of staff, and/or parents must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming (USAS) Code of Conduct regarding Athlete Protection.

As with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity; inappropriate or sexually explicit pictures; and/or
- an adult’s personal life, social activities, relationship or family issues, or personal problems;

Any communication concerning an athlete’s personal life, social activities, relationship or family issues or personal problems must be transparent, accessible, and professional.

#### GENERAL GUIDELINES

Whether one is an athlete, coach, board member, staff member, or parent, the guiding principle to always use is: “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?” or “Is this something one would be comfortable saying out loud to the intended recipient of one’s communication in front of the intended recipient’s parents, the staff, the board, or other athletes?” With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with athletes is Transparent, Accessible and Professional.

**Transparent:** All electronic communication should be transparent. Communication should not only be clear and direct, but also free of hidden meanings, innuendo, and/or expectations.

**Accessible:** All electronic communication should be considered a matter of record and part of the Club’s records. Whenever possible, include another member of staff or parent in the communication so that there is no question regarding accessibility.

## ADDITIONAL POLICIES

### Electronic Communication Policy

**Professional:** All electronic communication should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If communication meets all three of the **T.A.P.** criteria, then it is likely the method of communication will be appropriate.

Every interaction on a social media platform should be assumed to be archived digitally for perpetuity. Athletes, coaches, board members, members of staff, and parents accept responsibility for any and all interaction to which they are party. Governed by assumptions in the EMAC Codes of Conduct, in all social media interactions everyone associated with EMAC are assumed to be representatives of EMAC and therefore will avoid any interaction which may negatively reflect on self or the organization. Failure to do so will result in disciplinary action under Article VI .

#### SOCIAL MEDIA

The Club has official social media profiles that athletes and parents can “follow” for information and updates on team-related matters.

Coaches may have personal social media profiles, but they are not permitted to initiate a connection with an athlete member of the Club, nor should the coach accept one and in that instance should remind the athlete that this is not permitted. Coaches and athletes are not permitted to direct, instant, or private message through social media.

Coaches are encouraged to set their profiles to “private” to prevent athletes from accessing that coach’s personal information.

#### TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm, except in extenuating circumstances. Texting only shall be used for the purpose of communicating information directly related to team activities. When communicating with an athlete through text, a parent, another coach, or member of staff must also be copied.

#### EMAIL

Athletes and coaches may use email to communicate between the hours of 7am and 9pm except in extenuating circumstances. When communicating with an athlete through email, a parent, another coach, or member of staff must also be copied.

#### COMMUNICATION WITH MINORS

When EMAC staff must communicate with minor employees for work-related purposes:

- EMAC staff members must include another adult EMAC staff member (21 years of age or older) on emails/text messages

When EMAC coaches must communicate with minor athletes:

- EMAC staff members must include either parent/guardian of minor on all electronic communications (for individual communications)

## ADDITIONAL POLICIES

### Electronic Communication Policy

- EMAC staff members must utilize TeamUnify for emails or TeamUnify Notifications for text messages (for group communications)

### REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing to the Executive Director and Director of Competitive Swimming that their child(ren) not be contacted by coaches through any form of electronic communication.

### STAFF and BoD COMMUNICATION

When emailing a member of the EMAC staff or member of the Board of Directors (BoD), members can expect a response within 24 hours during the business week (M-F). Beyond a direct response, acceptable responses may include, but are not limited to:

- A group/organization-wide email from any member of the Staff/BoD which addresses the item(s) in question
- An acknowledgement of receipt and specific indication of when to expect a more thorough response
- An automated out-of-office response, which Staff/BoD are expected to put up when away for an extended period
  - General notice of staff absences from practice can be expected within weekly/regular group communication

In the event that an inquiry is already answered in standing EMAC program documents, weekly emails, USAS information, etc., the response may be a link to the appropriate published document. While a timely response from staff/BoD is an appropriate expectation, repeated communication from membership that becomes disruptive may result in referral for disciplinary action by Executive Director and/or Board of Directors.

### SCHEDULE CHANGE COMMUNICATION

Whenever possible, coaches will provide advance notice to athletes and parents of any anticipated changes related to scheduled practice/meet/event timelines.

If a schedule change occurs prior to the start of practice/meet/event:

- Within 24 hours of the scheduled practice time: Send update via email through TeamUnify AND via text through TeamUnify Notifications
- More than 24 hours in advance of the scheduled practice time: Send update via email through TeamUnify
- Included in the communication, coaches will indicate the reason(s) for the change to athletes and parents

If a schedule change occurs while practice/meet/event is in session:

- Coaches will immediately inform athletes about the change, explaining the circumstances and the anticipated revised time
- Coaches will promptly notify parents via email through TeamUnify AND via text through TeamUnify Notifications about the change and the anticipated revised time

## ADDITIONAL POLICIES

### Codes of Conduct

- General Code of Conduct
- Parent Code of Conduct
- Athlete Code of Conduct
- Coach Code of Conduct
- Service Code of Conduct
- Violations-Penalties
- Reporting Violations

The **Emmaus Aquatic Club** ("EMAC," the "Club") is a USA Swimming ("USAS") Club which is proud of our history, reputation, and mission. We set high standards and expect excellent behavior from all people involved in all aspects of our organization. Our Vision for our Club is that of a swim network dedicated to fostering remarkable achievement, cultivating engaged citizens, and supporting our community, while providing a safe, healthy, and positive environment for all athletes.

EMAC is, at all levels, committed to upholding the Values and Behaviors of:

#### **Connection**

- One lane, one vision, one swarm
- Communicate honestly, consistently, and respectfully
- Recognize and celebrate others

#### **Integrity**

- Lead by example
- Honor your commitments
- Be honest

#### **Growth**

- Challenge yourself
- Struggle and failure are a vital part of the process
- Consistency + Effort = Results

#### **Trust**

- Believe in you, me, & we
- Listen first
- Know & embrace your role in the process

#### **Safety**

- Safety is not an accident
- Be aware of yourself, others, and your surroundings
- Follow the rules and the directions

## ADDITIONAL POLICIES

### Codes of Conduct

#### GENERAL CODE OF CONDUCT

EMAC promotes the following Code of Conduct to all people involved in any way with our Club. These Codes of Conduct highlight the principles and values of EMAC and are the core principles of member welfare and child welfare policies.

As a person involved in any way with the sport of swimming, the following standard of behavior is expected:

- Be aware of USAS's standards, rules, and policies.
- Operate within the rules and spirit of the sport, including the national and international guidelines that govern USAS.
- Provide a safe environment for the conduct of activities in accordance with any relevant USAS policy.
- Respect the rights, dignity, and worth of all participants, regardless of their gender, ability, ethnicity, cultural background, or religion.
- Support the Club's Vision, Values, and Behaviors.
- Be ethical, considerate, fair, and honest in all dealings with other people and organizations.
- Be professional and accept responsibility for your actions.
- Do not tolerate any form of abuse, harassment, or discrimination.
- Be a positive role model for other athletes, coaches, board members, staff, and/or parents.
- Recognize that being a member of EMAC is a privilege. It is not a right. As such, that privilege can and will be regulated by our Staff, BoD, and Codes of Conduct.

#### PARENT CODE OF CONDUCT

As a parent, you have a vested interest in the success of your athlete and our Club. The following Code of Conduct has been created to establish acceptable and healthy parent behavior that will foster Club growth and success.

- Abide by the General Code of Conduct
- Embrace the merits of life lessons, long-term development, and quality-based swimming as more important than times achieved.
  - Keep performance expectations proportionate to the athlete's ability, commitment, state of health, state of mind, and work ethic.
- Fulfill your family's Service Requirement in accordance with the EMAC Service Requirements.
- Encourage your child to participate in sports for their individual enjoyment, personal satisfaction, and improvement.
- Trust and support the coaches' decisions regarding goal setting, group placement, training commitments, meet entries, and meets scheduled.
- Do not coach or instruct the team or any athlete at a practice or meets.
  - Realize that by offering athletes advice about their swimming and/or other training, you are likely to undermine the efforts of the coaching staff and/or confuse the athlete, making it more difficult for that athlete to realize success.

## ADDITIONAL POLICIES

### Codes of Conduct

- During practice, refrain from:
  - Attempting to gain the attention of your child. Doing so is disruptive to the group.
  - Attempting to gain the attention of a coach, except in the case of an emergency. Doing so is disruptive to the group and takes the coach's attention away from the athletes.
  - Using video recording devices. You have the right to record your child's image. However, you do not have the right to record another child's image.
- Empower your athlete to take responsibility for their short-term and long-term preparation, development, and performance, encouraging them to abide by the rules and accept judgments made by officials and coaches.
- Be an example to your child and others, showing appreciation and respect for all people involved in sport.
- Do not engage in intimidation, coercion, and/or threatening behaviors while EMAC is investigating complaints that may involve your or your child's behavior.
- Avoid any behavior that brings discredit, disrepute, or disruption to our athletes, coaches, and Club.
- Discuss concerns or take suggestions to a member of the staff, parent liaison, or to the Board of Directors.
  - If your concerns warrant a meeting, communicate with the coach, liaison, or member of the BoD to set up a meeting. Do not surprise anyone with an impromptu meeting.

### ATHLETE CODE OF CONDUCT

EMAC athletes believe in teamwork, integrity, respect, and good sportsmanship and agree to abide by the following Code of Conduct.

- Abide by the General Code of Conduct.
- Remember that at practice, during swim meets, team activities, and in public, athletes represent EMAC.
  - They should do so with excellence, respect, team spirit, good sportsmanship, and politeness.
- Follow directions and show respect, common courtesy, and good sportsmanship to the team members, coaches, staff, competitors, officials, parents, and for all facilities and other property used during practices, competitions, and team activities.
  - Disrespect or failure to obey instructions will not be tolerated from any athlete.
  - Dishonesty, theft, and/or vandalism will not be tolerated.
- Give your best effort, always, working equally hard for yourself and your team.
- Respect each other.
  - Fighting, bullying, unwelcome touching, or striking another athlete are not acceptable behaviors.
- Control your temper.
  - Verbal or physical abuse is not acceptable.

## ADDITIONAL POLICIES

### Codes of Conduct

- Cooperate with coaches, teammates, opponents, management, event staff, and officials.
- Do not consume any substance banned by USAS, including but not limited to alcohol, tobacco, and/or illegal drugs.

### COACH & STAFF CODES OF CONDUCT

EMAC coaches and staff believe that every athlete has potential and that every athlete deserves excellent coaching. In order to establish an environment in which coaches and athletes excel, EMAC coaches & staff agree to abide by the following Coach & Staff Code of Conduct.

- Abide by the General Code of Conduct.
- Be responsible for matters concerning the coaching, training, and development of members.
- Help each person (athlete, volunteer, colleague, parent) reach their potential.
- Respect the talent, developmental stage, and goals of each person, and compliment and encourage with positive support and feedback.
- Maintain a service-oriented mindset in all interactions with athletes and parents.
- Maintain the required standard of accreditation with USAS, Middle Atlantic Swimming and/or East Penn School District.
- Have a sound working knowledge of USAS policies, rules, and guidelines.
- Ensure that any physical contact with athletes and co-workers is appropriate to the situation and necessary for the person's skill development.

### SERVICE CODE OF CONDUCT

No youth organization can thrive without service from its members and volunteers. In support of the mission, goals, and athletes of EMAC, our members and volunteers agree to abide by the following Service Code of Conduct:

- Abide by the General Code of Conduct.
- Abide by the Parent Code of Conduct.
- Maintain the required standard of accreditation.
  - Have a sound working knowledge of USAS and EMAC policies regarding your position.
  - Keep up-to-date with the latest rules, regulations, policies, and guidelines relevant to your position.
- Serve with the intention of helping athletes and our Club.
  - Avoid using your service to accomplish an agenda or using your service to manipulate the Club.
  - Avoid using your service to talk or interact with your athlete while at a competition.
- Place the safety and welfare of the participants above all else.

## ADDITIONAL POLICIES

### Code of Conduct

#### **VIOLATIONS- FAILURE TO UPHOLD THE CODES OF CONDUCT**

All athletes, coaches, parents, volunteers, members of staff, and BoD members are expected to abide by the EMAC Codes of Conduct.

Athletes, coaches, parents, volunteers, members of staff, and BoD who violate the EMAC Codes of Conduct subject themselves to consequences. The penalties may include, but are not limited to:

- Verbal warning
- Ban from EMAC events, including practices and meets
- Additional accompaniment is required to attend EMAC events
- Suspension of locker room privileges
- Probation
- Written EMAC Disciplinary Warning and subsequent Behavior Modification Plan
- Termination of individual/family Membership/employment/service

#### **REPORTING A VIOLATION**

In many cases, EMAC relies on member reporting to be made aware of issues. We want our membership to a) feel encouraged to report violations and b) know how to report violations so that we have the knowledge and ability to take corrective measures.

##### Code of Conduct Violation

If a member wants to report a violation of the Code of Conduct, he/she should email the Executive Director, Director of Competitive Swimming and Chair of the Board of Directors of the Club to make them aware.

##### Bullying

If a member wants to report bullying, please review the EMAC Anti-Bullying Policy and Action Plan ([emacswim.org](http://emacswim.org) > POLICIES > ANTI-BULLY) and alert the Executive Director, Director of Competitive Swimming and Chair of the Board of Directors of the Club.

## ADDITIONAL POLICIES

# Anti-Bullying Policy & Action Plan

### PURPOSE

Bullying of any kind is unacceptable at the **Emmaus Aquatic Club** (“EMAC”, the “Club”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. EMAC is committed to providing a safe, caring, and friendly environment for all of our members and staff. If bullying does occur, all athletes, coaches, board members, staff, and/or parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, member of staff, board member or athlete-mentor.

#### Objectives of the EMAC's Bullying Policy and Action Plan:

1. Demonstrate that EMAC will not tolerate bullying in any form.
2. Define bullying and give all athletes, coaches, board members, staff, and/or parents a thorough understanding of what bullying is.
3. Promulgate the policy and protocol should any bullying issues arise.
4. Make reporting bullying clear and understandable.
5. Demonstrate that EMAC takes bullying seriously and that all athletes, coaches, board members, staff, and/or parents can be assured that they will be supported when bullying is reported.

### WHAT IS BULLYING?

Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. While this document largely assumes and presents bullying in the capacity of an athlete-to-athlete dynamic, it is acknowledged that such is not the only relationship exploitable in a bullying situation. If and when other circumstances arise, procedure followed will conform with the below descriptions even if the inciting relationship is not explicitly documented here below.

The USA Swimming (USAS) Code of Conduct prohibits bullying and mandates all members Clubs have an anti-bullying policy in place. EMAC's policy derives from USAS examples and best practices.

Bullying is the severe or repeated use by one or more individuals of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other individual that to a reasonably objective person has the effect of:

1. causing physical or emotional harm to another or damage to another's property;
2. placing the another in reasonable fear of harm to himself/herself or of damage to his/her property;
3. creating a hostile environment for another at any Club activity;
4. infringing on the rights of another at Club activity; or
5. materially and substantially disrupting the training process or the orderly operation of any Club activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a USAS club or LSC).

## ADDITIONAL POLICIES

### Anti-Bullying Policy & Action Plan (Cont.)

#### REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

1. Talk to their parents;
2. Talk to a Club Coach, Board Member, staff member, or other designated individual;
3. Write a letter or email to a Club coaches, Board Member, staff member, or other designated individual;
4. Make a report to the USA Swimming SafeSport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate Club leadership as soon as possible to make sure that memories are fresh, behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

#### HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate those involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure those involved, including bystanders.
6. Model respectful behavior when intervening.

If bullying is occurring at our Club or it is reported to be occurring at our Club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THOSE INVOLVED** using the following approach:

#### FINDING OUT WHAT HAPPENED

##### 1. First, we get the facts.

- a. Keep all involved separate.
- b. Get the story from several sources, both adults and children.
- c. Listen without blaming.
- d. Don't call the act "bullying" while trying to understand what happened.
- e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyberbullying. Collect all available information.

## ADDITIONAL POLICIES

### Anti-Bullying Policy & Action Plan (Cont.)

2. **Then, we determine if it's bullying.** There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
  - a. Review the above definition of bullying;
  - b. To determine if the behavior is bullying or something else, consider the following questions:
    - i. What is the history between those involved?
    - ii. Have there been past conflicts?
    - iii. Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the target feels like there is a power imbalance, there probably is.
    - iv. Has this happened before? Is the target worried it will happen again?
  - c. Remember that it may not matter "who started it." Some who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
  - d. Once you have determined if the situation is bullying, support all those involved.

### SUPPORTING THOSE INVOLVED

#### 3. Support those who are being bullied

- a. Listen and focus on the target.
  - i. Learn what's been going on and show you want to help.
  - ii. Assure the child that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied individual. Athletes, coaches, board members, staff, and/or parents may all have valuable input. With children it may help to:
  - i. Ask the individual being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the athlete who is bullied should not be forced to change.
  - ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied individual.

#### 4. Address bullying behavior

- a. Make sure the individual knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show everyone that bullying is taken seriously. Calmly tell the individual that bullying will not be tolerated. Model respectful behavior when addressing the problem.

## ADDITIONAL POLICIES

### Anti-Bullying Policy & Action Plan (Cont.)

- c. Work with the individual to understand some of the reasons he or she bullied. For example:
  - i. Sometimes children bully to fit in or just to make fun of someone who is a little different from them. In other words, there may be some insecurity involved.
  - ii. Other times children act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- d. Involve the individual who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the individual can:
  - i. Write a letter apologizing to the person who was bullied.
  - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
  - iii. Clean up, repair, or pay for any property they damaged.
- e. Follow-up. After the bullying issue is resolved, continue finding ways to help the individual who bullied to understand how what they do affects other people. For example, with children praise acts of kindness or talk about what it means to be a good teammate.
- 5. **Support bystanders who witness bullying.** Every day, individuals witness bullying. As individuals we want to help, but we may not know how. Fortunately, there are a few simple, safe ways that everyone can help stop bullying when they see it happening.
  - a. Be a friend to the person being bullied;
  - b. Tell a trusted authority figure – a parent, coach, staff member, or Club board member;
  - c. Help the individual being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. “Let’s go, practice is about to start.”
  - d. Set a good example by not bullying others.
  - e. Don’t give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

## ADDITIONAL POLICIES

### Emmaus Aquatic Club Image & Likeness Policy

The **Emmaus Aquatic Club** (“EMAC,” the “Club”) reserves the right to take photos and videos at our Club activities. EMAC may use these images and likenesses, *inter alia*, in social media posts, for advertising media, and on our website. If one wishes to opt one’s child(ren) out of appearing publicly in any image the Club may publish, please inform [HR@emacswim.org](mailto:HR@emacswim.org) (the Executive Director and Business Support Coordinator) via email. The exercise of this right will NOT preclude the athlete’s participation on the team, at practices, and in meets.

All photography conducted on EMAC’s behalf will be done so by a non-athlete USA Swimming member in good standing or third-party professional. All photography shall be in compliance with Safe Sport policies and will observe generally accepted standards of decency. Specifically, no photography may occur from a position physically located behind the blocks, of athletes exiting the pool, or in the locker/bathrooms. All action shots shall be a celebration of the sporting activity and not a sexualized image in a sporting context. Action shots where the photograph reveals a torn or displaced swimsuit shall not be taken or retained.

No EMAC athlete, coach, board member, member of staff, and/or parent shall capture, edit, and/or disseminate the photographic or video likeness of another without that individual’s permission (or in the case of a minor, without the consent of that minor’s parent or guardian). Should anyone associated with EMAC become aware of inappropriate transmission of a photographic or video likeness by any athlete, coach, board member, member of staff, and/or parent, that individual will communicate it appropriately as outlined in the General Codes of Conduct.

### Senior Opt Out Option

1.1 Senior swimmers shall be offered the opportunity to elect a “long-course season opt-out,” effective after the conclusion of the short-course season, April 30th. The deadline for choosing to opt out is April 30. Senior Swimmers electing to opt out will be released from paying dues for the months of May through August.

1.2 Senior swimmers who initially opt out may change and opt in to continue through the long course season with a notice deadline of April 30th. Dues will continue to be charged accordingly.

1.3 Communication to opt out mid-year must be made **in writing** by notifying the ED, Director of Competitive Swim Program, and Lead Coach.

1.4 This is a privilege given to high school senior swimmers only.

1.5 Senior swimmer families are expected to complete all required Member Service Hours for the year for their respective group per the current EMAC Member Service Policy. Credit hours will not be prorated for opting out of the yearly dues requirement and participation.

# BOARD POSITIONS AND RESPONSIBILITIES

## EMAC Board of Directors, Board Director Role Description

### **Role Description**

The role of members of the Board of Directors is to lead the Club toward the strategic objectives and ensure that required performance occurs. Consistent with the authority granted to the Board in the Bylaws, Board Directors shall:

### **Governance Responsibilities**

1. Serve on Club committees and/or as committee Chair as required by other governing documents or by request of the Chair of the Board.
2. Delegate to and execute through officer roles, committee work, and staff responsibilities the following:
  - a. Annually update the financial strategic plan and the capital plan,
  - b. Communicate regularly and transparently to the Membership regarding the status of Club matters,
  - c. Complete tasks at the request of the Chair of the Board of the Board in general,
  - d. Conduct an annual evaluation of the Board's performance.
  - e. Contribute to the budget process and cash flow projections for the upcoming year,
  - f. Contribute to the development, definition, and delivery of the Club's activities, responsibilities, culture, and behaviors,
  - g. Develop policies to operate the Club on a financially sound basis,
  - h. Ensure compliance and legislative obligations are met,
  - i. Ensure immediate investigation and response to all complaints and disputes according to Club policies and procedures,
  - j. Ensure the health and safety of all Members and staff,
  - k. Ensure volunteers are trained and supported appropriately,
3. Maintain and regularly review all ongoing policies of the Board in a Club Membership Handbook.
  - a. Understand all Club rules, by-laws, policies, and procedures, as well as the duties of all officers.
4. Understand the legal and compliance obligations of running the Club.

### **Strategic Responsibilities**

1. Approve annually a budget to cover operating and capital expenditures.
  - a. Define parameters regarding the Chair of the Board's authority and the Executive Director's authority to execute contracts and authorize expenditures.
  - b. In collaboration with Executive Director, determine the Club's strategic and major goals.
  - c. Determine the boundaries within which the Executive Director develops operational plans and executes toward those Club goals.
2. Lead special projects as requested by the Chair of the Board.
3. Monitor the performance of the Club relative to the achievement of the strategic goals.
  - a. Select, fairly compensate, provide guidance, evaluate annually, and, if necessary, terminate the Executive Director,
  - b. Conduct an annual evaluation of the Executive Director's performance

## BOARD POSITIONS AND RESPONSIBILITIES CONTINUED

### **Club Culture Responsibilities**

1. Apply positive, consistent, and effective motivation strategies when working with staff, Members, and community members across all aspects of the Club.
2. Demonstrate a cooperative, prompt, and respectful communication style with staff, Members, and community members.
3. Foster team spirit by exhibiting and maintaining a positive attitude and engaging in team building.
4. Model and celebrate the Club values and behaviors.
5. Work collaboratively and respectfully with other Club leaders, volunteers, and staff to serve the best interest of the business and Members.

### **Exit Responsibilities**

1. Be available for support and mentoring while the incoming Board Directors navigate the first few months of the term.
2. Conduct full handover activities for incoming Board Directors.
3. Review and revise Board Director and officer position descriptions and any other policies and procedures to ensure it continues to reflect the requirements of the role.

### **Essential Requirements & Skills**

1. Obtain/maintain a non-athlete membership in good standing with USA Swimming
  - a. Or hold a comparable/superseding membership in good standing in USA Swimming
2. Act in the best interest of the Club and Members at all times.
3. Be dedicated to the Club's success.
4. Communicate effectively.
5. Learn quickly.
6. Participate and contribute to all Board/committee meetings.
7. Provide pragmatic opinions in Board/ committee meetings.
8. Undertake the role in good faith and honesty.
9. Willingly to take on responsibilities that support the Club through Board/committee work.

### **Time Commitment Expected**

10-15 hours per month

#### EMAC Chair of the Board of Directors Role Description

#### **Role Description**

The role of the Chair of the Board of Directors is to lead the Board and manage the Executive Director toward the achievement of the Club's strategic goals. As an Officer of the Board of Directors, the Chair abides by all responsibilities and expectations of non-officer Board Directors as detailed in that role description. Consistent with the authority granted to the Board generally and the Chair specifically in the Bylaws, the Chair of the Board shall:

#### **Governance Responsibilities**

1. Coordinate, with the Secretary and staff, the inaugural training for the incoming Board/committee members.

## **BOARD POSITIONS AND RESPONSIBILITIES CONTINUED**

2. Effectively and efficiently chair all meetings of the Board of Directors including the Annual Membership Meeting.
3. Facilitate all committees to regularly report to the Board:
  - a. Ensure committee/Board members are engaged and fulfill their responsibilities to the Club,
  - b. Ensure that responsibilities delegated to the committee/Board and Officers are widely communicated, understood, and followed through upon,
  - c. Ensure the committees are well balanced and have a good cross-section of relevant skills.
  - d. Serve, *ex officio*, on all standing and ad hoc committees.
4. Oversee organizational activities and delegate responsibilities accordingly.
  - a. Set the agenda for Board meetings.
5. Support the ongoing good governance of the Club.

### **Strategic Responsibilities**

1. Develop and maintain positive relationships with all relevant stakeholders
2. Serve as the immediate point of management of the Executive Director on the Board of Directors behalf. In doing so:
  - a. Define and document the Club culture and behaviors and continually communicate with staff, Members, and community members
  - b. Ensure all Club positions, roles, and committees have regularly reviewed position descriptions,
  - c. Ensure all Club activities are documented in operations manuals, policies, and procedures,
  - d. Ensure at all times the management of the Club remains positive and progressive and the objects and aims of the Club are respected and observed,
  - e. In the event the office of Executive Director becomes vacant, serve as interim executive organizationally until an acting or permanent replacement is named.
  - f. Establish and maintain the Club's strategic planning process with the support of the Board and Strategic Funding Committee
3. Provide thought leadership during difficulties or through the desire for growth that enables the Club to move forward.
4. Represent the Club and act as a spokesperson in the community and at a league/region/state level positively and professionally.
5. Ensure the Club's financial management procedures remain on target and protect the cash and assets of the Club.

### **Essential Requirements & Skills**

1. Be unbiased and impartial, give clear directions, and set an example for others to follow.
2. Be well informed of all Club activities.
3. Demonstrate strong relationship and leadership skills.
4. Encourage focused discussion.
5. Have a good understanding of the sporting and competition requirements at local, regional, and higher levels.

## **BOARD POSITIONS AND RESPONSIBILITIES CONTINUED**

6. Have a sound knowledge of debating and meeting procedures.
7. Remain unbiased and impartial in facilitating group discussion on all issues.

### **Time Commitment Expected**

10-15 hours per week

#### EMAC Vice Chair of the Board of Directors Role Description

##### **Role Description**

The role of the Vice Chair of the Board of Directors is to ensure continuity, consistency, and succession in the Club's undertaking toward its strategic goals. As an Officer of the Board of Directors, the Vice Chair abides by all responsibilities and expectations of non-officer Board Directors as detailed in that role description. Consistent with the authority granted to the Board generally and the Vice Chair specifically in the Bylaws, the Vice Chair of the Board shall:

##### **Governance Responsibilities**

1. Effectively and efficiently chair all meetings of the Strategic Funding Committee. In this capacity, working through the Committee and with staff:
  - a. Enacting the Committee's operational imperatives, namely:
    - i. Overseeing fundraising,
    - ii. Managing sponsorship acquisition and relationships,
    - iii. Leading grant research activities and application,
    - iv. Implementing all other project areas as delegated to the Strategic Funding Committee by the Board of Directors,
  - b. Convey regular Strategic Funding Committee reports to the Board,
  - c. Ensure Committee members are engaged and fulfill their responsibilities to the Club,
  - d. Ensure that responsibilities delegated to the Committee are widely communicated, understood, and followed through upon,
  - e. Ensure the Committee is well balanced and has a good cross-section of relevant skills.

##### **Strategic Responsibilities**

1. Assume the duties and responsibilities of the office of the Chair of the Board of Directors in the event that the elected Chair is temporarily unable to exercise them.
2. Assume such duties as the Chair and/or the Board of Directors shall from time-to-time assign.
3. Work closely and regularly with the Chair to ensure a continuity of policy and leadership in decision-making and strategic direction across Board terms.

##### **Essential Requirements & Skills**

1. Be unbiased and impartial, give clear directions, and set an example for others to follow.
2. Be well informed of all Club activities.
3. Demonstrate strong relationship and leadership skills.

## BOARD POSITIONS AND RESPONSIBILITIES CONTINUED

4. Encouraging focused discussion.
5. Have a good understanding of the sporting and competition requirements at local, regional, and higher levels.
6. Have a sound knowledge of organizational advancement, strategic development, and relationship building.
7. Remain unbiased and impartial in facilitating group discussion on all issues.

### **Time Commitment Expected**

10-15 hours per month

#### EMAC Treasurer of the Board of Directors Role Description

##### **Role Description**

The role of the Treasurer of the Board of Directors is to oversee the management and reporting of the finances. The Treasurer is responsible for ensuring the Finance Committee is empowered to manage the financial affairs of the Club, that all financial transactions are collected and recorded in the Club's accounts. Additionally, the Treasurer is responsible for the protection of the Club's cash and assets. As an Officer of the Board of Directors, the Treasurer abides by all responsibilities and expectations of non-officer Board Directors as detailed in that role description. Consistent with the authority granted to the Board generally and the Treasurer specifically in the Bylaws, the Treasurer of the Board shall:

##### **Governance Responsibilities**

1. Effectively and efficiently chair all meetings of the Finance Committee. In this capacity, working through the Committee and with staff:
  - a. Enacting the Committee's operational imperatives, namely:
    - i. Annual evaluation and establishment of the budget,
    - ii. Regular monitoring and analysis of financial statements and reports,
    - iii. Development of Club financial policies as requested by the Chair and/or Board of Directors,
    - iv. Consultation on large expenditures,
    - v. Conduct/management of audits,
    - vi. Implementing all other project areas as delegated to the Finance Committee by the Board of Directors,
  - b. Convey regular Finance Committee reports to the Board;
    - i. Provide monthly profit and loss reports and balance sheet to the Board and Committee,
    - ii. Compare quarterly actual financial results to budgets for the same period and provide explanations for any variances for Board and Committee review and discussion,
  - c. Ensure Committee members are engaged and fulfill their responsibilities to the Club,
  - d. Ensure that responsibilities delegated to the Committee are widely communicated, understood, and followed through upon,
  - e. Ensure the Committee is well balanced and has a good cross-section of relevant skills.

## **BOARD POSITIONS AND RESPONSIBILITIES CONTINUED**

2. Produce the financial report to Members to be presented at the Annual Membership Meeting,
  - a. Where an audit or review is required, ensure it is completed in time for the financial reports to be presented to Members at the Annual Membership Meeting in accordance with the Club Bylaws.

### **Strategic Responsibilities**

1. Identify and recommend candidates (as needed) to the Chair for appointment as Assistant Treasurer.
2. Work through the Board of Directors, with the Chair and staff to:
  - a. Accurately report on funds and funds usage that were received from government and/or other grants and submit the necessary financial statements,
  - b. Control the Club bank account(s), ensuring only those authorized are bank account signatories,
  - c. Ensure all moneys due to the Club are collected,
  - d. Ensure the Club maintains the appropriate financial books and records which are accurate and up-to-date,
  - e. Ensure that government tax filings, remittances, and reporting are submitted in a timely manner,
  - f. Implement financial management procedures which protect both the Club's funds and assets,
  - g. Lodge on behalf of the Board all reports and notices as required by any governing, financial, or governmental body,
  - h. Maintain the Board's documents ensuring all required documentation is current, signed (if required), and stored in a secure, but accessible manner,
  - i. Negotiate with financial institutions for overdrafts, loans, mortgages, and other facilities as required,
  - j. Prepare the annual budget and cash flow projection in anticipation of the start of the fiscal year for review and approval by the Board.

### **Essential Requirements & Skills**

1. Be unbiased and impartial, give clear directions, and set an example for others to follow.
2. Be well informed of all Club activities.
3. Demonstrate strong relationship and leadership skills.
4. Encourage focused discussion.
5. Have a good understanding of the sporting and competition requirements at local, regional, and higher levels.
6. Have a sound knowledge of accounting and financial best practices.
7. Remain unbiased and impartial in facilitating group discussion on all issues.

### **Time Commitment Expected**

Average of 10-15 hours per month, but may weigh heavily toward 3 months of budget season

## BOARD POSITIONS AND RESPONSIBILITIES CONTINUED

### EMAC Secretary of the Board of Directors Role Description

#### **Role Description**

The role of the Secretary of the Board of Directors is to carry out or delegate all the administrative duties of the Board of Directors to function effectively in leading the Club's undertaking toward its strategic goals. As an Officer of the Board of Directors, the Secretary abides by all responsibilities and expectations of non-officer Board Directors as detailed in that role description. Consistent with the authority granted to the Board generally and the Secretary specifically in the Bylaws, the Secretary of the Board shall:

#### **Governance Responsibilities**

1. Coordinate, with the Chair and staff, the inaugural training for the incoming Board/committee members.
2. Effectively and efficiently chair all meetings of the Governance Committee. In this capacity, working through the Committee and with staff:
  - a. Enacting the Committee's operational imperatives, namely:
    - i. Annual evaluation of current Board Members,
    - ii. Annual recommendation of new candidates for the Board,
    - iii. Development of Club Governance Policies as requested by the Chair and/or Board of Directors
    - iv. Implementing all other project areas as delegated to the Governance Committee by the Board of Directors,
  - b. Convey regular Governance Committee reports to the Board,
  - c. Ensure Committee members are engaged and fulfill their responsibilities to the Club,
  - d. Ensure that responsibilities delegated to the Committee are widely communicated, understood, and followed through upon,
  - e. Ensure the Committee is well balanced and has a good cross-section of relevant skills.
3. In conjunction with the Chair, schedule and conduct all Board meetings, including the Annual Membership Meeting. Pertaining thereto:
  - a. Prepare and circulate, at least 4 days before each Board meeting the current agenda and supporting reports, including financial and committee reports, the previous meeting's minutes, and any other documents relevant to the meeting's agenda,
  - b. Prepare and circulate the notice convening the Annual Membership Meeting, ensuring all eligible Members are invited,
  - c. Record and maintain meeting minutes for each meeting or designate a proxy to do so,
  - d. Transmit Board meeting meetings to designated staff for archive, ensuring the minutes of each meeting are approved and confirming they are a true and correct reflection of the meeting.

#### **Strategic Responsibilities**

1. Identify and recommend candidates (as needed) to the Chair for appointment as Assistant Secretary.

## BOARD POSITIONS AND RESPONSIBILITIES CONTINUED

2. Work through the Board of Directors, with the Chair and staff to:
  - a. Lodge on behalf of the Board all reports and notices as required by any governing body,
  - b. Maintain the Board's documents ensuring all required documentation is current, signed (if required), and stored in a secure, but accessible manner.
  - c. Ensure officer roles, and committees have regularly reviewed position descriptions or terms of references, and all Board activities are documented in manuals, policies and procedures.

### Essential Requirements & Skills

1. Be unbiased and impartial, give clear directions, and set an example for others to follow.
2. Be well informed of all Club activities.
3. Demonstrate strong relationship and leadership skills.
4. Encouraging focused discussion.
5. Have a good understanding of the sporting and competition requirements at local, regional, and higher levels.
6. Have a thorough knowledge of Club governing documents, and a strong understanding of parliamentary procedure and meeting management.
7. Remain unbiased and impartial in facilitating group discussion on all issues.

### Time Commitment Expected

10-15 hours per month

# COMMITTEE DESCRIPTIONS AND RESPONSIBILITIES

## Finance Committee

Purpose: The Finance Committee provides short and long-term financial supervision through reporting, monitoring, internal controls, and transparency. Additionally, it advises on achieving financial security. It is chaired by the Treasurer of the EMAC Board of Directors. Members may be appointed as Assistant Treasurers by the Chair of the EMAC Board of Directors to ensure specific expertise is available.

Objectives: The Finance Committee ensures stability and appropriate use of funds for the Club:

1. Establish and Oversee Budget:
  - a. Review the comprehensive annual budget developed by the Executive Director ensuring it aligns with the Club's vision and objective
  - b. Continuously monitor budget performance and advise adjustments as necessary
2. Monitoring and Analysis:
  - a. Regularly review financial statements and reports in detail to analyze the Club's financial health
  - b. Identify trends, opportunities, and potential risks, while providing actionable insights to the Board of Directors and Executive Director
3. Recommend Financial Policies:
  - a. Formulate and recommend financial policies that ensure fiscal responsibility and integrity
  - b. Ensure policies are in compliance with legal standards and best practices
4. Consultation on Large Expenditures:
  - a. Provide expert advice on significant financial decisions, investments, or expenditures
  - b. Evaluate the financial implications of major projects or purchases
5. Conduct Audits and Reporting:
  - a. Appoint an auditor and help with the formal audit process to ensure financial transparency and accountability
  - b. Report financial findings and implications to the Board of Directors, Executive Director, and other relevant stakeholders
  - c. Provide insights and advice to support informed decision-making by the Board
6. Recommendations for Financial Security:
  - a. Develop strategies to enhance the organization's financial stability and security
  - b. Advise on risk management, reserve funds, and long-term financial planning

## COMMITTEE DESCRIPTIONS AND RESPONSIBILITIES CONTINUED

Skills Required: Below are the skills required from Committee members to effectively manage the financial operations and guide the organization towards a stable and secure financial future:

1. Financial Expertise: Strong understanding of financial management, accounting principles, and budgeting
2. Analytical Skills: Ability to analyze financial data, identify trends, and make informed recommendations
3. Strategic Thinking: Skills in long-term financial planning and understanding the broader financial implications of organizational decisions
4. Attention to Detail: Precision in monitoring financial activities and ensuring compliance with policies and regulations
5. Communication Skills: Ability to clearly articulate financial concepts and implications to the Board and other stakeholders
6. Problem-Solving Abilities: Skills in identifying financial challenges and developing effective solutions
7. Knowledge of Legal and Regulatory Requirements: Understanding of the legal and ethical obligations related to financial management and reporting
8. Leadership and Advisory Skills: Ability to guide and advise on financial matters, demonstrating leadership in financial decision-making
9. Risk Management: Understanding of risk assessment and the ability to develop strategies to mitigate financial risks
10. Integrity and Ethics: Commitment to high ethical standards and integrity in managing the organization's finances.

### Governance Committee

Purpose: The Governance Committee provides on-going evaluation of the structure of the Club to promote optimal business process and accountability, and to provide best practice guidance support to the Board of Directors. It is chaired by the Secretary of the EMAC Board of Directors. Members may be appointed as Assistant Secretaries by the Chair of the EMAC Board of Directors to ensure specific expertise is available.

Objectives: Focusing on the following objectives, the Governance Committee ensures the Board of Directors is responsible and accountable to its role and serving the membership to the best of its ability:

1. New Board Member Recommendations:
  - a. Identify and assess potential candidates for board positions

## **COMMITTEE DESCRIPTIONS AND RESPONSIBILITIES CONTINUED**

- b. Recommend individuals who align with the organization's values and vision, as well as having the skillset required to lead a business
- 2. Evaluate Performance of Board of Directors:
  - a. Develop and implement effective evaluation processes for the Board of Directors
  - b. Provide annual performance reviews and feedback to ensure accountability and continual improvement
- 3. Recommend Policy:
  - a. Review and suggest policies that enhance governance practices and organizational effectiveness
  - b. Ensure policies are compliant with legal standards and reflected best practices
- 4. Reporting to Board of Directors:
  - a. Regularly report findings, recommendations, and progress to the Board of Directors
  - b. Provide insights and advice to support informed decision-making by the Board

**Skills Required:** Below are the skills required from Committee members to bridge the gap between Club members and its leadership, ensuring a positive and engaging environment for all members:

1. Leadership and Decision-Making Skills: Strong ability to lead discussions, make critical decisions, and guide the Committee's direction with the organization's best interests front of mind
2. Strategic Thinking: Skills in understanding the organization's long-term goals and aligning governance practices with these objectives.
3. Knowledge of Organizational Governance: Understanding of best practices in governance, including board dynamics, executive leadership roles, and policy development.
4. Evaluation and Assessment Skills: Ability to objectively assess the performance of board members, executives, and key staff, and provide constructive feedback.
5. Communication Skills: Proficient in articulating complex governance issues and recommendations clearly to diverse audiences.
6. Ethical Judgment and Integrity: Commitment to high ethical standards, ensuring transparency and accountability in governance practices.
7. Problem-Solving Abilities: Skills in identifying governance-related challenges and developing effective solutions.
8. Policy Development and Analysis: Ability to draft, review, and recommend policies that enhance organizational effectiveness and compliance.
9. Collaborative Skills: Ability to work effectively with other Committee members, board members, and organization leaders.

## COMMITTEE DESCRIPTIONS AND RESPONSIBILITIES CONTINUED

10. Reporting and Compliance: Competence in preparing reports for the Board and ensuring adherence to Club policies and external regulations

### Meet Committee

Purpose: The Meet Committee ensures meets are run efficiently and effectively. It recruits, trains, and organizes all meet service and ensures officials are requested and organized via the LSC. It is chaired by a member of the EMAC Board of Directors.

Objectives: Focusing on the following objectives, the Meet Committee effectively manages and executes well-organized and successful meets:

1. Host Meets:
  - a. Plan and organize swim meets, ensuring they are conducted efficiently, effectively, and abide with USA Swimming (USAS)/Local Swim Committee (LSC) rules and regulations
  - b. Manage all aspects of meet logistics, including venue preparations, scheduling, service reporting, and equipment management
2. Coordinate Officials:
  - a. Liaise with the LSC to request and organize officials for each meet
  - b. Ensure that all officials hold up to date certifications and briefed on meet activities
3. Coordinate and Train Volunteers:
  - a. Recruit and organize service hours needed for various roles during swim meets
  - b. Develop and conduct training sessions for Members to ensure they are well-prepared and understand their service duties
4. Reporting to the BoD, and USAS
  - a. Regularly report on meet planning, execution and outcomes to the Board of Directors and the Finance Committee
  - b. Ensure compliance with USAS results reporting requirements

Skills Required: Below are the skills required from Committee members to effectively manage and execute swim meets:

1. Event Planning and Management: Strong ability in planning and executing large-scale events, including managing logistics and coordinating multiple activities
2. Leadership Skills: Ability to lead and motivate a team of members and officials, ensuring effective collaboration and task delegation

## COMMITTEE DESCRIPTIONS AND RESPONSIBILITIES CONTINUED

3. Communication Skills: Proficient in clear and effective communication, both in organizing meetings and in providing instructions and information to members, officials, and swimmers
4. Organizational Skills: Excellent organizational abilities to manage various aspects of swim meets, including scheduling, service coordination, and equipment management
5. Problem-Solving Skills: Ability to quickly address and resolve issues that may arise before or during swim meets
6. Knowledge of Swim Meet Regulations: Understanding of the rules and regulations governing swim meets set by USAS and the LSC
7. Training and Development Skills: Competence in developing and delivering training programs for members
8. Relationship Management: Skills in building and maintaining positive relationships with officials, members, swimmers, and other stakeholders
9. Reporting and Compliance: Ability to accurately report meet details and ensure compliance with relevant guidelines and requirements
10. Attention to Detail: Precision in overseeing all aspects of meet planning and execution to ensure a high-quality experience for all participants.

### **Membership Committee**

Purpose: The Membership Committee serves as the vital link between members and the leadership of the Club, ensuring effective communication, seamless integration of new members, and organization of events. It is chaired by a member of the EMAC Board of Directors.

Objectives: The Membership Committee ensures members receive what they need from the Club, helping to create a reciprocal supportive relationship:

1. Group Liaisons:
  - a. Act as representatives for each swim group within the Club, facilitating communication between members and Club leadership
  - b. Relay information and gather feedback from members, addressing concerns and suggestions to improve the Club experience
  - c. Solicit apparel preferences from membership and work with responsible staff to ensure apparel offerings meets the Club's standards
2. Events:
  - a. Plan, organize, and execute Club events, including social gatherings, other member-focused activities, and Fundraising Events

## **COMMITTEE DESCRIPTIONS AND RESPONSIBILITIES CONTINUED**

- b. Enhance member engagement and foster a sense of community within the Club
- 3. Training:
  - a. Develop training materials and programs for each area of focus (liaisons & events)
  - b. Ensure that all Committee members and members completing service requirements receive appropriate training to enhance their skills and ensure quality of standard
- 4. Reporting to the BoD:
  - a. Regularly report on member feedback, apparel management, and event outcomes to the Board of Directors

**Skills Required:** Below are the skills required from Committee members to bridge the gap between Club members and its leadership, ensuring a positive and engaging environment for all members:

1. Communication and Interpersonal Skills: Excellent ability to communicate effectively with Club members, leadership, and external partners
2. Organizational Skills: Proficiency in organizing and managing multiple tasks
3. Event Planning and Management: Experience in planning and executing events, understanding the logistics and requirements to ensure successful member-focused activities
4. Problem-Solving Skills: Ability to address and resolve member concerns and logistical challenges in a timely and effective manner
5. Leadership and Teamwork: Capability to lead initiatives and work collaboratively within the Committee and across the Club
6. Attention to Detail: Precision in managing event details and ensuring accurate reporting
7. Financial Management: Understanding of budgeting for events and the ability to manage financial resources effectively
8. Diplomacy and Conflict Resolution: Skills in handling member concerns diplomatically and working towards constructive solutions
9. Reporting and Compliance: Competence in preparing reports for the Board and ensuring adherence to Club policies and external regulations
10. Empathy and Member-Centric Approach: Sensitivity to member needs and a commitment to enhancing their experience in the Club.

## COMMITTEE DESCRIPTIONS AND RESPONSIBILITIES CONTINUED

### Strategic Funding Committee

Purpose: The purpose of the Strategic Funding Committee is to secure the financial stability and growth of the Club through strategic initiatives in fundraising, sponsorships, and grants. The Strategic Funding Committee is dedicated to identifying and leveraging financial opportunities that align with the Club's mission and values, ensuring long-term sustainability and the capacity to fulfill our goals. It is chaired by the Vice Chair of the EMAC Board of Directors.

Objectives: The Strategic Funding Committee aims to build a robust and diversified financial base for the Club, ensuring its ability to thrive and expand its impact:

1. Fundraising Enhancement:
  - a. Develop and implement a comprehensive fundraising strategy
  - b. Organize fundraising events and campaigns that engage Club and community support
    - i. Liaise with the Membership Committee to do so when organizing Club Members
  - c. Cultivate relationships with individual donors, external partners, and alumni for long-term support
2. Sponsorship Acquisition and Management:
  - a. Identify and approach potential corporate sponsors values of which align with EMAC
  - b. Direct and advise staff in establishing and maintaining strong relationships with sponsors through regular communication and updates
  - c. Create sponsorship packages that offer valuable benefits to sponsors while supporting Club financial goals
3. Grant Research and Application:
  - a. Conduct thorough research to identify grant opportunities relevant to the Club's activities and objectives
  - b. Work with staff to prepare and submit compelling grant applications, ensuring compliance with all requirements
  - c. Monitor grant application outcomes and manage grant funds effectively upon receipt
4. Financial Planning and Reporting:
  - a. Develop annual financial targets in line with the organization's strategic plan
  - b. Regularly review and report on the committee's progress towards financial goals to the Board of Directors
  - c. Provide recommendations for financial management and budget adjustments as needed

## COMMITTEE DESCRIPTIONS AND RESPONSIBILITIES CONTINUED

5. Community Engagement and Awareness:
  - a. Increase community awareness of the Club's mission and financial needs
  - b. Direct and advise staff in leveraging social media and other communication channels to promote fundraising campaigns and sponsorship opportunities
  - c. Engage members in fundraising and promotional activities
6. Compliance and Ethical Fundraising:
  - a. Ensure all fundraising and sponsorship activities adhere to legal requirements and ethical standards
  - b. Stay informed about regulations and best practices in nonprofit fundraising and sponsorship.

Areas of Focus and Skills Required: Below is a definition of areas of focus and the skills that are required from individuals in each area. It is important to understand the differences in skills, so the appropriate individuals can be sought out to ensure success.

1. **Fundraising:** Providing events and/or items for sale to raise funds for the organization. Events can include Swim-A-Thon, Talent Shows, and Auctions. Items for sale can include EMAC gear, holiday items (mums for Mother's Day, Christmas wrap), or cash back rewards for utilizing specific vendors.

Flippgive.com is a great option for shopping and donations from members.

\*It's important to not bombard membership with too many sales requests to avoid feeling burned out or "irritated" by the constant ask to donate money.

Skills Required for Fundraising:

- Event Planning and Management
- Organizational skills (quality and timeliness)
- Relationship Building
- Effective Communication
- Creativity and Innovation

2. **Sponsorships:** Building community and business "reciprocal" relationships can be a financially rewarding endeavor. The business or sponsor gains access to commercial potential associated with EMAC. That potential being exposure to members, families, and others in the community.

## COMMITTEE DESCRIPTIONS AND RESPONSIBILITIES CONTINUED

It is important to build a well-defined and impactful sponsorship package.

Items to include:

- An overview of the Club and our mission/vision
- Defining our reach/exposure (how many members, socials reach, approximate number of people who see the building or come into the building for other programs)
- Sponsorship levels or tiers (what sponsors receive for how much - GET CREATIVE!)
  - Include the option for customizable sponsorship options. This gives a potential sponsor the opportunity to work with us if for some reason our offerings aren't a match
- Ensure there are great images and the layout is attractive, easy to read, and provides quality information

\*The person building the sponsorship package will most likely not be the same people who are selling the sponsorships. (Different skill sets)

### Skills Required for Sponsorships:

- Connections within the community and businesses
- Sales and Marketing
- Building relationships and networking
- Flexible and strategic thinking, to include problem solving for potential sponsors
- Confident presence and enthusiasm for EMAC

3. **Grant Writing:** Writing grants involves the process of researching, preparing and submitting proposals to secure funding from government entities, foundations, corporations, and other grant-giving organizations. While the process can be straight forward, each proposal will need to be written in a way that interests the grantors.

\*It will be necessary to work closely with staff and the Finance Committee to ensure the budgeting and financial proposals are accurate.

### Skills Required for Grant Writing:

- Research - Identifying and understanding potential funding sources, their requirements and their alignment with the organization's needs
- Writing and Communication to include persuasive story telling
- Detail Oriented
- Analytical Skills
- Time management

## COMMITTEE DESCRIPTIONS AND RESPONSIBILITIES CONTINUED

### Capital Projects Committee

Purpose: The Capital Projects Committee provides the Club's capacity to identify, prioritize, and understand the financial implications of capital projects with a useful life of at least five (5) years, and an aggregate cost of at least \$5,000. The Committee, in collaboration with staff and third-party advisors, develops and annually evaluates the capital plan relative to the aforementioned purpose. The Capital Projects Committee works with the Finance Committee to develop policies consistent with best practices. It is chaired by a member of the EMAC Board of Directors.

Objectives: The Capital Projects Committee ensures methodical, sustainable deployment of capital toward the long-term improvement and betterment of the Club:

- 1) Establish and Oversee the Capital Plan:
  - a) Evaluate Club needs
    - i) Frame issues and offer guidance in evaluating and developing capital projects
    - ii) Review projected operations and maintenance needs/costs
  - b)
- 2) Consultation on Large Expenditures:
  - a) Provide expert advice on significant financial decisions, investments, or expenditures
  - b) Evaluate the financial implications of capital projects or major purchases
  - c) Solicit proposed solutions to Capital needs
    - i) Ensure best practices are followed including:
      - (1) Multi-bid procurement
      - (2) Lowest-cost versus best quality option determinations
- 3) Collaborate with the Finance Committee to ensure Club finances can support Capital expenditures

Skills Required: Below are the skills required from Committee members to effectively manage the financial operations and guide the organization towards a stable and secure financial future:

1. Financial Management: General understanding of financial management, accounting principles, and budgeting.
2. Analytical Skills: Ability to analyze improvement alternatives, identify best products/materials, and make informed recommendations.

## COMMITTEE DESCRIPTIONS AND RESPONSIBILITIES CONTINUED

3. Strategic Thinking: Skills in long-term improvement/expansion planning and understanding the broader financial implications of organizational decisions.
4. Attention to Detail: Precision in reviewing proposals and construction activities to ensure compliance with contracts, policies and regulations.
5. Communication Skills: Ability to clearly articulate alternative concepts and implications to the Board and other stakeholders.
6. Problem-Solving Abilities: Skills in identifying and developing effective solutions to facility or construction problems that may arise.
7. Knowledge of Legal and Regulatory Requirements: Understanding of the legal and ethical obligations related to construction activities and permitting.
8. Leadership and Advisory Skills: Ability to guide and advise on proposed improvements and construction related matters, demonstrating leadership in long term planning and decision-making.
9. Risk Management: Understanding of risk assessment and the ability to develop strategies to mitigate the organization's risk and exposure.
10. Integrity and Ethics: Commitment to high ethical standards and integrity in planning and executing the organization's capital improvements.

# EMAC SAFE SPORT COORDINATOR ROLE DESCRIPTION

## Role Description

The role of the Safe Sport Coordinator is to identify, plan, and execute efforts to raise awareness for Safe Sport among the Club's staff, Members, and athletes. The Safe Sport Coordinator is a Member at Large of and reports to the EMAC Board of Directors, working in concert with the Executive Director and staff to maintain and enhance the Club's certification through USA Swimming as a Safe Sport Club.

## Governance Responsibilities

1. Define, in partnership with the Executive Director and/or designated staff, and preside over all Safe Sport process within the Club, components of said process may include;
  - a. Receive and respond to verbal and written reports in a timely manner from Members or others regarding allegations of misconduct,
  - b. Coordinate and schedule disciplinary hearings to address alleged Safe Sport violations, if and when necessary,
  - c. Communicate to all relevant parties on progress and status of complaints, investigations, hearing, procedures, appeals, and final resolutions,
  - d. Oversee and maintain, through relevant staff members, a filing system for all Safe Sport Reports in the program, investigations and outcomes following investigations, hearings, or appeals
2. Be familiar with the U.S. Center for Safe Sport and reporting obligations under the Center
  - a. Understand the complaint reporting procedures and structure within USA Swimming
3. Solicit and receive feedback and suggestions on the Safe Sport policies and programs from the Membership, then provide feedback to the EMAC Board of Directors and/or Middle Atlantic Swimming's (MASI) Safe Sport Chair.
  - a. At the MASI Safe Sport Chair's invitation, the EMAC Safe Sport Coordinator may be expected to serve on the MASI Safe Sport Committee

## Strategic Responsibilities

1. Work with Members and Athletes to educate them about the Safe Sport Program.
2. Be a resource for Club and peer organizations on how to create and foster a positive Safe Sport culture.
3. Work with club leadership to:
  - a. Update Club Safe Sport website content.
  - b. Include Safe Sport information/fliers in club meet information, heat sheets, meet packets, etc.
  - c. Coordinate the successful completion of the Safe Sport Club Recognition application.
4. Work with new athletes and parents to:
  - a. Educate them about the Safe Sport program.
  - b. Encourage participation in online courses such as Athlete Protection Training, the Parent's Guide to Misconduct in Sport and the Safe Sport training for athletes.
5. Organize virtual and in-person trainings as applicable.

## **EMAC SAFE SPORT COORDINATOR ROLE DESCRIPTION CONTINUED**

### **Essential Requirements & Skills**

1. Be unbiased and impartial, give clear directions, and set an example for others to follow.
2. Be well informed of all Club activities.
3. Demonstrate strong relationship and leadership skills.
4. Encouraging focused discussion.
5. Have a good understanding of the sporting and competition requirements at local, regional, and higher levels.
6. Successfully pass background check and complete relevant Safe Sport trainings; be a non-athlete member in good standing with USAS
7. Ability to maintain confidentiality on sensitive Membership information and complaint details
8. Remain unbiased and impartial in facilitating group discussion on all issues.

### **Time Commitment Expected**

Average of 5-10 hours per month, dependent on ongoing Safe Sport processes

# EMAC CHAIR OF MEET COMMITTEE ROLE DESCRIPTION

## Role Description

The role of the Chair of the Meet Committee is to lead the Meet Committee and manage, in partnership with staff, the operational functions of the Club delegated to that Committee. As a Member of the Board of Directors, the Chair of the Meet Committee abides by all responsibilities and expectations of Board Directors as detailed in that role description. Consistent with the authority granted to the Board generally and the Chair specifically in the Bylaws, the Chair of the Meet Committee shall:

## Governance Responsibilities

1. Effectively and efficiently chair all meetings of the Meet Committee. In this capacity, working through the Committee and with staff:
  - a. Enacting the Committee's operational imperative, namely:
    - i. Plan and host swim meets on behalf of the Club
    - b. Convey regular Meet Committee reports to the Board,
    - c. Ensure Committee members are engaged and fulfill their responsibilities to the Club,
    - d. Ensure that responsibilities delegated to the Committee are widely communicated, understood, and followed through upon,
    - e. Ensure the Committee is well balanced and has a good cross-section of relevant skills.
2. Oversee, in partnership with designated staff and/or delegated Committee members, the annual implementation and tracking of all Members' Service Hours requirements
  - a. In Committee, annually review and adjust operational requirements to ensure as best as possible expectations of the Meet Committee match Club needs
3. Advise Executive Director and Finance Committee annually on budget requests and requirements to host meets for following Fiscal Year

## Strategic Responsibilities .

1. Plan and undertake, with Meet Director(s), Committee members, and designated staff, all duties involved with hosting USAS swims. Operationally to include:
  - a. Creation, communication, and validation of service/volunteer roles and sign up there to both for Club membership, officials, and visiting volunteers
    - i. Ensure all necessary roles are filled and executed upon
  - b. Coordination, through Snack Bar & Hospitality Subcommittee, provisioning and staffing of Snack Bar sales and Hospitality for Coaches and Officials
  - c. In collaboration with the Treasurer/Finance Committee and staff, collect meet income, both point of sale (Snack Bar and Admissions) and Meet Fees
  - d. Completion, collaboration with Committee members and staff, of any and all other Meet related tasks as described in supplementary materials

## **EMAC CHAIR OF MEET COMMITTEE ROLE DESCRIPTION CONTINUED**

2. Serve, or delegate a Committee Member to serve, on the Swim-a-Thon Subcommittee of the Meet Committee for purposes of USAS requirements related to that event
3. Document areas of work the Committee undertakes for historic reference and continuity of Club operations.

### **Essential Requirements & Skills**

1. Be unbiased and impartial, give clear directions, and set an example for others to follow.
2. Be well informed of all Club activities.
3. Demonstrate strong relationship and leadership skills.
4. Encouraging focused discussion.
5. Have a good understanding of the sporting and competition requirements at local, regional, and higher levels.
6. Have a sound knowledge of organizational behavior, social engagement, and relationship building.
7. Remain unbiased and impartial in facilitating group discussion on all issues.

### **Time Commitment Expected**

20-30 hours per month

# **EMAC CHAIR OF MEMBERSHIP COMMITTEE ROLE DESCRIPTION**

## **Role Description**

The role of the Chair of the Membership Committee is to lead the Membership Committee and manage, in partnership with staff, the operational functions of the Club delegated to that Committee. As a Member of the Board of Directors, the Chair of the Membership Committee abides by all responsibilities and expectations of Board Directors as detailed in that role description. Consistent with the authority granted to the Board generally and the Chair specifically in the Bylaws, the Chair of the Membership Committee shall:

## **Governance Responsibilities**

1. Effectively and efficiently chair all meetings of the Membership Committee. In this capacity, working through the Committee and with staff:
  - a. Enacting the Committee's operational imperative, namely:
    - i. Plan and host Club events, engagements, and opportunities with foster a sense of community, comradery, and support among Members and athletes,
  - b. Convey regular Membership Committee reports to the Board,
  - c. Ensure Committee members are engaged and fulfill their responsibilities to the Club,
  - d. Ensure that responsibilities delegated to the Committee are widely communicated, understood, and followed through upon,
  - e. Ensure the Committee is well balanced and has a good cross-section of relevant skills.
2. Coordinate, with the BOD Chair, Secretary and staff, the Annual Membership Meeting.

## **Strategic Responsibilities**

1. Identify and recommend candidates (as needed) to the Board for appointment to Subcommittees undertaking and supporting the work of the Membership Committee. Those Subcommittees are to include, but are not limited to portfolios of:
  - a. Annual Banquet Planning,
  - b. Annual Swim-a-thon Planning,
    - i. in coordination with the Strategic Funding and Meet Committees
  - c. Management of Apparel Opportunities,
  - d. Other *ad hoc* Subcommittees as the Membership Chair deems necessary.
2. Work through the Executive Director and Director of Competitive Swimming to recruit Member liaisons for all groups as deemed necessary to:
  - a. Act as a mentor and resource for group-specific inbound questions, comments, and concerns from Members,
  - b. Communicate regularly with group-lead coaches, building further and future group specific, social opportunities which foster a sense of community, comradery, and support among Members and athletes.
3. Document areas of work the Committee undertakes for historic reference and continuity of Club operations.

## **EMAC CHAIR OF MEMBERSHIP COMMITTEE ROLE DESCRIPTION CONTINUED**

### **Essential Requirements & Skills**

1. Be unbiased and impartial, give clear directions, and set an example for others to follow.
2. Be well informed of all Club activities.
3. Demonstrate strong relationship and leadership skills.
4. Encouraging focused discussion.
5. Have a good understanding of the sporting and competition requirements at local, regional, and higher levels.
6. Have a sound knowledge of organizational behavior, social engagement, and relationship building.
7. Remain unbiased and impartial in facilitating group discussion on all issues.

### **Time Commitment Expected**

10-15 hours per month

## **UNDER THE EMAC CHAIR OF MEMBERSHIP COMMITTEE WE HAVE LIAISONS**

### **Parent Liaison for a Group**

Group Liaisons are parent representatives who perform an essential communication role within the club. They play a positive and supportive role model for parents. The Parent Liaison is the key link between the club and the parents. They promote clear and effective club communication channels and ensure parents feel supported and have someone to go to should they have any questions or concerns. As a Parent Liaison, you are the front line of knowledge for the parents; what do they need or want to know?

### **What are we looking for?**

- You will be positive and enthusiastic
- You will be a good communicator and listener
- You will have a good understanding of the club and its aims and objectives for the development of its members
- You will have solid organizational skills
- You will be SafeSport Certified

### **What do we and the club expect from you?**

- By taking this position, you are automatically part of EMAC's Membership Committee and listed as a Liaison to the group, so that parents understand who to contact with any questions; you may not have the answer, but at least you can help them navigate EMAC properly and efficiently.

## LIAISONS CONTINUED

- To act as a main point of contact for all parents in your Group. This does not mean that you attend every single practice. However, Group Liaisons can be approached with general questions about your particular group via in-person or email. However, if a Parent has a specific concern about your child, you should contact your child's coach directly as well as the Director of Competitive Swimming.
- To direct parents to the appropriate club people for any specific inquiries. Another important role that the Group Liaisons serve is to help direct parents with questions and concerns to the appropriate people in the club, such as committee members, coaches, volunteers, or board members.
- To support parents with expectations of each level, group, swim meet, etc.
- Group Liaisons are meant to reinforce the values, goals, and mission of the club. They may distribute updated or important information to the parent or the swimmer. This may be information about the club, such as social events, changes to schedules when necessary, and updates from each group's coach.
- It is the Group Liaison's responsibility to help members with the Service Obligations commitment for the families in their group. Each family is responsible for working sessions at EMAC-hosted meets over the course of the year. The Group Liaisons will ensure that parents are aware of where and when to sign up for each session at our hosted meets.
- A welcome and information meeting will be held for all Group Liaisons at the beginning of the swim season.

### **Level of commitment required**

The role may be periodical, with more time in particular during the start of the new season, when familiarizing new parents within our organization. Other times that EMAC relies on you are the week of EMAC-hosted meets, especially championship-level or travel meets.

### **What will you gain from the experience?**

This is a key and rewarding role central to EMAC, our mission, and our values. As well as your ability to ensure clear and effective club communication channels, it is an opportunity to take on a new challenge, working as part of a team to enhance the experience of all club members and their parents. Becoming a Group Liaison provides a window of opportunity to get involved with EMAC. It is a wonderful and rewarding way to learn about competitive swimming and our club. It provides an opportunity to interact with the coaching staff, the Board of Directors, and the families of EMAC. It is important to always remember that we are all volunteers supporting and enhancing our swimmers, its members, and EMAC, be patient and appreciative.