

On Behalf of the Hatfield Sharks Swim and Dive Team:

The organizing committee of the The Hatfield Sharks Swim and Dive team recently worked on a restructuring plan to secure a formal structure for the club. This group has worked over the last months to structure and adopt a set of bylaws in order to further the organization for success and security.

Historically, the club has operated with an advisory committee as an unincorporated organization. As the landscape of sports clubs and organizations continues to evolve, the best course of action for the Sharks is to move towards a more formalized structure. By adopting this structure, it will allow for the election of executive officers, defined roles for each, formalized guidelines for coaches and parent volunteers and most importantly a “guidebook” for future boards and organizers.

Further, the adoption of these bylaws and organization allow the club to explore other options such as, formal incorporation, tax exemption, nonprofit status and even scholarship creation if the collective so chooses.

The aforementioned bylaws have been reviewed and voted upon by the organizational committee as of March 12th 2024.

Adoption of Bylaws and Appointment of Initial Executive Board of **Hatfield Sharks Swim and Dive Club**

The undersigned, being the organizational committee of the Hatfield Sharks Swim and Dive Club (hereafter referred to as "The Club") adopts the following resolutions on behalf of the Club:

WHEREAS, the Hatfield Sharks has previously operated as an unincorporated youth sports organization, with no bylaws or formal organizational structure;

WHEREAS, it is deemed to be in the best interest of The Club that the bylaws be adopted as the bylaws of the club;

IT IS RESOLVED THAT at the organizational meeting on March 12, 2024 the organizing committee of The Club consisting of, Ryan Leary, Owen Wilcox, Cheryl Rowe, John Slinka, Katelyn Lampley, Erica Leary, and Robert McCarney voted unanimously to adopt The Bylaws of The Hatfield Sharks Swim and Dive Club.

IT IS FURTHER RESOLVED THAT The persons listed below are hereby elected as the initial executive board of the organization, and will serve until resignation, removal or succession of duly elected and qualified members.

Member	Position	Term Expires
Cheryl Rowe	President	2025
John Slinka	Vice President	2026
Owen Wilcox	Treasurer	2026
Erica Leary	Secretary	2025
Rob McCarney	Member at Large	2025
Katelyn Lampley	Member at Large	2025
Kari Ramos	Member at Large	2026

Hatfield Sharks Swim and Dive Club

Bylaws as adopted March 2024

Article I - Name

The organization shall be known as the Hatfield Sharks Swim and Dive Club, hereafter referred to as the “team”. The organization operates with limited support from Hatfield Township. The team is operating as an Unincorporated Association.

Article II – Mission Statement

The mission of the team is to sponsor competitive and developmental swimming and diving events as part of the Bux-Mont League in order to develop in the children a love for the sport, advanced aquatic skills, teamwork, and the principles of good sportsmanship. The Hatfield Sharks strive to provide a fun and supportive environment to promote the growth and success of the team as well as individuals as athletes.

Article III - Membership

Section 1 – Eligibility Membership is open to all families provided the family supports the Team Mission and pays its dues and fees.

Section 2 - Team Status A participant may obtain team status by demonstrating his/her ability to the satisfaction of the Coach in compliance with Bux-Mont League requirements.

Section 3 - Termination of Team Status If the conduct of any participant shall be found detrimental to the best interest of the team or the host pool/facility, the Board may after due investigation and process, request his/her resignation, suspend, or terminate his/her Team Status.

Section 4 - Termination of a Membership The membership of a participant or family may be terminated in one of four ways:

1. A participant may resign upon submitting written notice to the Board.
2. If any participant fails to pay dues or fees the Board may terminate membership.
3. Membership may be terminated voluntarily by the participants' failure to return.
4. If the conduct of any family/ participant shall be found detrimental to the best interest of the team or the host pool/facility, the Board may after due investigation and process, request resignation, suspend or terminate family/participant membership.

Section 5 – Reinstatement A membership that has been terminated may be reinstated by the Board upon approval of the participant's written request.

Section 6 - Privileges of Membership Any adult member in good standing may hold office, bring matters before the Board, serve on committees, and participate fully in team functions.

Section 7 - Membership Obligation Adult members of the team are obligated to assist the Board in the running of meets, including any invitationals, championships, and fund-raising events hosted by the team. Each family is obligated to volunteer in accordance with the volunteer policy. The Board may, in its discretion, increase or decrease the participation obligation required pursuant to policy.

Article IV - Dues/Fees

Section 1 - Dues & Fees Participants shall pay all team fees charged for the season, at the time of registration. The amount of this fee and due date shall be determined by the Board.

Section 2 - Pool Membership Pool Membership is required and all participants shall pay all pool membership fees assessed by Hatfield Township.

Section 3 – Refunds: Refunds will be considered when applicable in accordance with the policy (SEE APPENDIX), review, and approval of the Board.

Article V - Board of Directors

Section 1 – Elected Officers There shall be seven elected officers to the executive board of the organization:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Board Member-At-Large
6. Board Member-At-Large
7. Board Member-At-Large

Section 2 – Members-at-Large. The Members-at-Large of the Board shall be composed of three (3) Members-at-Large, each of whom shall serve a three (3) year term and chair/serve one of the following committees/jobs: Fundraising; Social Events; Volunteer Coordinator; Meet Director; Communications/Website. Committee assignments will be selected by the Officers, in consultation with the Members-at-Large.

Section 3 – Advisors: The Hatfield Sharks Head Coach, the Hatfield Township Manager, and Hatfield Aquatic Center Manager may serve as non-voting advisors to the Board. Also, the chair of any Standing Committees will serve in an advisory capacity to the Board in matters related to that specific committee.

Article VI – Voting

Members voting on any board action will be the entire elected board (Vice President, Secretary, Treasurer, and the three members-at-large) with the exception of the President, who shall cast their vote only in the case of a tie.

Article VII – Duties

Section 1 – Primary Duties of All Officers

1. Attend Sharks Board and Membership meetings.
2. Operate as the governing body of Hatfield Sharks.
3. Exercise appropriate stewardship in governing the finances of Hatfield Sharks.
5. Select all Sharks team equipment, uniforms, and spirit apparel.
6. Partner with the coaching staff to ensure the operation of the team is fulfilling the club's mission.
7. Serve as advocates for the parent membership in all Hatfield Sharks related matters.
8. Establish and appoint, as deemed necessary, committees to support the growth and development of the organization.

Section 2 – Duties of Individual Officers

President – shall preside at all meetings of the membership and the Board and shall have responsibility for the active management of the business of the organization. The President provides supervision of all other Board members and shall see to the proper performance of their duties. The President is authorized to sign checks on behalf of the organization. The President's vote will be cast only in the event of a tied vote on any board action.

Vice President – shall act as an aide to the President. In the absence or inability of the President to serve, the Vice President shall carry out the duties of the President. Shall assist Board members in fulfilling their duties.

Secretary – shall record, maintain and post the minutes of all meetings of the Board and the general membership. The Secretary shall manage incoming and outgoing correspondence of the club and shall maintain a copy of such correspondence.

Treasurer – shall have charge and custody of all funds of the organization and shall keep an accurate record of receipts and disbursements of all monies authorized by the Board. The Treasurer shall maintain a bank account in the name of the organization and make deposits in a timely manner. The Treasurer shall present a financial statement at each Board meeting, or as deemed necessary by the Board. The Treasurer is authorized to sign checks on behalf of the organization.

Board Member At-Large – shall act as an advisor to the organization, assisting the other Executive Board members in the operation of the organization. Each member at large may fulfill one of the roles outlined in Article V, Section 2.

League Representatives - shall attend all league meetings and act as liaison between team and league. The league representative will also be responsible for membership reporting to the league and will submit or make arrangements for submission of home meet results to the league per Bux Mont Operating Procedures.

Meet Directors - shall be responsible to fill all needed positions for each meet in coordination with the Volunteer Coordinators during the season, and to be sure that all participants filling positions as timers, judges, scorekeepers and officials, are fully trained for their respective positions. It shall also be the duty of the meet director, at the end of the season, to report to the treasurer no later than one week after the last championship meet, those participants of the team who have not fulfilled their volunteer requirement.

Volunteer Coordinators - shall be responsible for checking in meet volunteers and other assistance to the Meet Director at meets as needed. Responsible for managing volunteer jobs and ensuring vacancies are filled. Setting the minimum number of meets each family must fulfill in order not to forfeit their volunteer check. Communication with the team to fill positions for each meet. Documentation of families fulfilling their meet obligations. Collection of checks and volunteer paperwork prior to each season.

Article VIII – Terms, Elections, and Vacancies

Section 1 – Terms The term of office for elected Board members, in any one position, shall be two years. Elected officials may serve additional terms on the Board in the same or another elected or appointed position through the election process. No elected or appointed member of the Board shall serve in any capacity for more than six consecutive years, unless there are no interested members willing to serve.

Section 2 – Elections Expiring elected Board positions and vacancies created through resignations of elected Board members will be identified to the Membership at the last regular meeting of the season (and/or through electronic communication with the general membership based on the season's registration). Nominations will be accepted for a period to be determined by the highest-ranking remaining Board member.

Offices open for election in odd years include:

- President
- Secretary
- Member-at-Large (2)

Offices open for election in even years include:

- Vice-President
- Treasurer
- Member-at-Large (1)

Nominations for open, elected Board positions will be voted on by Membership. Candidates receiving the majority of votes will be elected to their respective positions.

Section 3 – Vacancies In the event Membership does not provide enough nominations to fill elected Board positions, the Board will fill the vacant positions as it sees appropriate to maintain the operational status of the organization.

Section 4 – Removal of a board member may be made after formal written documentation of grievance by member is submitted to the board. The board will convene a meeting and a quorum vote will determine the consequence of the complaint.

Article IX – Quorum

Two thirds of the total number of officers (elected and appointed) shall constitute a quorum.

Article X – Standing Committees

The Board will designate and assign, as needed, various committees to carry out the essential business of the team. All committees will be authorized and approved by a majority vote of the Board and shall serve at the discretion of the Board. The committees shall be chaired by a volunteer parent and shall be appointed by the Board (in quorum). At any given time, one person may not lead more than two (2) committees. Each committee chair will report to a designated Board Member. No committee chairs will receive salary or compensation for their services.

Article XI – Coaches

The primary functions of the Coaching staff are to teach proper swimming techniques and good sportsmanship, to assist and encourage swimmers in improving their skills, and to develop and run a structured swimming program which is approved by the Board. Successful candidates must meet all Federal, State, and Local requirements and provide credentials as to his/her skills and experience.

Section 1 – Coaching Positions The following coaching positions are made available based on adequate experience, qualifications, and approval by the Board:

1. Head Swim Coach
2. Head Diving Coach
3. Assistant Swim Coach / Assistant Diving Coach
4. Junior Coach
5. Coach in Training

Section 2 – Staffing

Staffing at each level is subject to the requirements established by the Head Coaches and the Board, and will account for membership size and diversity of age and ability. The Head Coaches are hired by the Board on a year-to year basis and serve at the pleasure of the Board.

Individuals seeking positions as Head Swim Coach, Head Diving Coach, Assistant Swim Coach, Junior Swim Coach, or Assistant Diving Coach, Junior Coach, or Coach in Training shall submit a written letter of interest to the Board. Thereafter, in consultation with the Board, the Head Coaches shall determine which individuals will serve. The Head Coaches in coordination with the Board may secure the assistance of whatever volunteer assistant coaches they deems appropriate.

All coaches over the age of fourteen shall agree to undergo criminal background and/or child safety clearance, and shall cooperate with the Board in the providing of information so as to allow for such investigations. Removal of a coach can be made after formal, written documentation of grievance is submitted to the board. The involved coach, head coach and board will convene a meeting and quorum vote will determine the consequences of the complaint.

Section 3 – Salary

Salaries of the coaches are paid by Hatfield Township and/or the Team and are determined on a year-to-year basis depending upon such factors as available funding, team membership, projected account balances, anticipated expenses, coaching experience/qualifications, tenure and dedication, and availability for team events. The board may, at its discretion, make additional payments, compensation, retention bonuses or gifts.

Section 4 – Description of Positions

Head Coach (swim or dive): Head coaches have a minimum of three seasons of coaching experience. The Head Coach is responsible for leading and coaching swimmers (K-12) in competitive summer swim programs at Hatfield Aquatic Center. The Head Coach is responsible for facilitating a safe, fun, and inviting learning environment for the swimmers. This role requires a strong leader who has excellent communication skills to delegate responsibilities, as well as direct and provide feedback to coaching staff, swimmers, and parents. The ideal coach will build strong relationships with participants and continually challenge them to the next level.

Assistant Coach: The assistant coach role is filled by individuals over 18, who have graduated from high school, and are no longer competing in the Buxmont league. The purpose of the Assistant coach is to aid the Head Coach in the development of the swimmers, through improving swimming skills and knowledge of the sport. Swimmers of all ages on the team should gain an understanding of good sportsmanship and have fun. This role requires an understanding of how children learn, while having the ability to communicate clearly and directly with them, as well as the ability to communicate effectively with swim team parents and fellow coaches.

Junior Coach: A junior coach role is filled by a current team member who is not a graduated senior, but has prior coaching experience. Junior coaches will be paid hourly minimum wage.

Coach in Training: A junior coach role is filled by a current team member who is not graduated senior, and does not have prior coaching experience. This is a volunteer role, but coaches-in-training are eligible for coaches' gifts.

Article XII – Meetings

Section 1 – General Meetings of the Board

A General Meeting of the Board to plan the beginning of the calendar year swim season shall be held no later than January 15th of the year. Meetings shall be held thereafter to support the beginning of the season. Between the conclusion of the Bux-Mont Swim League Season, and January 15 of the following calendar year, the Board shall hold at least one General Meeting. Additional General Meetings can be held at the discretion of the President. General Meetings of the Board shall be open to Membership and as such will be advertised on the team's website or communicated electronically at least seven (7) days in advance. If participants of the team choose to attend meetings of the Board, the Board has the discretion to insist certain portions of the meeting be held in private and to the exclusion of the participants in attendance.

Section 2 – Special Meetings of the Board

Special Meetings of the Board shall be called by the President, whenever deemed necessary, or upon the request of two Board members, due notice having been given to all Board members. Special meetings of the Board do not require membership notification or participation. Membership attendance can be requested by the Board if their presence is relevant to the Special Meeting.

Section 3 – Routine Business of the Board

Routine Business of the Board necessary to promote the operation of the team may be conducted by electronic mail or other electronic communication.

Section 4 – Membership Meetings

One membership meeting will be held each year. While membership participation is voluntary, it is strongly encouraged to build team spirit, welcome new members, introduce Board members and coaching staff, as well as discuss highlights of the previous and upcoming season, policy changes, and identify important dates. Board Member and Coaching staff attendance is required. The Membership Meeting will be held following registration and prior to the start of the competition season.

Article XIII – Bylaw Amendments Procedure

Section 1 – Procedure

1. Any member in good standing may propose an amendment to the Bylaws by submission of such amendment in writing to the Board.
2. Any proposed amendment to the bylaws shall come up for a vote at the next regularly scheduled Board meeting. If approved by a majority of the Board (in quorum), the amendment will then be presented to the General Membership for approval at a regular or special meeting duly convened after notice to the members of that purpose.
3. Amendments require a majority vote of the membership present at this meeting.
4. Proposed amendments may be voted upon via electronic communication.