



# FINAL P&P GAC

## GLACIER AQUATIC CLUB

Official Policy and Procedure

## Table of Contents

|            |   |    |
|------------|---|----|
| SECTION 1  | MISSION STATEMENT, MEMBERSHIP, REGISTRATION & AFFILIATION ..... | 2  |
| SECTION 2  | GAC BOARD GOVERNANCE .....                                      | 3  |
| SECTION 3  | GAC EMPLOYEE HIRING AND EVALUATION PROCESS .....                | 4  |
| SECTION 4  | CLUB SAFETY .....   | 7  |
| SECTION 5  | MEET SCHEDULE, PARTICIPATION, AND HOSTING .....                 | 8  |
| SECTION 6  | VOLUNTEER REQUIREMENTS .....                                    | 9  |
| SECTION 7  | FUNDRAISING .....   | 10 |
| SECTION 8  | GAC DONATIONS AND SPONSORSHIP .....                             | 10 |
| SECTION 9  | ATHLETE CODE OF CONDUCT & DISCIPLINARY PROCESS .....            | 11 |
| SECTION 10 | PARENT CODE OF CONDUCT AND DISCIPLINARY PROCESS .....           | 13 |
| APPENDICES | .....   | 15 |

# FINAL P&P GAC

## SECTION 1 MISSION STATEMENT, MEMBERSHIP, REGISTRATION & AFFILIATION

(See 302-303 & 502 of USA-S Swimming Rules and Regulations)  
(See Articles XX of GAC- Bylaws)

1. **Mission Statement:** To develop and promote competitive swimming for all ages and abilities. To have a unique effect to encourage a lifestyle of health and fitness, by developing athletes with high self-esteem, respect, and sportsmanship that may better serve our sport, our community of Flathead Valley, and the State of Montana.
2. **Membership** – USA-Swimming Membership is required for all athletes, coaches, officials and specified administrators. Membership is optional for parents of swimmers and others.
3. **Membership Duration** - All GAC memberships are submitted through completion of GAC registration, including consents to be signed by Athlete Legal Parent/Guardian. Registration is effective upon receipt of the proper registration forms/files and fees by the GAC Membership Coordinator.
4. **Membership Fees** - Membership fees are comprised of a national fee established by USA- Swimming and a fee established by MT-Swimming LSC. All fees should be made payable to GAC. At the beginning of a new registration year, GAC membership coordinator shall complete all USA Swimming Registration for submission to MT Swimming and USA Swimming.
5. **USA Swimming Registration Late Fee:** Late USA Swimming Registration will be assessed a \$25.00 fee. Registration deadlines are set at the beginning of each short course season and does not apply to members who join GAC post the registration timeframe.
6. **Member Dues:** All active GAC members will be billed for each month that the athlete(s) are participating. Dues will be determined by the Board of Directors based upon current GAC Budget. Changes in dues will be determined by the Board of Directors and members will be notified in writing no less than 60 days prior to change in dues. Member feedback will be considered in assessing the dues structure. Member dues are due no later than the 10<sup>th</sup> of the month. Dues received after the 10<sup>th</sup> of the month will be assessed a late charge of XX.
  - 6.1. **Past Due Accounts:** Members with past due accounts will not be permitted to sign up for meets until the account is current. GAC is responsible for payment of meet fees, and as such, will not incur further debt to past due accounts.
  - 6.2. **Past Due Accounts for Non Active Members:** Upon leaving the team, all past due accounts will need to be paid in full. GAC, if needed, will submit past due accounts to collections for any accounts determined to be past due post 60 days from suspension of the account.
7. **Suspending Membership:** Membership may be suspended at anytime. Notification must be provided to the coaching staff and the GAC Treasurer. Notification of suspending an account must be received no later than 10<sup>th</sup> of the month or the member will be charged for the full month.

8. **Summit Membership:** All GAC athlete members are required to be in good standing as members of the Summit Medical Fitness. Confirmation of Summit Membership is required on a yearly basis and will be confirmed with Summit Membership periodically throughout the year by GAC Board. Failure to secure Summit Membership will result in inability for athlete to practice until membership is resolved. All GAC athletes, as members of Summit Medical Fitness, agree to abide by the Summit Medical Fitness Rules and Regulations. (XXX attach Summit Link for Rules)
9. **Membership Responsibility:** It shall be the responsibility of each group member to assist in the governance of GAC and in execution of GAC activities, including completion of twenty (20) volunteer hours yearly per family. Volunteer requirements are addressed in Section XX: Volunteer Commitment and Hours. Meet volunteer requirements are addressed in Section XX Meets.
10. **Membership Conduct:** All GAC Members are to abide by the Parent and Athlete Code of Conduct. Concerns regarding violation of code of conduct for athletes will be addressed according to Section XX. Concerns regarding violation of code of conduct of parents will be addressed according to Section XX.
11. **Membership Meeting:** GAC Membership meeting will be held annually at the conclusion of the short course season. Membership meetings may be convened throughout the year at the discretion of the Board and notification will be provided to the members of such meetings. Attendance at the annual meeting by an adult representative of the athlete's family is required.

FINAL P&P GAC

## SECTION 2 GAC BOARD GOVERNANCE

1. **Board of Directors:** GAC is governed by the GAC By-Laws and managed by the GAC Board of Directors. (Appendix YY)
2. **Board Nomination and Voting Process:** GAC Board of Directors are appointed by the members at large via nomination and membership voting. Nominations for Board Positions will be posted within 30 days of the annual parent meeting, and nominations confirmed prior to the annual parent meeting. Votes will be completed at the annual meeting and confirmation of elected members will be completed by no less than two Board Directors and announced at the conclusion of the parent meeting.
  - a. Vacancies that occur within the GAC Board of Directors, will be posted for consideration of all GAC Members within 30 days of the noted vacancy and the GAC Board of Directors, in compliance with the GAC By-Laws will appoint a member to fill the Board vacancy. Appointment will be determined by majority vote of the Board of Directors.
3. **Board of Director Meetings:** GAC Board of Directors meet monthly and meetings are open to all GAC members.
4. **Board Meeting Agenda and Minutes:** According to the GAC By-Laws, the Board Meeting will be presided over by the Board President.
  - a. Board Meeting Agenda will be developed by the Board President, with input from Board of Directors.

- b. Board Meeting minutes will be taken by the Secretary or an appointed member.
  - c. Board Meeting Agenda and Meeting Minutes, once approved by the Board of Directors, will be posted on GAC Team Site for Member review by the Secretary or designee.
  - d. Board Meeting minutes will be distributed to the Board of Directors by the Secretary or designee within one (1) week post meeting.
  - e. Board Meeting Agenda and Minutes will be maintained by the Secretary, both hard copy and electronic and will be provided upon term completion to the Board of Directors for succession to the next Secretary.
5. Board Financial.....LAURA's part here.
6. **Board Committees:** The Board of Directors, in order to execute the operations of the GAC, may develop Board Committees at the discretion of the Board of Directors. Committee positions will be open to all GAC Members. Each Committee will have no less than one (1) Board of Director as a member of the committee. The Board of Director appointed to each committee will be responsible for report to the Board of Directors on all committee actions, needs, and progress.
7. **Complaint Resolution Regarding Board Actions/Conduct:** The Board of Directors abides by the Parent and Board Code of Conduct (Appendix XX Code of Conduct). Any allegations regarding Board and/or Board Member conduct should be provided to the Board of Directors in writing by the member and/or members. The Board of Directors will address all complaints and determine the process for resolution.
- a. At the discretion of the President and/or the Vice President, should the complaint be directed at the Board President, a panel may be assigned to investigate any matter brought to the attention of the Board by the submission of a written complaint.
  - b. The President and/or Vice President shall determine if there is sufficient merit to justify a meeting with the Board of Directors and member/members. The Board of Directors shall either schedule a meeting or shall notify the complainant in writing of the decision to dismiss, i.e., not to hear the matter.
  - c. Complaints that are not able to be resolved at the local level by the Board of Directors, relief and assistance will be sought by the Board of Directors to Montana Swimming LSC.

### SECTION 3 GAC EMPLOYEE HIRING AND EVALUATION PROCESS

1. GAC Board of Directors is responsible for the oversight, hiring, and evaluation of all GAC employees.
2. GAC will make every effort to hire the most qualified applicant for the position and inclusion of members in the hiring process will be considered.
3. **Hiring Process:** GAC will adhere to the following hiring process for any vacancy in the coaching staff or when new coaching staff are needed based upon swimmer numbers and needs of GAC.
  - a. The board will determine the advertising process.
    1. Position Description

2. Anticipated Hiring Process (timeframe)
  3. Anticipated salary/hourly wage
  4. Minimum of three references
  5. Background check through USA Swimming
    - a. Applicant to pay for background check if not currently certified as a USA Swimming Coach.
    - b. Position will be advertised. Advertisement will include local and national swimming job posting boards, newspaper, MT Swimming and GAC Facebook pages.
    - c. Once an applicant has been received, the board will review the application within 7 calendar days. During this time, the applicant should not be introduced to swimmers, parents, coaches, etc. No action will be taken in engaging the coach until the board has voted to proceed with the applicant. The applicant may observe practice, however should observe from the stands and should not have interaction with the swimmers until a hiring decision has been made or until the background check has been obtained by the applicant and provided to GAC.
    - d. The board will execute a vote to determine if the applicant will be considered for further application processing. This will be done through review of the applicant, scoring of the applicants qualifications, and board vote.
    - e. If the applicant is not selected for further screening, they will be notified either in writing or via phone of the board decision of not proceeding with the hiring process.
4. For Head Coaching Positions:
- a. If the applicant is selected for further screening; the application will be notified by a board member and a first interview will be scheduled with the applicant, the assistant coaching staff, and board representatives.
  - b. The Board will schedule the interview within seven (7) days. During this time, the board will contact the applicant's references prior to the interview.
  - c. At the conclusion of the interview, the board will convene and conduct a vote for consideration for a second interview based upon the reference checks and interview.
  - d. The Board will schedule the second interview, to include parent invitation, within seven (7) days.
  - e. At the conclusion of the second interview, the board will convene and conduct a vote for hire based upon the interviews, parent input and feedback, and reference checks.
5. For Assistant Coaching Positions:
- a. If the applicant is selected for further screening: the applicant will be notified by a board member and will be introduced to the head coach.
  - b. The head coach will meet with the prospective applicant, providing an overview of the team and team expectations.
  - c. Following the head coach and applicant meeting, the head coach will inform the board of strengths and concerns that were noted during the meeting, and their recommendation of proceeding with the hiring process.
  - d. Based upon the coaches meeting, the board will determine if they will proceed with the hiring process.

- e. The board will schedule an interview with the applicant within seven days from the coaches meeting. During this time, the board will contact the applicant's references prior to the interview.
  - f. At the conclusion of the interview, the board will convene and conduct a vote for hiring of the applicant based upon the reference checks, coaches meeting, and interview.
6. **Coaching Contract:** Coaching staff will operate as employees of GAC through a coaching contract agreement. Coaching contracts will be negotiated with the Board of Directors and the coach on a yearly basis, with the option to extend to bi-annually based upon coaching performance, needs of team, and board and coach agreement.
- i. Copies of the coaching contract will be kept by the Board President, Vice President, Secretary, and Treasurer.
  - ii. Copies of the coaching contract, signed, will be provided to the coach.
  - iii. Disputes regarding coaching contract will be handled according to the coaching contract by the Board of Directors.
7. **Performance Evaluations for Coaching Staff:** GAC Board of Directors will utilize performance evaluations for coaching staff to identify strengths and goals that will enhance the GAC and its athletes. In addition, the evaluation will consider areas needing improvement and plans for addressing those areas. The purpose of the Evaluation Process is to provide feedback to Coaches regarding overall performance and not just one week or one incident, identify professional growth and development opportunities for the Coach and the team, and to assist GAC in achieving the goals developed for the year. Evaluations of coaching staff will occur at a minimum on an annual basis.
8. **Performance Evaluation Process:** GAC Board of Directors and Coaching Staff will adhere to the following performance evaluation process.
- a. Each board member and the coach will complete an evaluation form (Coaching Evaluation Form) prior as part of the evaluation process.
  - b. Board feedback will include parent feedback and consideration of yearly performance.
  - c. An evaluation review meeting will be held with the coach and two board members will be present during the meeting to review the evaluation and to address any areas of professional growth and to take corrective action if needed. The purpose of the evaluation review meeting is to finalize the evaluation.
  - d. During the evaluation review process, the identified board members and the coach will review the evaluations. The board members and coach, through discussion and agreement will create the final evaluation, which will be used for the next period under review.
  - e. Goals will be developed with the coach and board members for the next review period. Goals should be measurable and specific. Subsequent evaluations will address the goals and plan, as developed with the coach.
  - f. Disputes regarding the coaching evaluation will be handled by the Board of Directors and assistance of MT-Swimming if need arises.
9. **Complaint/Grievance Resolution Regarding Coaching Actions/Conduct:**
- a. For any concerns regarding swimmer performance, communication, or other concerns related to the athlete, the member is encouraged to

contact the coaching staff and communicate concerns and areas of need prior to contacting the Board of Directors.

- i. If the member does not feel that the concern was addressed by the coaching staff, the member should submit, in writing to the Board of Directors their concerns and their approach to addressing the concerns with the coaching staff.
  - ii. The Board of Directors will review the written concern and address with both the member and the coaching staff to achieve resolution.
  - iii. Should resolution not be able to achieved at the local level, the Board of Directors will seek guidance from Montana Swimming LSC.
  - iv. All documentation regarding the complaint and resolution will be maintained by the Board of Directors.
10. For any allegations/complaints/concerns regarding coaching staff conduct that may be in violation of USA Swimming Rules and Regulations, Safe Sport Violations, and/or unethical conduct should be directed to the Board of Directors immediately by the member. The Board of Directors will address all complaints/concerns and determine the process for resolution immediately upon receipt of the complaint/concern. All documentation regarding the complaint and resolution will be maintained by the Board of Directors.
- a. At the discretion of the President and/or the Vice President, a panel may be assigned to investigate any matter brought to the attention of the Board by the submission of a written complaint.
  - b. The President and/or Vice President shall determine if there is sufficient merit to justify a meeting with the Board of Directors and member/members. The Board of Directors shall either schedule a meeting or shall notify the complainant in writing of the decision to dismiss, i.e., not to hear the matter.
  - c. Complaints that are not able to be resolved at the local level by the Board of Directors, relief and assistance will be sought by the Board of Directors to Montana Swimming LSC.

## SECTION 4 CLUB SAFETY

1. **Responsibility** - Safety is the responsibility of every member of GAC.
2. **Safety Coordinator** - GAC shall appoint a safety coordinator whose responsibility shall be in accordance with USA-S and shall also include:
  - a. Promoting safety awareness among all persons connected to the club, including coaches, parents, and swimmers.
  - b. Encouraging coaches and facility staff to maintain a hazard-free venue.
  - c. Develop an emergency action procedure in cooperation with coaches, swimmers, parents, and facility personnel.
3. **Reports of Occurrence**



- a. Any occurrence including, but not limited to, any accident or incident involving a member athlete, a member non-athlete, a guest, spectator, tenant, other entities, or property shall be reported promptly to the proper authority through the submission of a Report of Occurrence.
- b. The filing of Reports of Occurrence shall be the responsibility of Safety Coordinator, coaches and/or club officials.
- c. Reports shall be made on the form provided through USA-S Swimming.
- d. Copies of the incident report shall be filed with USA-S Swimming, the current USA-S Swimming insurance carrier, and the MT-S Safety Committee Chairman.

## SECTION 5 MEET SCHEDULE, PARTICIPATION, AND HOSTING

1. **Meet Schedule:** GAC Board, in collaboration with the Coaching Staff, will determine the meet schedule for GAC participation at the beginning of each season. Meet schedules will be determined by GAC no later than start of the season and will be posted on GAC website under Events. Attendance at meets is encouraged, however not required of athletes. All GAC members are encouraged to participate in meets, both local and away
2. **Meet Coaching Representation and Fees:** GAC Coaching Staff will be compensated for their participation at a GAC approved meets per the Coaching Contract. Compensation will be paid in full for all local Montana meets by GAC.
  - a. Compensation for Coaching expenses, including travel, pier diem, and lodging, for Regional, Sectional, and National level meets will be billed to the GAC Member(s) attending the Regional, Sectional, and/or National level meets. Billing will be divided between the total number of swimmers attending the meet and will be reflected on the monthly billing summary for each family. Reimbursement and/or a travel advance will be provided to the Coaching Staff for compensation of meet expenses by GAC for all meets as determined by the Coaching Staff and GAC Board of Directors.
3. **Meet Hosting:** Meets will be bid at the MT Swimming House of Delegates (HOD) meeting prior to each seasonal state meet. Ex: spring HOD approval of next SC schedule and fall HOD approval of next LC schedule per MT-Swimming Rules and Regulations.
  - a. GAC will hold at a minimum of (1) home meet per short course season, to be held in the Fall.
  - b. Additional meets will be considered by the GAC Board and will be submitted to the MT-Swimming at the corresponding House of Delegates meeting by GAC representative.
  - c. All current/active members of GAC are required to volunteer at the home meet(s) for a minimum of one (1) shift of volunteer hours per day of the home hosted meet or the member may opt out of the volunteer hours via payment to GAC of \$50 per day.

- d. Volunteer shifts and descriptions will be posted on GAC event page, along with the meet invitation and entry.
4. **Sanctions/Approval**
- a. Sanction/approval for hosting of meet will be submitted by the Meet Director within 60 days of the Hosted meet.
  - b. Meet Director will be responsible for sanctions and approval of meet. Meet Director will adhere to the MT-Swimming Rules and Regulations regarding Meet Hosting and Events. (XX MT-Swimming Section)

## SECTION 6 VOLUNTEER REQUIREMENTS

- 1. All member families are required to perform no less than twenty (20) hours of volunteer activities per year.
- 2. **Volunteer Hour Tracking:** GAC Board of Directors will directly oversee the volunteer tracking hours for each family. Volunteer hours will be recorded in each member account on Team Unify. The Board of Directors may appoint a volunteer coordinator who will act on behalf of the Board of Directors in overseeing and managing volunteer hours throughout the year.
  - a. Members who do not complete twenty (20) hours of volunteer time will be assessed \$50.00 per hour not completed at the completion of the long course season.
- 3. **Volunteer Opportunities:** GAC Board of Directors or Volunteer Coordinator will post volunteer opportunities on GAC Team Page. Members are responsible for signing up for the volunteer opportunities. Volunteer opportunities include:
  - a. Fair Parking Lot Fundraising Participation
  - b. Spring Banquet Coordination, Planning, and Execution
  - c. Fall Parent Meeting
  - d. GAC Doing Laps Coordinator
  - e. Wreath Sales Coordinator
  - f. Additional opportunities can be brought to the attention of the Board for consideration.

## SECTION 7 FUNDRAISING

1. Fundraising will be conducted, as determined by the Board of Directors, to supplement GAC income and off-set expenses, to include meet fees, equipment for athletes, timing equipment, etc.
2. Fundraising money that is raised through the use of GAC name must be provided to GAC in compliance with Federal Tax Law.
3. GAC Board of Directors will be responsible for oversight of all fundraising activities to ensure compliance with local and federal guidelines.
4. Members may choose to participate in individual fundraising activities, such as wreath sales, GAC Doing Laps, ad sales for meet programs, and other individual based events. A portion of the members collected, minus expenses, fundraising can be utilized to off-set member dues. Up to 50% of the money raised through individual fundraising can be applied to the member dues. This amount cannot exceed 50% of the member dues for the year.
  - a. Member credit for fundraising will not be carried over between years and will not be refunded to the member should they suspend or cancel their account with GAC.
5. Participation in team fundraising is required of all members. Team fundraising includes Fair Parking Fundraiser, GAC Camp, etc. Each member must participate in no less than one team fundraising event per year. 100% of all money raised through team fundraising will be allocated to GAC Fundraising account for expenses.

## SECTION 8 GAC DONATIONS AND SPONSORSHIP

1. A Corporate Sponsor is defined as a sponsor that donates to GAC \$1,000.00 or more cash, services, or in kind donations during the course of the year.
2. GAC, for all corporate sponsors, will place in home meet programs one (1) full black and white ad in the program for each swim meet or event program that is conducted. Ad must be submitted by meet entry deadline.
3. GAC, for all corporate sponsors will place a link/ad on GAC Team Home page for the year.
4. Sponsorships may be solicited by any member of GAC. Sponsors will be provided with GAC Tax ID information.
5. Coordination and financial oversight of sponsorships will be overseen by the Treasurer.
6. \*\*Need something in here about conflicts of interest, etc.

## SECTION 9

## ATHLETE CODE OF CONDUCT & DISCIPLINARY PROCESS

1. GAC strives to ensure that all athletes are respectful and demonstrated sportsmanship that is reflective of the mission of GAC.
2. GAC Athlete Code of Conduct will be signed by all Athletes and their respective Parent/Guardian. Violation of the Athlete Code of Conduct will be handled according to the GAC Disciplinary Code
3. **Disciplinary Code:** This Disciplinary Code shall apply to all behavior occurring during or at an activity or function that is associated with the Glacier Aquatic Club and addresses objectionable behavior by members of Glacier Aquatic Club occurring outside of club activities.
4. The types of objectionable behavior shall be divided into three (3) classifications. During all investigations into allegations of Class I & II offenses, involving questioning or interviewing of the subject swimmer, a parent, or guardian of such swimmer shall be present.

- a. **Class I –** Shall deal with behavior that is somewhat disruptive; does not portray the Glacier Aquatic Club in a good light; and other actions that are not in compliance for good behavior as a member of a team or society in general. Unacceptable behavior at Glacier Aquatic Club practices, competitions and team functions that include, but are not limited to: minor vandalism, being disruptive in practices or meets, bullying, abusive language or behavior, insubordination to members of the coaching staff, chaperones, or others, littering, other acts of misconduct as determined by the coaching staff.

### i. Disciplinary Procedure for Class I:

1. Handled by the Coaching staff (Parents will be involved if anticipated discipline will result in a suspension).
  2. **Recommended Discipline:** As determined by the coaching staff (including but not limited to, extra laps, clean-up duties, suspension from practice, and/or suspension from meet(s)). Repeated Class I offenses may result in the offense being considered a Class II Objectionable Behavior.
- b. **Class II –** Shall deal with behavior that is considered disruptive; having a detrimental effect on one's self, other members of the team, or the general public; causes significant damage to the reputation of the club and/or their coaches; leading to the possible injury of self or other persons. Unacceptable behavior as a member of the Glacier Aquatic Club at Glacier Aquatic Club team functions practices and meets. This behavior would include, but not be limited to: Possession or use of illegal

drugs, alcohol, or tobacco, theft, or significant vandalism, and sexual harassment.

**i. Disciplinary Procedure for Class II:**

1. Hearing before Disciplinary Committee consisting of three members of the Board of Directors chosen by a majority of the Board. • Committee shall send notice of hearing to Parent/Guardian and swimmer via certified mail with parent/guardian and swimmer being given the opportunity to be present; • The facts shall be presented by the Board President or his/her designee; the Head Coach shall be present in an advisory role. • Board Committee decision to be mailed to the parent/guardian and swimmer within one week via certified mail.

**2. Recommended Discipline:**

- a. 1st Offense – Suspension\* from the team for a minimum period of thirty (30) days of the swimmer’s season (these days may extend into the swimmer’s next season, if needed).
- b. 2nd Offense - Suspension\* from the team for a minimum period of sixty (60) days of the swimmer’s season (these days may extend into the swimmer’s next season, if needed).
- c. 3rd Offense – Shall be considered a violation of Class I Objectionable Behavior and handled according to the disciplinary proceedings of Class I Objectionable Behavior.

3. Terms of suspension shall be spelled by the Disciplinary Committee and must be adhered to by the swimmer/parents in order to be reinstated by the Committee at the end of the suspension period. During the periods of suspension, swimmers remain a member of Glacier Aquatic Club and thereby all dues and fees are still due in full from the swimmer. The swimmer cannot be reinstated until any fees and/or dues that are in arrears are paid in full. Additionally, during periods of suspension, all work session requirements remain the responsibility of the swimmer and any missed session will be charged in accordance with the then current fee schedule.

5. **Class III** – Shall deal with the behavior that is considered very severe and disruptive, possibly life threatening and/ or in direct violation of governmental laws. These are actions that are so detrimental that it is not desirable to have such a person associated with the team. Unacceptable Behavior (including, but

not limited to): Sale or distribution of illegal drugs; conviction of felony and fighting that results in the severe bodily injury of any person (regardless whether at a club activity or not).

**i. Disciplinary Procedure for Class III:**

1. Board shall send notice of hearing to parent/guardian and swimmer via certified mail. • Hearing before quorum of Board of Directors with parent/guardian and swimmer being given the opportunity to be present; the facts shall be presented by the Board President or his/her designee; Head Coach shall be present in advisory role. • Board decision to be mailed to the parent/guardian and swimmer within one week via certified mail.

**2. Recommended Discipline:**

- a. May result in membership termination or other action as determined by the board of directors.

**SECTION 10 PARENT CODE OF CONDUCT AND DISCIPLINARY PROCESS**

1. GAC strives to ensure that all members are respectful and demonstrated sportsmanship that is reflective of the mission of GAC.
2. GAC Parent Code of Conduct (Appendix XX) will be signed by all parents/legal guardians (Members of GAC). Violation of the Parent Code of Conduct will be handled according to the GAC Disciplinary Code
3. **Disciplinary Code:** This Disciplinary Code shall apply to all behavior occurring during or at an activity or function that is associated with the Glacier Aquatic Club and addresses objectionable behavior by members of Glacier Aquatic Club as member of GAC.
4. Concerns regarding parent conduct should be brought to the attention of the member when observed or made aware of actions. Concerns can be addressed by any Member of GAC and GAC members are encouraged to address these concerns directly. However, if the GAC member identifies that there is a need for the Board to intervene, the Board will respond through the following actions.
  - a. The Board of Directors will contact the Member to seek clarification regarding actions of Member. The Board Member will provide clarification regarding Code of Conduct and address any concerns by member for further actions. The member may be asked to leave the sports facility and be suspended from the following meet and/or observance of practice.
  - b. The Board of Directors will keep written documentation of concerns

and/or violations of the Parent Code of Conduct. Repeat violations may cause a multiple meet suspension, or the season forfeiture of the privilege of attending all events. The Volunteer Agreement is in effect through suspension and account will be charged accordingly.

FINAL P&P GAC

## APPENDICES

### Appendix YY: GAC By-Laws 2015

#### **BY-LAWS OF GLACIER AQUATIC CLUB**

Amended on August 20, 2014  
Amended on September 17, 2015

#### **ARTICLE I: Membership**

Section 1. MEMBERSHIP

Members of the corporation shall include parents of children who are on the Glacier Aquatic Club (GAC) and any other dues-paying adults (18 or over) who are genuinely interested in the objects and purposes of the corporation. In the event that there is any dispute over who is eligible for membership, the Board of Directors shall determine the membership in this corporation.

Section 2. DUES

The amount of dues, if any, shall be fixed by the Board of Directors. Scholarship amounts, if any, shall be fixed by the Board of Directors.

#### **ARTICLE II: Meetings of Membership**

Section 1. ANNUAL MEETING

There shall an annual meeting of the membership of the corporation to be held at a time and place set by the Board of Directors. Special meetings of the members may be called by the President or by any two members of the Board of Directors. The annual meeting of the members shall be for the purpose of electing directors and for the transaction of such other business as may come before the meeting.

Section 2. NOTICE OF ANNUAL MEETING

The Board of Directors shall give notice of the annual meeting or special meetings of members in such manner and at such time as the Board of Directors may determine. The notice may be given by telephone, publication in a newsletter or newspaper, posting of notice at the swimming pool, by announcement to the members of GAC, by mailing, or by any other means which the Board of Directors may elect.

Section 3. QUORUM

Ten members shall constitute a quorum for the transaction of business at any official meeting of the members of the corporation.



Section 4.

VOTING

In any voting at a meeting of the members, each family shall be deemed to have a single vote. The vote may be exercised by the spouse who is present if only one spouse is present. The vote must be exercised by agreement of the spouses if both are present. Voting by proxy shall be permitted, but the proxy must be in writing. Any dispute over any proxy will be resolved by the Board of Directors.

**ARTICLE III: Directors and Officers**

Section 1.

OFFICERS, BOARD MEMBERS, AND TERMS OF SERVICE

The affairs of the corporation shall be managed by its Board of Directors. The initial number of directors shall be seven (7). The Board of Directors may at any time increase or decrease the number of directors. Each director shall hold office for a two (2) year period. If for any reason the director is unable to fulfill their full term, they may notify the board president in writing of their resignation. That vacancy will be filled as per Section 5, of these bylaws.

- a. A director after fulfilling their first term may elect to be placed on the ballot for one consecutive term. After a second term the board member must not hold a board position for one year before being eligible to be placed on the ballot again.
- b. However, if during their term, a director assumes an Officer position they may fulfill that term
- c. There shall be a limit of six (6) consecutive years served on the board regardless of position
- d. One optional board member may be filled by any adult (18 or over) who has a genuine interest in swimming, competitive swimming, and the mission and purposes of GAC whether or not they have a dues paying swimmer on the team.
- e. In a vote that involves a conflict of interest for any Board Member, the Board Member in question must abstain from voting.
- f. Coaches are automatically Board Members and are allowed to vote.
- g. The Board shall allow an athlete representative from the GAC club team as well as GAC Masters team. The GAC club team representative can vote even if he/she is under the age of 18 and will be appointed by a vote of the majority of the swimmers on the team. The GAC Masters representative can be appointed by the Masters Team Coach.

Section 2.

MEETINGS

The Board of Directors shall have regular meetings at such times and places as the Board may determine. Special meetings of the Board of Directors may be called by or at the request of the President or any two directors.

Section 3. NOTICE OF MEETINGS

The Board of Directors shall give notice of regular or special meetings of the Board of Directors in such manner and at such time as the Board of Directors may determine. The notice may be given by telephone, publication in a newsletter or newspaper, posting of notice at the swimming pool, by announcement to the members of GAC, by mailing, or by any other means which the Board of Directors may elect.

Section 4. QUORUM

A majority of the directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Section 5. VACANCIES

Any vacancy occurring in the Board of Directors and any directorship to be filled by reason of an increase in the number of directors shall be filled by the Board of Directors. Any director so appointed shall serve a term expiring at the next annual meeting of members.

Section 6. OFFICERS

The officers of the corporation shall be a President, a Vice-President, a Secretary and a Treasurer, and such other officers as may be determined by the Board of Directors. The officers of the corporation shall be elected bi-annually (two (2) year term) by the Board of Directors from among its members. The positions of Secretary and Treasurer may be held by one person.

Section 7. ELECTIONS

Elections for directors and officer positions shall be held in the spring after SC Sectional Championships (end of short course season) during a meeting of the GAC parent membership.

Section 8. BOARD OF DIRECTORS DUTIES

It shall be the duty of the **President** to preside at all meetings of the members and of the Board of Directors and to exercise general executive control over the affairs of the corporation, to call special meetings of the members or of the Board of Directors, and to perform such other duties pertaining to the office as shall be determined by the Board of Directors.

The **Vice-President** shall act in the absence of the President and shall assist the President when called upon to do so.

The **Secretary** shall keep a record of all meetings and shall have custody of all books, papers and records and shall send such notices and perform such other duties as pertain to the office and as shall be determined by the Board of Directors.

The **Treasurer** shall keep full and complete accounts of all receipts and disbursements of the corporation and books belonging to the corporation and shall deposit all money in the bank account of the corporation as designated by the Board of Directors. The Treasurer shall provide periodic reports as requested by the Board of Directors.

Section 9. CONTRACTS, CHECKS, NOTES, ETC.

All contracts and agreements authorized by the Board of Directors shall, unless otherwise directed by the Board of Directors, be signed by the President and/or the Treasurer of GAC. All checks and drafts issued by GAC shall be signed by the President and/or the Treasurer, or by anyone specifically authorized by the Board of Directors. Unless authorized by the Board of Directors, no Officer, agent, or employee of GAC shall have any power or authority to pledge its credit or render it liable for any purpose or to any amount.

## **ARTICLE IV: Amendments**

Section 1. These Bylaws may be repealed or amended or new bylaws may be adopted at the annual meeting of members or at any special meeting of members by a vote representing two-thirds (2/3) of the families who are present at the annual or special meeting.

## **ARTICLE V: Corporate Seal**

Section 1. The corporate seal of this corporation shall consist of a circle within which is the name of the corporation, the word "Montana", and in the center shall be the words "corporate seal".

We, the undersigned, being all of the directors of Glacier Aquatic Club do hereby formally and regularly adopt, ratify and sign the foregoing Bylaws of this corporation for the guidance of the corporation and regulation of its affairs as amended on September 17, 2015.

Tarrin Reed, President \_\_\_\_\_

Ryan Dye, Vice President \_\_\_\_\_

Jeff Denton, Secretary \_\_\_\_\_

Laura Rhodes, Treasurer \_\_\_\_\_

Perry Birky \_\_\_\_\_

Major Robinson, Coach \_\_\_\_\_

Ken Gibbons \_\_\_\_\_

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## Appendix X: Athlete Code of Conduct

### Glacier Aquatic Club (GAC) Code of Conduct

Each GAC swimmer will sign this contract and their parent or guardian acknowledging their awareness of the policies, regulations and disciplinary code contained herein.

1. I understand the terms of this agreement are in effect for all GAC activities.
2. "Activity" is defined as any practice, meet, trip, or event sanctioned by GAC, Montana Swimming or USA Swimming for the time I arrive until the practice, meet, trip or event is concluded and I have departed the area or, in the case of a trip, returned home.
3. I agree to address all club personnel, coaches, officials and other swimmers involved in USA Swimming only in a positive and sportsman-like manner.
4. I understand that the use or possession of mood altering drugs, alcohol, or tobacco during the GAC season is strictly prohibited. The use of same during any practice, meet, or trip will result in disciplinary action subject to the disciplinary code attached.
5. I understand that under no circumstances may articles deemed as a weapon by brought to any GAC or USA Swimming function. Doing so may result in disciplinary action, subject to the disciplinary code attached.
6. Being convicted of an illegal act during the season may result in disciplinary action, subject to the disciplinary code attached.
7. No "deck" changes are permitted. Athletes are expected to use available change facilities. Swimmers must arrive on deck in swimwear for practice or meet.
8. Each coach may establish rules of conduct beyond those rules stated herein and those stated in any other manner. Swimmers are to abide by the rules established by their coach as rules established by GAC. I agree to follow the coach's rules and instruction, and to abide by any consequences as issued by

the coach and by the board of directors. (See attached disciplinary process.)

9. I accept this agreement as morally binding and will honor each item in this agreement.

I fully understand that breaking this contract may be grounds for expulsion and that any dues paid to that point will not be refunded. I agree to abide by all terms of the GAC Code of Conduct.

Signature of Swimmer:

\_\_\_\_\_ Date: \_\_\_\_\_

My swimmer and I have read and understand the agreement and agree to abide by all rules.

Signature of Parent/Guardian:

\_\_\_\_\_ Date: \_\_\_\_\_

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## Appendix XX: Parent Code of Conduct

### Parent Code of Conduct

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: Trustworthiness, Respect, Responsibility, Fairness, Caring and Good Citizenship.

The highest potential of sports is achieved when competition reflects these “six pillars of character.”

I therefore agree:

1. I will not force my child to participate in swimming.
2. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect, courtesy and appropriate behavior, and by demonstrating positive support for all GAC members, athletes, coaches, officials, and spectators at every practice, meet, and team function.
3. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, athlete, GAC Member, or general public during meets, practice, or team events.
4. I will teach my athlete to play by the rules and to resolve conflicts without resorting to hostility or violence.
5. I will demand that my child treat other GAC Members, athletes, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
6. I will teach my child that doing one's best is more important than winning.
7. I will praise my child for competing fairly and trying to the best of their ability.
8. I will never ridicule or yell at my child or any GAC Members for making a mistake or

losing a competition.

9. I will emphasize skill development and practices and how they benefit my child.

10. I will promote the emotional and physical well being of the GAC Members ahead of any personal desire I may have for my child to win.

11. I will respect the officials and their authority during meets and will never question, discuss, or confront coaches on the pool deck, but will take time to speak with coaches at an agreed upon time and place.

12. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol.

13. I will refrain from coaching my child or other GAC members athletes during meets and practices, unless I am one of the official coaches of the team.

Parent/Guardian Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Any parent guilty of improper conduct at any meet or practice will be asked to leave the sports facility and be suspended from the following meet. Repeat violations may cause a multiple meet suspension, or the season forfeiture of the privilege of attending all events. The Volunteer Agreement is in effect through suspension and account will be charged accordingly.