

**Hunterdon County YMCA Stingrays
SWIM TEAM**

**Committee of Aquatic Parents
Operation Guidelines**

NAME AND PURPOSE

Section 1. – Name

The name of the organization shall be the
Committee of Aquatic Parents

Section 2. – Purpose

A. The HCY Swim Team is the direct responsibility of the Competitive Aquatics Director (“Head Coach”). The purpose of the CAP is to support the mission of the YMCA of Bucks and Hunterdon County by supporting, advocating, and helping to deliver a quality Y competitive swim team experience for all team members. All team management and governance matters will be the responsibility of the Head Coach. All activities of the HCY Swim Team, and the CAP, will be in full compliance with all policies and procedures of the YMCA of Bucks and Hunterdon County.

The CAP will:

- Communicate with all swim team parents (including guardians) and team members to help ensure a common understanding of the HCY Program Philosophy.
- Help deliver important swim team program functions such as: swim meets, fundraising activities, team public relations and social activities.
- Help advocate for the HCY Swim Team program to the swim team families, the coaches (Head Coach and Assistant Coaches) the Hunterdon County Y, and the larger Y and swimming community.
- Help support the swim team in the achievement of their goals in a positive atmosphere.
- Help to guide and encourage the team members to achieve sportsman-like conduct, a high level of competitive effort, personal satisfaction and fun, and a sense of responsibility to the Hunterdon County Y swim team and the coaching staff.

B. Fundraising by the CAP will be done on behalf of the YMCA of Bucks and Hunterdon County to improve or maintain the quality of the HCY Swim Team Program. All monies raised through CAP program fundraising efforts, such as the Stingray Splash, Autumn Challenge, Bronze meet, shall be used by the YMCA of Bucks and Hunterdon County solely for the benefit of the HCY Swim Team, unless otherwise stated in advance (e.g., the HCY Swim Team participates in a

fundraiser for programs unrelated to the HCY Swim Team). The CAP has the authority to disburse monies raised from these customary fundraising team activities. All monies raised/collected will be held by the Hunterdon County Y in a custody account.

All “non customary” fundraising efforts by the CAP on behalf of the Y Swim Team MUST be approved by the Hunterdon County Y Executive Director or his/her designee. The CAP shall approve all committee expenditures over two hundred and fifty dollars (\$250.00). In addition, all equipment purchases, repairs, and/or upgrades identified by the CAP shall be reviewed and approved by the Executive Director. In the event that the HCY Swim Team is no longer a program offered at the Hunterdon County Y; all monies raised and assets purchased with CAP funds will remain as assets of the Hunterdon County Y.

C. The CAP will also work with the Head Coach to propose team policy and procedure changes.

D. The CAP will schedule the necessary parent volunteers required to stage competitive swim meets, whether held at the Hunterdon County Y or at other facilities.

CAP COMMITTEE MEMBERS

Section 3 – Composition

A. The CAP shall consist of at least 8 Team Representatives (parents or guardians of active swim team participants) selected to appropriately represent the interests of swimmers from all levels and practice groups within the team. The CAP must include members of both Junior and Senior practice groups. The Head Coach and/or Staff Designate shall also serve on the CAP but will not vote unless needed to break a tie.

B. The CAP Officers will consist of:

1. Chair
2. Assistant Chair
3. Secretary
4. Treasurer

The group of CAP Officers must include parents of swimmers in both Junior and Senior practice groups.

C. Each Committee Representative, other than CAP Officers, shall be responsible as Coordinator for a Standing Committee.

D. Standing Committee Coordinators will be responsible for recruiting and organizing volunteers from the Committees from the swim team parents. The Standing Committee Coordinator shall determine the number of swim team parent volunteers needed for their committee, for that season.

Section 4 – Tenure

- A. Positions on the HCY Parent Assistance Committee (CAP) are to be limited to one per family, although this requirement may be waived by a CAP majority vote. However, under no circumstances can more than one member of the same family hold a CAP Officer position.
- B. CAP Officers (Chair, Asst. Chair, Secretary, and Treasurer) of the CAP are appointed for a term of three (3) years.
- C. All CAP Officers (Chair, Asst. Chair, Treasurer, and Secretary) are limited to serve a maximum of two (2) consecutive terms. Standing Committee coordinators/members may serve as often as appointed by the Chair, Assistant Chair and the Head Coach. CAP Officers must have previous Standing Committee experience although this requirement may be waived by a CAP majority vote. The Head Coach may waive term limits at his / her discretion.
- D. If a member misses a succession of regular meetings, or fails to fulfill the duties of their appointed role, he/she may be contacted by the CAP Chair with an inquiry concerning participation going forward. At the discretion of the Chair, a member may be deemed to have vacated his/her office by nonparticipation and candidates will be considered to fill the unexpired term.
- E. CAP members must be the parent or guardian of an active Swim Team participant. In the event the CAP member no longer has an active Swim Team participant, they shall relinquish their position on the CAP.

Section 5 - CAP Nomination and Appointment

- A. At least six (6) weeks prior to the June meeting (sometime in April), the Chair, Assistant Chair and Head Coach shall take/make nominations for all vacant positions on the CAP. The CAP members shall be selected from among the active members of the parent group. These nominations will be brought to the May CAP meeting for review and discussion. The Head Coach, the Chair and the Assistant Chair, with input from all CAP members, will appoint the new CAP members from the submitted nominees no later than the June CAP meeting. In the event a CAP position is vacated mid-term, the CAP may appoint a replacement member from among the Parents of active swim team participants. Such replacement Parent shall assume the duties of the vacated CAP member position until the next appointment is held.
- B. The appointed CAP members will assume their responsibilities at the July CAP meeting.
- C. Current CAP Members /New CAP members will be acknowledged on the Hunterdon County Y Swim Team bulletin board and on the HCY Swim Team website.

DUTIES OF CAP OFFICERS AND STANDING COMMITTEE CHAIRS

A. CAP Officers

The Chair shall preside over all meetings and supervise the business affairs of the Committee. The Chair is an official representative of the CAP and a member of all Standing Committees. The Chair with the Head Coach and Assistant Chair will appoint all CAP/Standing Committee members.

The Assistant Chair shall conduct all meetings in the absence of the Chair and shares in all Chair duties and responsibilities. The Assistant Chair with the Head Coach and Chair will appoint all CAP/Standing Committee chairs.

The Secretary shall keep complete records of the CAP meetings, including distribution of approved minutes. Handle all CAP correspondence and meeting coordination.

The Treasurer shall provide monthly reports at CAP meetings. Maintain written records of the Team's finances. Draft for CAP review and approval of the parent committee budget. Any and all monies will be held by the Hunterdon County Y in a custody account.

B. **Standing Committee Positions** (Committees shall meet as needed to accomplish their Chart of Work). Members of the CAP may chair multiple committees.

Fund Raising

Social

Officials

Travel

Media

Volunteer

Fund Raising Coordinator shall work with the CAP and the Head Coach to identify funding needs and goals. Implement the fundraising plan through yearly activities for the team and in coordination with the Y. He/She will be responsible for coordinating all activities that raise funds for the team. He/She shall provide reports to the Treasurer on funds raised, track status of each HCY Swim Team Parent's fundraising commitment and communicate the fundraising status as required. All proposed fundraising activities must be reviewed and approved by the Head Coach and Y Development Director in advance of the event or activity. All designated fundraising must be approved by the Hunterdon County Y Executive Director

Officials Coordinator shall ensure that the recruiting, training and certification of volunteer swim officials are appropriate to conduct swim meets in accordance with the governing bodies of the sport and ensure fair competition. This may include conducting/coordinating training clinics for new and certified officials, and working to fulfill our team's officiating obligations at meets.

Social Coordinator shall recommend social activities and head or assign task forces for each such activity. These include regular social events such as the annual banquet and parent/family social, as well as age-group specific events and other special events.

Travel Coordinator shall assist coaches in handling all travel arrangements for the team to multi-day, out-of-town meets. These arrangements could include reserving hotels, buses, and airfare, as well as the coordination of meals for the swim team.

Volunteer Coordinator shall oversee all volunteer assignments and track all volunteer hours, to ensure that all families are participating equally. He/She will also oversee the hospitality efforts at all invitational meets and the Dual Meet Team Representatives as they schedule volunteers for the jobs assigned to or required by the HCY Team.

MEETINGS

Section 6 - Meetings

A. The CAP shall hold regular monthly meetings during the swim season. There will not be a meeting in the month of August.

- B. Prior meeting minutes and the monthly meeting agenda are to be distributed to all CAP Members at least one (1) day prior to the meeting date.
- C. The Secretary will draft all CAP meeting minutes for review by CAP members, CAP Officers and the Head Coach. After approval of meeting minutes (typically at the next CAP meeting), they will be promptly distributed and/or posted on the HCY website for the benefit of the swim team parents and participants.
- D. Coordinators of Standing or Special committees may be called on to Report regarding committee activity at regular meetings at the direction of the Chair.
- E. Parents may request items for discussion on the CAP Agenda by submitting them for review by Chair at least 7 (seven) days in advance of the next scheduled CAP meeting.
- F. A quorum of the Committee for the purpose of transacting CAP business shall be at least fifty (50%) of the CAP members. Voting shall be a simple majority of those present and voting. The YMCA Staff Designate shall cast one (1) vote in case of a tie. All voting shall be by a show of hands or voice vote. However, at the discretion of the Chair, votes may be submitted in writing (including email) to the CAP, prior to the meeting.

Date: September____, 2022

Accepted and Acknowledged by:

Hunterdon County Y Executive Director/or Designate:

_____Date:_____

Competitive Aquatics Director: _____ Date_____

CAP Chair: _____Date:_____