

LA GRANDE SWIM CLUB BY-LAWS

Article I: Dues

Section 1:

The budget committee shall establish the structure of annual dues with the approval of the Board, or by the majority of the Board if no budget committee can be formed.

Section 2: *Dues & Fees*

All members must pay applicable fees.

Section 3: *New Swimmers*

New swimmers may complete a two week trial for a discounted fee without joining USA Swimming. After completion of the trial, the swimmer must join USA Swimming and pay applicable fees. The two week trial fee is non-refundable. Once registration is complete with USA Swimming, no refund shall be given of those fees. Regular monthly fees are billed by the Treasurer at the beginning of each month. Swimmers can start or stop at any time, after notifying the Registrar and the Treasurer.

Article II: Fiscal Management

Section 1: *Annual Budget*

By June 1, the President shall request the Treasurer to provide a proposed annual budget and fee structure for the Club, reflecting income and expenditures. The budget and fee structure shall be presented to and approved by the Board at the regular September meeting. The fiscal year shall commence September 1 and terminate August 31 of the following calendar year. Fees shall cover operating expenses, including pool usage and salaries.

Section 2: *Banking*

All funds of the club shall be deposited by the Treasurer in such accounts as may be deemed appropriate by the Board in a bank or savings and loan association organized and existing under the laws of the State of Oregon, provided that funds may be withdrawn from such accounts by the President and the Treasurer.

Section 3: *Financial Review*

The Board shall present the year-end financial review at the Annual General Meeting. The Treasurer shall also prepare a written report of the previous year's financial review and proposed budget to present at a fall Board meeting.

Section 4. *Authority to Obligate*

No officer or member of the Club, unless duly authorized by the President, and approved by the Board, shall have the authority to obligate the Club for any expenditures over \$25.00. The President may delegate to such officer and committee chairpersons, as she/he determines the authority to obligate funds for the Club with approval of the Board.

Article III: Committees

Chairpersons who are appointed or volunteer or the leadership of a specific committee shall be members in good standing. No committee or any member thereof, or any other member of the Club shall represent the Club in any matter except as authorized by the Constitution, By-Laws, or the prior approval of the Board.

Article IV: Swim Program Staff

Section 1: *Head Coach Job Description*

- A. The primary responsibility of the Head Coach is to provide the following: training appropriate for swim club members, the instruction of skills and techniques appropriate to the level of the swimmer, organization and supervision of practice sessions (including swimmers and coaching assistants), setting team goals for each practice session and providing a nurturing athletic environment for the advancement of each individual member.
- B. The Head Coach is the primary instructional coach with the majority of his/her Club hours spent on deck coaching.
- C. (S)he will provide supervision and direction of coaching and administrative duties and responsibilities assigned to the Assistant Head Coach and Coaching Assistants. These duties and responsibilities include but are not limited to the following:
 - 1. Determining meet entries for all team sanctioned meets;
 - 2. Liaison with the pool management and staff;
 - 3. Communication between coaches, athletes, and parents regarding swim training and competition;
 - 4. Managing the meet calendar and meet results;
 - 5. Club awards;
 - 6. Communication with the Board particularly the Registrar and Treasurer regarding new and current swimmers.
 - 7. Participation in fund raising events and team functions;
 - 8. Interactions with the league officials and coaches as necessary;
 - 9. Equipment purchase and management; and
 - 10. Growth of the club.

- D. The Head Coach will be responsible for recruiting, supervising, and evaluating Assistant Coaches. Hiring of Assistant Coaches must be approved by the Board of Directors and is contingent upon the availability of funds.
- E. Coach coverage at meets will be determined by the Head Coach.
- F. The Head Coach is responsible for providing an environment that is in compliance with all applicable Club, USA Swimming, and IES regulations, including current Safe Sport policies. Mutual respect should extend to the Coach-Swimmer, Coach-Parent, and Coach-Official relationships. The Head Coach should be a model of sportsmanship.
- G. A monthly Coach's Report must be prepared and presented at the monthly Board Meeting by either the Head or Assistant Head Coach. A head coach is responsible for attending all team Board meetings and IES House of Delegates (HOD) meeting.
- H. The Head Coach will maintain the swim coaching certifications required by, and remain in good standing with, USA Swimming. The La Grande Swim Club will reimburse the Head Coach the cost of acquiring these required certificates.
- I. Is responsible to the Board of Directors in matters regarding team rules, regulations, finances, or policies.
- J. If absent, shall notify the assistant coach/substitute in advance, and provide a written practice. The Board President or other designated Board member shall be notified one week prior to an absence (unless for emergency or illness).

Section 2: *Assistant Head Coach Job Description*

- A. The Assistant Head Coach is primarily responsible for the administrative operations of the coaching staff. With the delegation and oversight by the Head Coach, the Assistant Head Coach will be responsible for but not limited to the following:
 - 1. Determining meet entries for all team sanctioned meets;
 - 2. Liaison with the pool management and staff;
 - 3. Communication between coaches, athletes, and parents regarding swim training and competition;
 - 4. Managing the meet calendar and meet results;
 - 5. Club awards;
 - 6. Communication with the Board particularly the Registrar and Treasurer regarding new and current swimmers.
 - 7. Participation in fund raising events and team functions;
 - 8. Interactions with the league officials and coaches as necessary;
 - 9. Equipment purchase and management; and
 - 10. Growth of the club.
- B. In the absence of the Head Coach, the Assistant Head Coach assumes authority and should make decisions based on the Club's policies and expectations.

- C. The Assistant Head Coach will maintain the swim coaching certifications required by, and remain in good standing with USA Swimming. The La Grande Swim Club will reimburse the Head Assistant Coach the cost of acquiring these required certificates.

Section 3: *Assistant Coach Job Description*

- A. An Assistant Coach is primarily responsible for coaching instruction and meet attendance as assigned to him/her by the Head Coach.
- B. The Assistant Coach will maintain the swim coaching certifications required by, and remain in good standing with USA Swimming. The La Grande Swim Club will reimburse the Assistant Coach the cost of acquiring these required certificates.

Section 4: *Compensation for Program Staff*

- A. The Head Coach will be paid on a monthly basis for twelve months. The rate will be determined by August 31st.
- B. Additional coaching staff, as needed, shall be employed and paid as recommended by the Head Coach and Board.
- C. The Coach shall be compensated for mileage and travel expenses from a preset agreed upon amount. Receipts for actual expenses will be handed in to the President.

Article V: Amendments

Section 1:

The By-Laws of the club may be amended at any regular or special meeting called for that purpose by a 2/3 majority vote of the members in good standing, or a majority of the elected Board members voting at such a meeting.

Section 2:

Amendments to the By-Laws of the club cannot be subject to a vote unless written notice of the proposed amendments and the time and place of the meeting at which it is to be acted upon has been furnished to all members in good standing of the club at least one week (7 days) in advance at which the amendments will be presented.