



CAC Standard Operating Procedures

The following procedures are listed to assist the Chelsea Aquatic Club (CAC) with the annual operations. The guiding principles are the CAC Bylaws.

I. Business Section, Financial Operations

- A. Fiscal Year: The fiscal cycle will run from August 1st to July 31st.
- B. Accounting System
 - 1. Club shall utilize a double entry standard accounting system.
 - 2. Accounting system shall be accessible by both the club President and the Treasurer. Any additional users may be added as deemed necessary by the board.
 - 3. Financial data shall be maintained regularly and backed up on a monthly basis.
 - 4. The accounts shall be reconciled on a monthly basis with the bank statements.
- C. Financial Reporting
 - 1. The Treasurer shall provide a report of financial activities to the board at the monthly board meeting. Specific reports and details to be included in the reports will be determined by the board.
- D. Year End Close / Audit
 - 1. Books will be closed at the end of each fiscal year. The board may enlist the services of a Certified Public Accountant (CPA) to review the accounts and prepare annual tax statements.
- E. Bookkeeping
 - 1. QuickBooks account shall be kept by the Treasurer and accessible by the Treasurer and accountant that CAC employed.
 - 2. All members may request a financial report to review from the treasurer.
 - 3. Treasurer shall report monthly to the Board of Directors.
- F. Banking
 - 1. A checking account and credit card will be opened and maintained at an institution chosen by the board.
 - 2. All funds collected via registrations or fund-raising efforts shall be deposited into the bank account.
 - 3. The checking account shall be reconciled on a monthly basis, ensuring that the bank account balance reconciles with the balance in the accounting system.
 - 4. Checks can be written and signed by the treasurer. Credit cards can be used by the treasurer.
 - 5. Checks can be written/signed by the Vice-President.
 - 6. Any checks/electronic payments greater than \$499.99 need approval of both the Treasurer and Vice-President.
- G. Budget
 - 1. The budget cycle will follow the fiscal year.
 - 2. The annual budget shall be submitted to the board by July 1st and approved by the board at the July meeting.

H. Capital Fund

1. The capital fund's purpose is to retain any additional funds earned by the club which are not immediately needed for the day-to-day operations of the club. The capital fund is in place to cover any unforeseen expenses (e.g., enrollment unexpectedly drops, etc.).
2. Capital funds can be used for items that were not included in the annual budget. (e.g., if a laptop breaks during the year and needs replacement) at the board's discretion for special purchases or emergency purchases for
3. Speculative investing of the capital fund is not allowed.

I. Expense Reimbursements

1. Board members and coaches shall be reimbursed for monies spent on expenses that have been approved by the board.
2. To be reimbursed, receipts must be kept and turned in.

J. Club Website

1. Currently using cacswwim.org through network solutions. The website is redirected to the TeamUnify host site.

K. Elections

1. Ballots shall be counted by the active Vice-President or outgoing Vice-President as a member of the Board of Directors and one CAC parent member that is not currently on the Board of Directors, nor running for election on the fall ballot. If voting is being held electronically more than one person will have access to the results.
2. Ballots in which there is a question about the candidate chosen shall not be counted for that candidate only. The other positions on the slate shall be counted in the number.

L. Board of Directors/Coaches Fees

1. All discounts apply to the three (3) regular seasons which are identified as Fall, Winter, and Summer.
2. Discounts do not apply to any swimmer USA fees, clinics, or focused small groups.
3. The Board of Directors will receive ½ off the cost of their 1st and 2nd swimmers. Additional swimmers will be charged at the standard 3+ swimmer rates.
4. Assistant Coaches' immediate family (defined as child or sibling) who are members of CAC will have tuition waived for any regular season they are working.
5. Staff Coaches and Junior Coaches with immediate family members (defined as child or sibling) shall receive ½ off the cost of the regular dual meet session in which they are working.
6. Junior Coaches (defined as a High School Student) who have worked one season will receive 1/2 off the cost of the three (3) regular sessions within that fiscal year.

M. Head Coach End of Year Bonus

1. The Head Coach salary will be reviewed and updated on an annual basis and any adjustments will be implemented August 1.
2. The Head Coach bonus is intended to reflect the performance of the coach and their ability to build the program. This bonus is independent of the holiday bonus provided during the Fall season.
3. Head Coach bonus will be determined and paid out at the end of Summer Season before Championships.

NOTE: The Head Coach can determine if and how the bonus will be distributed to the other coaches.

4. The annual bonus will be determined based on the increased headcount and the ability to stay within budget for the pool and resource expenses. The Head Coach will need to confirm expected hours for pool time and resources by July 1 to ensure bonus can be determined.
5. The head coach is responsible for scheduling coaching staff and pool time, it is their responsibility to remain within budget. Pool time and coaching staff must be managed so that the program supports a normal CAC schedule (excluding restrictions of the pool time) of at least four club practices/events per week. If pool costs or resource costs are exceeding the budgeted amount of more than 5% at the end of the year it will be deducted from the potential bonus. If the budget exceeds the bonus the coach will not be responsible for reimbursement of the difference.

NOTE: All participants must be registered with waivers acknowledged to be counted. If a family registers but drops out and requires reimbursement it will not be considered as part of the bonus. The bonus is applied to all programs and fee structures.

N. Registration

1. Will be completed online through TeamUnify.
2. The company shall be used for registration/emails/promotions.
3. No affiliation with the club permanently.
4. The registration vendor shall allow payment via credit card or other methods as approved by the board.
5. Payments should be made by the first day of practice—swimmers must have a signed waiver before getting into the pool.
6. Individual payment plans are based on need and must be arranged with the CAC Board.
7. Swimmers are not allowed to register after the first meet (see exception below).
8. Established swimmers may join CAC after registration deadlines upon completion of another sport. In joining CAC after the registration deadline there is an understanding that the swimmer will be participating in the dual meets that are remaining, as well as Championships.
9. No refunds are given after the first meet. Refunds prior to the first meet will be given on a prorated/participation basis after a formal written request has been submitted to the Board of Directors.

O. Financial Assistance

1. Requests for Financial Assistance must be made in writing by submitting a completed CAC Financial Assistance Application Form to the CAC Membership Representative and will be reviewed by said Membership Rep and the President of CAC. Completed Financial Assistance Application Forms are due within 7 days of the start of the season and must include all required paperwork.
2. Financial Assistance is based on need and is not guaranteed.
3. Financial Assistance may be given to offset costs of registration fees for a full regular season (Fall, Winter, or Summer). Financial Assistance is not given for December, Spring, clinics, conditioning, or USA swimming sessions.

4. Families will receive half off a regular season if they are at the 200% income poverty level. Their CAC Financial Assistance Application Form must be completed. The Financial Assistance amount given to families in this program is typically half off a regular season, but is not guaranteed.
 5. Families not on the Free/Reduced Lunch Program can make one request per calendar year for Financial Assistance. Financial Assistance amounts for those not in a school district Free/Reduced Lunch Program will not be more than half off a regular season.
 6. Financial Assistance provided will be set by the CAC Board based on the number of applicants and does not depend on current registration fees. The Financial Assistance amount may change based on the number of applicants and the availability of funds per season. The amount of Financial Assistance available will be maximized to accommodate all requests.
- P. Payroll, Utilize a payroll service that will:
1. Process employee payroll checks.
 2. Deduct applicable taxes and make tax payments to appropriate Government tax authority.
 3. Create end of year W-4 statements for employees.
- Q. Coach Training & Equipment
1. Training and Certifications for coaches may be paid for by the club. Coaches must have prior approval of the board to be reimbursed for training/certifications.
 2. The club provides coach shirts to the coaches at the expense of the club. Ordering such equipment must be coordinated between the head coach and the board.
- R. Fundraising
1. All fundraising activities must be approved by the board.
 2. CAC retains the right to all logos and the club's name.

II. Personnel

A. Coaching

1. Hiring:

- a) Head Coach will be hired based on qualifications and interview of at least 2 board members, 1 being an Officer of the Board of Directors, and interview of at least 1 coaching staff member. The Board of Directors will have responsibility for hiring decisions. Internal candidates will be interviewed prior to external candidates and have priority consideration.
- b) Assistant Coach will be hired based on qualifications and interview of at least 2 board members, 1 being an Officer of the Board of Directors, and interview of the Head Coach. The President and Head Coach will have responsibility for the hiring decision. Internal candidates will be interviewed prior to external candidates and have priority consideration.
- c) Coach will be hired based on qualifications and interview of a Board of Directors member and the Head Coach and Assistant Coach. The Head Coach will have responsibility for the hiring decision. Internal candidates will be interviewed prior to external candidates and have priority consideration.
- d) Junior Coach is high school students and will be hired based on qualifications and interview of a Board of Directors member and the

Head Coach and Assistant Coach. The Head Coach will have responsibility for the hiring decision. Internal candidates will be interviewed prior to external candidates and have priority consideration.

e) See Addendum: Position Descriptions

f) See Addendum: Interview Tool

(1) Background Checks: Chelsea Aquatic Club will conduct background checks on all employees in any coaching capacity upon hire and every 2-3 years as employed. Background checks are to ensure the safety of the swimming membership. It is a part of compliance for the Bylaws and Mission of the Chelsea Aquatic Club. Background checks will be set up by the Board of Directors. The initial fee for completing the standard background check that is USA swimming compliant is the responsibility of the person being hired. After the initial background check and the hiring of the person, CAC will pay for additional background checks every two years under CAC employment. CAC will pay for any background checks which need to be conducted outside of the state.

g) CAC will provide payment for the completion of required classes and registration for coaches interested in USA coaching membership. Once certified by the USA, CAC requires that the coach cannot move to another club or quit employment with CAC within 12 months of time of CAC paying for the certificate or the coach will have to pay CAC back in full for completed classes and registration for certification.

B. Evaluation

1. Head Coach evaluation will be performed on an annual basis at the end of the winter session by the Board of Directors.
2. Assistant Coach evaluation(s) will be performed on an annual basis at the end of the winter session by the President and Head Coach.
3. Adult evaluations will be performed on an annual basis at the end of the winter session by the Head Coach with input from the Assistant Coach(es).
4. Junior Coach evaluation(s) will be performed on an annual basis at the end of the winter session by the Head Coach with input from the Assistant Coach(es).

C. Termination:

1. Head Coach Termination
 - a) Voluntary with a two-week notice.
 - b) Termination by vote of the Board of Directors for issues related to performance, swimmer safety, or documented conflict with the mission of the CAC. A vote will be necessary.
2. Assistant Coach Termination
 - a) Voluntary with a two-week notice.
 - b) Termination by vote of the Board of Directors and Head Coach for issues related to performance, swimmer safety, or documented conflict with the mission of the CAC.
3. Coach Termination
 - a) Voluntary with a two-week notice.
 - b) Termination by vote of the Board of Directors and Head Coach for issues related to performance, swimmer safety, or documented conflict with the

mission of the CAC.

4. Junior Coach Termination

- a) Voluntary with a two-week notice.
- b) Termination by vote of Board of Directors and Head Coach for issues related to performance, swimmer safety, or documented conflict with the mission of CAC.

D. Parent Responsibilities

1. Parents must notify the coach in writing 3 days before a meet if their swimmer will not be able to attend a meeting.
2. Each family must sign up for a set number of volunteer activities determined by the board per dual meet session, based on the number of swimmers, jobs needed, and number of home swim meets. One Championship meet counts as 2 activities. A fine will be assessed for those families who do not attempt to meet this obligation.
3. If a family has an outstanding balance with CAC the swimmers will not be able to participate in CAC programming until the account is paid in full.

E. Board Members

1. Duties: Duties assigned to run procedural operations may not be delegated out unless there is an absence of the person in position of the duty which needs to be performed. Duties that enhance the family environment may be delegated/changed to another position as needed.
2. **All Board Members** of Chelsea Aquatic Club are expected to attend at least 10 board meetings per year. Board positions as listed below will clearly indicate if the member's role is a voting position.
3. Each board member will receive ½ off their first two swimmers only (those swimmers that are charged full price); any additional swimmers will be charged at the already set discounted rate. Board Members will not receive discounts in regards to USA swimming. Board members with middle school or high school students will not receive a discount on the discount rates for these swimmers.
4. **All Board Members** are expected to be on deck ready to fill in for jobs at meets and championships that are unfulfilled by other parent members.
5. **All Board Members** are expected to sign-up during registration weeks AND try-it weeks to help assist with checking in swimmers to be sure they are registered and to help register families, collect payment, etc.
6. **All Board Members** understand their roles and responsibilities are subject to changes, additions, and deletions as is in the best interest of the operations of the club.
7. **All Board Members** will assist other board members in their roles as needed to ensure the successful operation of the club.
8. **All Board Members** will read and understand their duties as outlined in the CAC Bylaws and CAC Standard Operating Procedures.
9. **All Board Members** are expected to document any changes to their roles and responsibilities to ensure future members knowledge and success.
10. **All Board Members** are expected to communicate necessary information to their replacement to ensure continued success of the program.
11. Operating Procedures are to be voted on by the CAC Board. Changes may be made when presented to the Board in writing 10 days prior to a Board Meeting. Notification of all parent membership is not necessary as for CAC Bylaws. Operating Procedures should be reviewed every 2 years.

12. At any time when there is an unfulfilled board member position, a parent of a swimmer who has been enrolled for two (2) consecutive seasons and who has an interest in the position may be appointed by board member vote.
13. All board members should be prepared to assist with serving food, as well as setup and cleanup, for the End-of-season parties/banquets.

President

- Voting Position.
- President receives a board discount for swimmers.
- The President shall be elected every 2 years, even years only.
- Required to attend at least 10 board meetings per year.
- Oversee the Operations of the 501(c)3.
- Coordinate hiring and evaluation of coaching staff for each session with the Head Coach and Vice President.
- Coordinate annual CAC budget with Treasurer prepared for 1 years' time to be presented to the board at every August board meeting.
- Review Financial Statements on a sessional basis with the Vice President and Treasurer.
- Call and preside at all board meetings, including membership and parent meetings.
- Act as a liaison for CAC with all external individuals and groups including the Chelsea School District, Chelsea Community Services, and Pool Director.
- Mediate and facilitate conflict between coaching staff, attending Coaching Staff Meetings to ensure that the bylaws, SOP, and mission of CAC is upheld at all levels.
- Oversee all board positions, assisting each board member as necessary to get jobs done.
- Approve expenditures according to policy.
- Along with the Vice President, run computer equipment for all home meets in the crow's nest.
- Maintain the Bylaws and Standard Operating Procedures.
- Follow up with swim meet dates/times/changes with the Meet Coordinator and Head Coach within 10 days of all swim meets.
- Yearly club submission to the State of Michigan Department of Licensing and Regulatory Affairs, filing a copy of the Nonprofit Corp Annual Report.
- Coordinate the Coach bonus to be distributed in August with the Treasurer and Member Representative.

Vice President

- Voting position
- Vice President receives board discount for swimmers
- Vice President shall be elected every 2 years, odd years only
- Required to attend at least 10 board meetings per year
- Assume the duties of the President in the event of the absence or disability of the President. If the President position is vacated, the Vice President shall become the President until a new President is appointed by the board.
- Review Financial Statements on a sessional basis with the President and Treasurer.
- Coordinate hiring and evaluation of coaching staff for each session with the President and Head Coach.
- Maintain the CAC Website (www.cacswim.org) a.k.a.

<http://www.cacswim.org/Home.jsp?team=micac> through TeamUnify with Membership Representative and Head Coach.

- Maintain the CAC Handbook.
- Coordinate the presentation of the CAC trophies, plaques, and/or awards for the winter banquet with the Head Coach and Coaching Staff.
- Coordinate fundraising activities, including CAC Gear, with the Membership Representative and Parent Liaison.
- Assume Secretary duties if the Secretary is not present at a board meeting. o
- Along with the President, run computer equipment for all home meets in the crow's nest. o
- At least 3 weeks prior to the end of the fall session, post all the Board Member positions up for election in that year. If a current Board Member would like to stay on in their position, their name will be on the ballot along with the names of any other club members interested in the position, as well as a blank line for a write-in. o
- Vice President shall run the CAC Club Records.

Treasurer

- Voting position
- Treasurer receives board discount for swimmers
- Treasurer shall be elected every 2 years, odd years only
- Required to attend at least 10 board meetings per year
- Maintain the CAC checkbook and QuickBooks
- Reconcile monthly bank statements
- Process payroll in a timely manner
- Pay all invoices in a timely manner
- Obtain registration fees (including deposit information) from Membership Representative.
- Provide monthly financial updates complete with line items including balance statement, profit/loss statement, and transaction list.
- Coordinate annual CAC budget with President prepared for 1 years' time to be presented to the board at every August board meeting.
- Ensure all documents necessary are submitted to the accountant in a timely fashion. Follow up with accountant as necessary throughout the year.
- Check black box weekly for swimmer deposits.
- Ensure sufficient change is provided to the Meet Coordinator prior to the start of the meet. Meet with the Meet Coordinator following swim meet to obtain and deposit any additional income that was generated via concession sales.
- Review Financial Statements on a sessional basis with the President and Vice President.
- Assist President in determining the Coach bonus that will be distributed in August.

Secretary

- Voting position
- Secretary receives board discount for swimmers
- Secretary shall be elected every 2 years, odd years only
- Required to attend at least 10 board meetings per year
- Record, type, and distribute minutes from each board meeting to all board members and attendees within 7 days subsequent to the meeting.
- Coordinate team participation in local community activities with Parent Representatives (including, but not limited to, festivals, parades, fairs, etc.). Secretary and Parent Representatives will be in charge of CAC's Chelsea Community Fair Parade float. o Maintain the CAC bulletin board for parents.

- Prepare any printed material that is needed for events or communication purposes including signs, notices, etc.
- Order CAC Logo apparel and swim caps as necessary.
- Order swim ribbons as necessary.
- Assist with planning and preparation of End-of-Summer-Session Pool and Potluck Party, including coordinating volunteers and donations, and securing the facility, with assistance from the Parent Representatives.
- Assist with planning and preparation of End-of-Fall-Session Parent/Child Relay Party, including coordinating volunteers and donations (as necessary) with the Parent Representatives and Head Coach.
- Assist with planning and preparation of End-of-Winter-Session Banquet, including coordinating volunteers and donations, and helping to serve food (as needed), with the Parent Representatives.
- Serve as the Marshaling coordinator at home meets with the Parent Liaison and Parent Representatives.

Membership Representative

- Voting position
- Membership Representative receives board discount for swimmers
- Membership Representative shall be elected every 2 years, even years only ✓ Required to attend at least 10 board meetings per year
- Coordinate each session's membership registration, ensuring enough volunteers for a smooth registration week. Collect, process, track, and deposit all membership dues and fees. Track and collect all late fees and dues.
- Coordinate with the Meet Coordinator the collection of fees for unfulfilled jobs by members each session.
- Activate/deactivate swimmers each season during registration and update membership information as needed.
- Communicate with Parent Liaison and Parent Representatives during registration weeks with contact information for new families.
- Coordinate fundraising activities, including CAC Gear, with the Vice President and Parent Liaison.
- Track all USA swimmer activity, coordinating with head coach duties for registration of USA swimmers and meet paperwork
- Check black box periodically for deposits. Maintain the CAC Website (www.cacswim.org a.k.a. <http://www.cacswim.org/Home.jsp?team=micac>) through Team Unify with the Vice President and Head Coach.
- Assist at meets to be sure workers are present.
- Assist President in Coach bonus by providing seasonal member numbers.

Parent Liaison

- Voting position
- Parent Liaison receives board discount for swimmers
- Parent Liaison shall be elected every 2 years, on odd years only
- Required to attend at least 10 board meetings per year
- Community outreach for sponsorships, including t-shirts, USA Banner, and certificates to sponsors. Communications to sponsors should be sent out no later than August 15th.
- Communicate with Membership Representative and Parent Representatives during registration weeks with contact information for new families.
- Coordinate fundraising activities, including CAC gear, with the Membership Representative and Vice President.

- Organize seasonal swimmer photos as necessary, winter session only. o Serve as the Marshaling coordinator at home meets with the Parent Representatives and Secretary.
- Management of CAC's Facebook page including: weekly updates of practice times, meet schedules, upcoming events, activities, etc.

Meet Coordinator

- Voting position
- Meet Coordinator receives board discount for swimmers
- Meet Coordinator shall be elected every 2 years, even years only
- Required to attend at least 10 board meetings per year
- Coordinate meet dates with Head Coach and other teams.
- Secure officials for all home meets.
- Secure workers sufficient to run each meet (may include home meets, away meets, and championships), through job signup on TeamUnify website
- Determine concession needs and secure needed items.
- Ensure sufficient change is provided by the Treasurer prior to the start of the meeting. Report to Treasurer following swim meet with additional income that was generated via concession sales.
- Track membership volunteering and coordinate collection of fees to be charged for unfulfilled jobs by members each session with Membership Representative.
- Resolve any issues or concerns that arise during swim meets.
- Attend monthly WISC meetings and SMSL meetings as necessary (please note: failure to do so results in a fine to CAC which comes out of the club's funds).
- Organize and maintain concessions equipment, obtaining food licenses whenever necessary.
- Purchase any additional food/drink items for home swim meets that were not donated.
- Oversee concessions set up, sales, and clean up.
- Follow up with swim meet dates/times/changes with the President and Head Coach within 10 days of all swim meets. Primary contact for ALL parent volunteers including: signup, requirement tracking and job fulfillment.

Parent Representative (1)

- Non-voting Position
- Parent Representatives receive board discount for swimmers
- Parent Representatives should be elected every year
- Required to attend at least 10 board meetings per year
- Lead the planning and preparation of End-of-Summer-Session Pool and Potluck Party, including coordinating volunteers and donations, and securing the facility, with assistance from the Secretary.
- Assist with planning and preparation of End-of-Fall-Session Parent/Child Relay Party, including coordinating volunteers and donations (as necessary) with the Head Coach and Secretary.
- Lead the planning and preparation of End-of-Winter-Session Banquet, including coordinating volunteers and donations, and helping to serve food (as needed) with the Secretary.
- Participate in all fundraising activities.
- Coordinate team participation in local community activities with the Secretary (including, but not limited to, festivals, parades, fairs, etc.). Secretary and Parent Representative will be in charge of CAC's Chelsea Community Fair Parade float.
- Plan additional club activities at least once per season to help with team building (such as, but not limited to, painting nails and applying temporary tattoos before Championships, etc.)
- Serve as the Marshaling coordinators at home meets with the Parent Liaison.
- Communicate with Membership Representative and Parent Liaison during registration weeks

with contact information for new families.

- Welcome new families during registration week (either by email or phone) and send out welcome letters to all members once registration is closed.

Head Coach

- Non-Voting Position
- Required to attend board meetings as necessary
- Set up team suit fitting and ordering each session.
- Prepare and distribute swimmer certificates at the end of each swim season.
- Coordinate hiring and evaluation of coaching staff for each session with the President and Vice President.
- Coordinate the presentation of the CAC trophies, plaques, and/or awards for the winter banquet with the Vice President and Coaching Staff.
- Coordinate the CAC seasonal advertisement with the Parent Liaison and Treasurer for Chelsea Community Education booklet.
- Follow up with swim meet dates/times/changes with President and Meet Coordinator within 10 days of all swim meets. Lead the planning and preparation of the End-of-Fall-Session Parent/Child Relay Party, including coordinating volunteers and donations (as necessary) with Secretary and Parent Representatives. Maintain the CAC Website (www.cacswim.org a.k.a. <http://www.cacswim.org/Home.jsp?team=micac>) through Team Unify with Membership Representative and Vice President.

Version	Description of Change	Author	Title	Date
0	Initial Release	Jennifer Dammeyer	President	7/10/2012
1	Unknown	Shannon Krug	V. Pres	8/18/2015
2	Unknown	Erica Monahan	President	11/11/2015
3	Unknown	Erica Monahan	President	11/1/2016
4	Unknown	Erica Monahan	President	03/17/2017
5	Unknown	Erica Monahan	President	5/19/2017
6	Adjust responsibilities to balance effort per role.	Erica Monahan	President	11/19/2018
7	Added coaches' august bonus, reduced parent representative position to one.	Kari Haab	President	10/9/2019

8	Added clarification statement for Jr. Coach swim discounts, defined immediate family, broke up sections of Head Coach Salary and Bonus to make it easier to read, added option for electronic voting for board members, required written request for reimbursement, added revision block to track changes to document.	Kari Haab	President	1/5/2022
9	Changed format, added new CAC logo	Rebecca Palmer	VP	12/27/2023
10	Fixed suggested edits	Rebecca Palmer	VP	5/2/2024