

# **YMCA of Greater Brandywine STPC – SOP 2025**

## **Swim Team Parent Committees (STPC)**

The STPCs for the YGBW swim teams serve to support the programs in their operations as a part of the YMCA of Greater Brandywine, and serves as a resource for families, volunteers, and the coaching staff. While all team families are encouraged to participate in the STPC, a set of Executive Committee Members made up of a diverse set of volunteers drawn from across each team to represent the families at each of the respective branches. The primary responsibility of the STPCs are to assist the coaching staffs and YGBW Leadership in making the competitive swim programs the best they can be.

The STPCs are *not* a policymaking Board or Committee, nor do they have control over YMCA Operations. Operational decisions related to any and all YMCA programs are the responsibility of the YMCA staff (District Executive Director, Branch Executive Director, Director of Competitive Aquatics / Head Coach). The STPCs are not legally responsible for, nor can they make, any decisions that bind or obligate the YMCA.

## **I. Purpose of the STPC**

- To provide a formalized structure by which parents can contribute to the success and growth of the competitive swim teams and support the coaching staff.
- To actively collaborate with the coaching staffs and YMCA leadership while respecting appropriate boundaries, defined hereafter.
- To support the YMCA competitive swim teams through volunteer coordination, fundraising endeavors, communication, and supporting team spirit.
- To promote positive, inclusive, and encouraging environments for all athletes and families.
- To assist in conducting hosted swim meets that provide competitive opportunities for the swimmers.
- To guide and encourage all parties to engage in sportsman-like conduct, compete with a high level of competitive effort, achieve personal satisfaction, have fun, and build a sense of responsibility to the team and the coaching staff.
- To support the YMCA mission and the development of the character values: Caring, Honesty, Respect, and Responsibility.

# **YMCA of Greater Brandywine STPC – SOP 2025**

## **II. Executive & Non-Executive Committee Members & Roles**

The STPC will have the following Executive titled members & roles:

- Chair
  - Leads all volunteer aspects of the STPC, including running meetings and setting agenda, in collaboration with the Director of Competitive Aquatics / Head Coach
  - Carry out the objectives and decisions of the Executive Committee, as approved by the Director of Competitive Aquatics / Head Coach and/or Branch Executive Director
  - Primary liaison between STPC, coaching staff, and YMCA leadership
  - Oversees overall STPC and Executive Committee function
  - Recruit and assist in filling all Executive and non-Executive committee positions
  - Responsible for ensuring financial compliance in operations
- Vice Chair
  - Assists Chair in their duties and obligations
  - Monitor specific STPC activities as needed
  - Helps manage special events (Team Banquet, Team Outings, etc.)
  - Serve as the Secretary and take meeting notes if the Secretary is unable to attend a meeting
  - Preside at meetings during any absence of the Chair and, in the continuing absence of the Chair:
    - Assume the duties of the Chair with the approval of the other members of the Executive Committee
    - If the Chair is unable to fulfill their term, the Executive Committee will appoint another person to serve in this capacity
- Coach Representative
  - The Competitive Aquatics Director / Head Coach or a designated representative from the coaching staff at the respective branch
  - Retains veto power on any and all Executive Committee appointments, decisions, and recommendations
    - In the event of a veto, the issue can be elevated to each YMCA Branch Executive Director for discussion and resolution following a unanimous vote of all other Executive Committee Members
- Secretary
  - Takes and distributes STPC meeting minutes
  - Present the minutes of all Executive Committee meetings and the STPC's regular meetings for approval at the next meeting of the Executive Committee
  - Maintains STPC related documents, contact lists, and applicable website portions
  - Oversees STPC-related communications & calendar

# **YMCA of Greater Brandywine STPC – SOP 2025**

- Volunteer & Officials Chair (*Co-Chairs Allowed*)
  - Manages sign-ups for meet jobs, team events, and fundraising
  - Keeps a record of all certified officials
  - Communicates role expectations and confirms volunteer fulfillment
- Social & Banquet Chair (*Co-Chairs Allowed*)
  - Organizes team-building events and celebrations, including but not limited to:
  - Plays a lead role in preparing for the Annual Team Banquet
  - Helps build team morale and unity
  - Work with coaching staff on setting up Team Photos
  - Assist in the preparation of coaches' gifts
- STPC Advisory Chair
  - Previous Executive Committee member who can serve as an advisor and resource for the other acting Executive Committee members
- *Additional non-executive committee roles are appointed by the Executive Committee, and may include, but are not limited to:*
  - Meet Management Coordinator
    - Oversee the “dry” operational side of hosted meets
    - Works with Volunteer Coordinator to provide or ensure appropriate training and staffing for hosted meets
  - Fundraising Coordinator
    - Plans and oversees fundraising events, including those related to the YMCA Annual Campaign
    - Coordinates with all YMCA guidelines and submits necessary approvals
  - Communications Coordinator
    - Manages team newsletters, emails, social media, and bulletin boards
    - Ensures messaging is inclusive, positive, and aligned with YMCA values
  - Apparel Coordinator
    - Works with approved YMCA vendors to create opportunities for families to purchase Marlins team apparel
    - Oversee operation of the team apparel resale stand
  - Meet Equipment Coordinator
    - Works with YMCA to ensure proper usage and care of meet equipment
    - Conducts annual review and testing of meet equipment
  - Snack Bar Coordinator
    - Determine supply needs of the snack bar at hosted meets
    - Coordinate with YMCA staff on purchasing & storage of supplies
    - Ensure staffing of snack bar during meets
  - Travel Coordinator
    - Assist YMCA staff in procuring team hotel blocks for travel meets
    - Help organize opportunities for team meals during travel trips

# **YMCA of Greater Brandywine STPC – SOP 2025**

- Practice Group Representatives
  - Serve as liaisons and a resource for families in the various practice groups
  - Each practice group will have at least one (1) Representative
  - Will collaboratively plan and organize at least one age group activity during the Winter season
- There must be at least 5 acting members on the Executive Committee at any given time.
  - An Executive Committee member may serve in no more than two (2) distinct Executive roles.
- All STPC Executive Committee meetings must include the Coach Representative.
- All Coordinators will be responsible for the recruitment and organization of volunteers for their various responsibilities from among the members at-large as necessary to fulfill the team's needs for the season.
- All serving Executive and Non-Executive Committee members shall facilitate individual or cooperative tasks as needed to accomplish their goals and obligations during the active swim season (Fall to Summer). Activities of all parties are to be presented by the Chair, Vice Chair, and/or Secretary at the Executive Committee meetings.
- Special assignments for tasks or events not listed above may be conferred by the Chair, with the approval of the Coach Representative, as necessary for meeting STPC and team needs.

## **III. General STPC Membership**

- General membership in the STPC is automatic for the family of each competitive swim team participant at each of the respective branches.
- Active membership will be restricted to families of competitive swim team members who have paid all fees and met all other financial obligations.

## **IV. Appointments**

- Appointments for the following season will take place during Summer, to prepare for the start of the competitive Fall/Winter season
- Any STPC member may volunteer their candidacy for an Executive Committee position in advance of the appointment period. The current STPC will send out a solicitation seeking volunteers for any open Executive or Non-Executive Committee positions.
  - In reviewing the slate of volunteer, the following shall be considered:
    - A candidate is willing to serve in the role for which he/she is interested.
    - A candidate is in good financial standing with YGBW.
    - A candidate is approved by the Director of Competitive Aquatics / Head Coach and WCAY Branch Executive Director.
    - Members of the same family cannot serve on the Executive Committee at the same time.

## **YMCA of Greater Brandywine STPC – SOP 2025**

- The Executive Committee may appoint a replacement from among the active membership for any Executive Committee position vacated as needed, with approval of the Director of Competitive Aquatics / Head Coach and WCAY Branch Executive Director.

### **V. Tenure**

- Positions on the Executive Committee are to be limited to one (1) per family.
- The Chair and Vice-Chair are appointed for a term of two (2) years.
- All other Executive Committee and Non-Executive Committee members are appointed for a term of one (1) year.
- Any Executive Committee or Non-Executive Committee member wishing to remain in their role for the following season need to express interest in advance of the appointment period and be confirmed by the Director of Competitive Aquatics / Head Coach and WCAY Branch Executive Director.
- If the office of the Chair is vacated, the Vice Chair will assume the duties of Chair until the next appointment cycle. If both the offices of Chair and Vice-Chair are vacated, the Executive Committee shall appoint an Executive Committee member to serve as the acting Chair until the next appointment cycle.
- There are no term limits on Executive Committee members.
- The Executive Leadership Group may remove any Executive Leadership Group Member with or without cause by an affirmative vote of a 60% majority of the remaining Executive Leadership Group members and the approval of the Director of Competitive Aquatics / Head Coach and WCAY Branch Executive Director.

### **VI. Meetings**

- Official STPC meetings will occur monthly or bi-monthly as needed throughout the season.
  - Notification of a meeting will be sent out at least one week in advance.
- All STPC members may attend.
- There will be an open 15-minute period at the end of STPC meetings for questions and concerns of members at-large.
- Meeting agendas and minutes will be made accessible to all STPC members.

# **YMCA of Greater Brandywine STPC – SOP 2025**

## **VII. General Responsibilities of the STPC may include, but are not limited to:**

- Following all YMCA policies and the Code of Conduct
- Act as a respectful liaison between families and coaching staff, and maintaining a positive, respectful relationship
- Keeping families informed about the team and team events
- Assist in the operation, running, and volunteer staffing of team dual, invitational, district, state, national, and other championship meets
- Support in running meets hosted by the competitive swim team
- Securing appropriate officials for meets and coordinating the training of team officials
- Operation and provisioning of the concession stand and/or apparel resale stand at relevant events
- Fundraising to support athlete participation in regional or national level meets, as well as special items or capital projects
- Coordinating team apparel and ensuring YMCA brand compliance
- Annual Campaign leadership and participation
- Team banquet planning and support
- Assisting YMCA staff in preparing logistics for travel meets
- Planning events to foster team spirit and family involvement
- Encouraging a welcoming environment for new families

# **YMCA of Greater Brandywine STPC – SOP 2025**

## **VIII. Specific Rules & Expectations**

1. **Respect Boundaries:** The STPC supports each competitive team but understands that it plays no role in managing operational decisions of the program or YMCA.
2. **YMCA Alignment:** All activities must align with YMCA's mission, values, and policies.
3. **Financial Management\*:** There will be no private bank accounts. All finances will be held and overseen by the YMCA. Any events or activities involving financial transactions will require direct YMCA staff oversight.
4. **Inclusivity:** Encourage participation and input from all families regardless of background or experience.
5. **Confidentiality:** Respect swimmer and family privacy where relevant.
6. **Positive Conduct:** All members should model good sportsmanship and respectful communication.

### **\*Financial Management**

It is critical for the YMCA's maintenance of its non-profit status and for other tax purposes that all funds raised or used for swim program are channeled through the YMCA accounting system and are under the direct control of YMCA staff.

- Raised funds from any source must be given to YMCA staff for deposit into YMCA corporate custodial bank account.
- Only in this way can all funds collected and used for YMCA purposes be reported on IRS form 990, as required by federal law.
- It will also help to prevent the misuse or inappropriate use of the funds and the YMCA's federal tax exemption.
- It is illegal for organizations to have funds in external accounts using the YMCA's tax ID number.
- Any equipment purchased in the name of, or on behalf of, the YMCA or a YMCA program, is property of the YMCA.
- Fundraising by competitive teams should be organized and conducted under the direct control of the YMCA to ensure that these efforts are consistent with the Association's fundraising policies and do not interfere with other solicitations being made by the YMCA in the community.
- Funds that are raised "in the name of" or utilizing the name of the YMCA are legally YMCA funds.

# **YMCA of Greater Brandywine STPC – SOP 2025**

## **Amendments to the YGBW STPC – SOP**

- Amendments to the SOP may be proposed by any branch STPC via email to the District Executive Director.
  - Suggestions will be reviewed by YMCA staff and leadership, and, if recommended, will be submitted to the YMCA District Executive Director for approval.
    - An amendment must be approved by all Executive Directors, acting Head Coaches or Competitive Aquatic Directors, and YGBW leadership.
  - Once approved, the changes will be made.
  - A notice to each of the STPC memberships will follow, as notification of a change.



# **YMCA of Greater Brandywine STPC – SOP 2025**

## **WCAY Marlins STPC – Addendum**

- Spring/Summer Party (May/June)
- Welcome Party (August)
- Organize Swim Sibs
- Ducky Grams / Good Luck Bags
- Parent Social