

WESTFIELD AREA Y DEVILFISH SWIM TEAM

Devilfish Parent Assistance Committee Operation Guidelines

NAME AND PURPOSE

Section 1. – Name

The name of the organization shall be the
Devilfish Parent Assistance Committee ("PAC")

Section 2. – Purpose

- A. The Devilfish Swim Team is the direct responsibility of the Competitive Aquatics Director ("Head Coach"). The Head Coach reports to and is responsible to the Executive Director at the Westfield Area Y or a Staff Designate. The purpose of the PAC is to support the mission of the Westfield Area Y by supporting, advocating, and helping to deliver a quality Y competitive swim team experience for all team members. All Devilfish team management and governance matters will be the responsibility of the Head Coach.

The PAC will:

- Interface with all swim team parents (including guardians) and team members to help ensure a common understanding of the Devilfish 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 Devilfish Swim Team program to the swim team families, the coaches (Head Coach and Assistant Coaches) the Westfield Area Y, and the larger Y and swimming community.
 - Help support the swim teams 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 Westfield Area Y swim team and the coaching staff.
- B. Fundraising by the PAC will be done on behalf of the Westfield Area Y to improve or maintain the quality of the Devilfish Program. All monies raised through PAC program fundraising efforts, such as the Devilfish Classic, shall be used by the Westfield Area Y solely for the

- benefit of the Devilfish Swim Team. The PAC has the authority to disburse monies raised from these customary fundraising team activities. All "non customary" fundraising efforts by the PAC on behalf of the Y Swim Team MUST be approved by the Westfield Area Y Executive Director or his/her designee. The PAC 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 PAC shall be reviewed and approved by the Executive Director. In the event that the Devilfish Swim Team is no longer a program offered at the Westfield Area Y; all monies raised and assets purchased with PAC funds will remain as assets of the Westfield Area Y.
- C. The PAC will also work with Head Coach and/or Westfield Area Y staff to propose team policy and procedure changes. The Westfield Area Y Executive Director or Staff Designate must approve any proposed changes to swim team policies or procedures.
 - D. The PAC will schedule the necessary parent volunteers required to stage competitive swim meets, whether held at the Westfield Area Y or at other facilities.

PAC COMMITTEE MEMBERS

Section 3 – Composition

- A. The PAC shall consist of at least 12 Team Representatives (parents of active swim team participants) selected to appropriately represent the interests of swimmers from all levels and practice groups within the team. The Head Coach and/or Staff Designate shall also serve on the PAC and will not be entitled to vote, except as needed to break a tie.
- B. The PAC shall have Executive Officers consisting of:
 - 1. Chair
 - 2. Assistant Chair
 - 3. Secretary
 - 4. Treasurer
- C. Each Committee Representative, other than Executive 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 Devilfish Parent Assistance Committee (PAC) are to be limited to one per family, although this requirement may be waived by a PAC majority vote. However, under no circumstances can more than one member of the same family hold an Executive Officer position.
- B. Executive Officers (Chair, Asst. Chair, Secretary, and Treasurer) of the PAC are appointed for a term of three (3) years.
- C. All Executive 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. This limit also applies to members of the same family (i.e., members of the same family cannot be Executive Officers for more than two (2) consecutive terms.). Executive Officers must have previous Standing Committee experience although this requirement may be waived by a PAC majority vote.
- 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 PAC 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. PAC members must be the parent or guardian of an active Swim Team participant. In the event the PAC member no longer has an active Swim Team participant, they shall relinquish their position on the PAC in a reasonable timeframe.

Section 5 - PAC Committee 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 Parent Assistance Committee,(PAC). The PAC members shall be selected from among the active members of the parent group. These nominations will be brought to the May PAC meeting for review and discussion. The Head Coach, the Chair and the Assistant Chair, with input from all PAC members, will appoint the new PAC members from the submitted nominees no later than the June PAC meeting. In the event a PAC position is vacated mid-term, the PAC may appoint a replacement member from among the Parents of active Swim Team participants. Such replacement Parent shall assume the duties of the vacated PAC member position until the next appointment is held.
- B. The appointed PAC members will assume their responsibilities at the July PAC meeting.

- C. Current PAC Members /New PAC members will be acknowledged on the Westfield Area Y Swim Team bulletin board and on the Devilfish Swim Team website.

**DUTIES OF PAC OFFICERS AND
THE STANDING COMMITTEE
CHAIRS**

A. **Executive Officers**

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

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

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

B. **Standing Committee Positions** (Committees shall meet as needed to accomplish their Chart of Work)

Fund Raising Coordinator shall work with the PAC 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 which raise funds for the team. He/She shall report to Treasurer on funds raised, track status of each Devilfish Swim Team or 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 Westfield Area 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.

Apparel Coordinator shall, with direction, guidance, and approval from Head Coach, work with vendors to make available apparel and equipment specific to the Westfield Area Y swim team and provide for the sale of those items to Westfield Area Y swim team families and coaches. All apparel decisions should be reviewed by the Head Coach and Y Marketing Director for Y Brand compliance.

Publicity Coordinator shall work with the Westfield Area Y to publicize the activities and accomplishments of the team. Develop other means of communication to promote team activities and image to the team and the larger community. All media releases, ads etc. must be reviewed and approved by the Head Coach and the Y Marketing Director.

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. The use of social networking (i.e., Facebook, Twitter, etc.) is NOT permitted as part of Westfield Area Y programming policy. Questions in regard to this policy should be directed to the Westfield Area Y Risk Management Director.

Travel Coordinator shall handle 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 scheduling of the appropriate number of chaperones. All travel arrangements must adhere to all Westfield Area Y Risk Management policies and procedures. The use of vans or personal vehicles is never allowed as a means of participant transport (except for one's own child/children) at and/or during any Westfield Area Y Swim Team activity/event.

Meet Director shall organize and run all aspects of the Devilfish Classic. The Meet Director will also be responsible for any invitational meet the Devilfish Swim Team hosts.

Timing System Coordinator shall be responsible for the training of team member parents in the operation/storage of the Colorado Timing System and Hy-Tek Meet Manager and for the ongoing maintenance and upkeep of the System. He/She will schedule qualified parents to run/manage the Colorado System and Hy-Tek Meet Manager during all home meets.

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 Dual Meet Team Representatives and the Invitational Timing Coordinator as they schedule volunteers for the jobs assigned to or required of the Devilfish Team.

MEETINGS

Section 6 - Meetings

- A. The PAC shall hold regular monthly meetings on the second Monday of every month unless date is changed in previous meeting. 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 PAC Members at least three (3) days prior to the meeting date.
- C. The Secretary will draft all PAC meeting minutes for review by PAC members, PAC Officers and the Head Coach. After approval of meeting minutes (typically at the next PAC meeting), they will be promptly distributed and/or posted on the Devilfish 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 PAC Agenda by submitting them for review by Chair at least 7 (seven) days in advance of the next scheduled PAC meeting.
- F. A quorum of the Committee for the purpose of transacting PAC business shall be at least fifty (50%) of the PAC 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 PAC, prior to the meeting.

Date: September _____, 2010

Accepted and Acknowledged by:

Executive Director: _____ Date: _____

Competitive Aquatics Director: _____ Date _____

PAC Chair: _____ Date: _____

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