

FORT MYER SWIM TEAM

By Laws

Article I. ORGANIZATION NAME

Section 1.01 This organization is known as the Fort Myer Swim Team – also known as "The Squids" – and has been affiliated with the Patton Hall, formally the Fort Myer Officer's Club, community since 1961.

Article II. TEAM PURPOSE

Section 2.01 The Fort Myer Swim Team (FMST) exists to provide a wholesome, competitive team swimming experience for the community during the summer months, for swimmers aged 18 and under.

Article III. GENERAL PROVISIONS

Section 3.01 Affiliation with Colonial Swimming League

- (a) Fort Myer Swim Team (FMST) is a member of, and operates within, the Colonial Swimming League (CSL).
- (b) FMST is represented in Colonial Swim League deliberations by the FMST Team Representative(s).

Section 3.02 Affiliation with Patton Hall (PH)

- (a) PH management reports to the Fort Myer Military Community (FMMC), and is governed by its rules. The relationship between FMST and PH is codified in an annual Memorandum of Agreement (MOA), signed by the FMMC Garrison Commander and the FMST President. The MOA provides details on the arrangement/relationship between FMST and the FMMC, whose office oversees PH. Interactions between FMST and FMMC should be conducted between the FMST President and the relevant official from FMMC.
- (b) In addition, the FMST-FMMC relationship shall be anchored in the FMMC recognition of the FMST as a "Private Organization" (PO). Both arrangements define the relationship, the latter (FMST PO status) serving as a framework for the relationship and the former (the FMST-FMMC MOA) providing the details for implementing that relationship. Alterations to the framework or the MOA shall be brought to the FMST Executive Committee prior to the FMST President agreeing to such changes. In any event, the FMST and FMMC shall enter into a season's MOA by signing that MOA preceding the season in question.

Article IV. PERSONAL LIABILITY STATEMENT

Section 4.01 The FMST shall comply with all applicable state and local laws.

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Section 4.02 The FMST obtains its insurance through the Colonial Swim League, and maintains insurance coverage for personal injury, property damage, and other claims as required by the FMST MOA with the FMMC.

Article V. MEMBERSHIP

Section 5.01 Swimmers

- (a) To be eligible for FMST membership, swimmers must be: 18 years of age or younger as of the first meet of the swim season AND dependents of families as described in Section 5.02.
- (b) Priority for membership shall be given to swimmers returning from the previous year, and new memberships will be accorded on a "first-come, first-served" basis to swimmers meeting the membership criteria. It is recommended that team membership be limited to no more than 175 swimmers. At the discretion of the FMST Executive Committee, additional memberships may be approved.
- (c) All swimmers must be able to swim one length of a 25-meter pool, including swimmers in the 8 and under age group, without the use of assistance or equipment (i.e., using swim fins, touching the side, bottom of the pool, or lane lines). Swimmers will be assessed during the first week of practice. Any swimmer not meeting this requirement will not be allowed to participate in the swim season. As FMST does not teach swim lessons, this requirement is established for the safety of the individual and to maintain effective use of the coaching staff.

Section 5.02 Member Families

- (a) Swimmer eligibility is a function of the eligibility of the swimmer's family for membership at Patton Hall. Families who are eligible to join Patton Hall pool must join that pool, and adhere to Patton Hall membership regulations.
- (b) The FMST MOA with the FMMC permits a limited number of Patton Hall ineligible families to participate on the FMST, and provides guidelines for that participation. The FMST shall maintain a roster of at least 90 percent Patton Hall eligible families and no more than 10 percent Patton Hall ineligible families. The FMST Executive Committee shall determine the additional fee (up to \$200) that shall apply to ineligible families.

Article VI. GOVERNING BOARD

Section 6.01 Parents comprise the membership of the Governing Board which establishes FMST policies and directs the activities of the team. The Governing Board consists of the Executive Committee and Standing Committee Chairpersons.

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Section 6.02 Executive Committee

- (a) The FMST Executive Committee shall consist of four elected officers (President, Vice-President, Secretary, and Treasurer), and a Team Representative, appointed by the President.
- (b) The FMST President is responsible for enforcing the Governing Board's policies. As issues arise, the President may seek the Board's guidance individually or in a formal session. The President may also take whatever action he/she deems appropriate, and consult with the Board afterward.
- (c) Each July, the President shall appoint a nominating committee to prepare a slate of proposed Executive Committee officers for the following year. The chairperson of the nominating committee shall present the slate to the parents at the annual Awards Banquet, solicit other nominations, and conduct the election of officers.
- (d) The new Executive Committee shall take office the day after the last meet of the season or the day after the Awards Banquet, whichever occurs later. In the event vacancies occur after the election of officers, the President may appoint replacements.
- (e) Executive Committee members are encouraged to participate in Stroke and Turn, Starter, and Referee training and to maintain current with these trainings.

Section 6.03 Standing Committee Chairpersons

- (a) Chairpersons are appointed by the Executive Committee, from among parent-volunteers and consist of any of the following:
 - (i) Head of Officials
 - (ii) Clerk of Course
 - (iii) Social Chairperson
 - (iv) Computer Operator
 - (v) Head Timer
 - (vi) Publicist
 - (vii) Volunteer Coordinator
 - (viii) One At-Large Position, to be filled at the discretion of the President
 - (ix) Other Chairpersons, as required

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Section 6.0 Meetings and Quorums

- (a) The Governing Board shall meet at least quarterly to address policy matters. A quorum consists of at least four Executive Committee members and at least three Standing Committee Chairpersons. A majority vote of Board members present is required to establish policy.
- (b) The Governing Board is responsible for, but not limited to, making decisions on:
 - (i) Establishing an Annual budget, Determining Registration Fees
 - (ii) Selecting Coaches, and Establishing Coaches' Salaries and Bonuses
 - (iii) Determining Award Policy, and Selecting the Koran Trophy Winner
 - (iv) Selecting a Team Suit
 - (v) Other Topics suggested by the Board
 - (vi) Amendments to the By-Laws

Article VIII. FUNCTIONS, ACTIVITIES, and OPERATING PROCEDURES

Section 8.01 Coaching Staff

- (a) The coaching staff shall consist of a Head Coach and Assistant Coach(s). The Governing Board selects the Head Coach. The Head Coach selects his/her Assistant Coach(s) with the concurrence of the Governing Board, establishes their work schedule(s), and is responsible for time and attendance of the Assistance Coach(s).
- (b) The Governing Board sets the salaries and bonuses (if any) for the Head Coach and the Assistant Coach(s). The Treasurer pays salaries in three (3) equal installments the first week of practice, mid-way through the season and the week of the All-Star meet. The Treasurer issues bonus checks authorized by the Governing Board at the end of the season.
- (c) The Head Coach reports to the FMST President. The Assistant Coach(s) report to the Head Coach.
- (d) Parents wishing to raise matters relating to the performance of the coaching staff should address their comments to an FMST Executive Committee member. Parents wishing to discuss their swimmer's performance are encouraged to speak directly to the Head Coach. Parents should exercise appropriate discretion and not have these discussions during swim meets or practices.

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- (e) All coaches must participate in available Stroke and Turn, Starter, and Referee Clinics and pass the written test prior to the start of the season. Many sessions are offered at various times and locations. Coaches shall present a copy of their completed tests to the FMST President prior to the start of the season.
- (f) All coaches must be certified lifeguards.

Section 8.02 Parental Participation at Meets and Other Activities

- (a) Swimming is a parent-intensive activity, and parental participation is required to operate a swim meet. The FMST requires assistance from family members to run swim meets. A swim meet requires the FMST provide at least 25 parents for home meets and at least 16 parents for away meets to fill required jobs, including:

Positions	Home Meet	Away Meet
Referee	1	0
Stroke and Turn Judge	2	2
Starter	1	1
Clerk of Course	1	1
Head Timer	1	1
Timers	9	9
Computer Operator	1	0
Ribbon Writers/Card Sorters	2	2
Announcer	1	0
Pool Set-up and tear-down	6	0

- (b) Each FMST family is required to complete ten (10) points during the swim season, regardless of the number of children from the family that are on the team. Points are earned for jobs and activities that FMST is required to provide in order to participate in A and B swim meets, Divisionals, and All-Stars. Points are also earned for assisting with social events, as needed. Generally, one (1) point is equivalent to one (1) hour of time doing swim-team related activities. Governing Board members are exempt from the point system. Families that do not meet the minimum point requirement may be restricted from participating on the team in subsequent seasons.
- (c) Clinics for Referees, Starters, and Stroke and Turn Judges are provided prior to the season by the Colonial Swimming League. Participation in clinics may be required by the Colonial Swimming League.

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- (d) In addition, Standing Committee Chairpersons will from time to time seek volunteers to assist in specific activities or tasks.

Section 8.03 Meet Procedures

- (a) FMST time trials shall be held on the last Saturday or Sunday morning before the Colonial Swim League season begins. Time trials are used to establish swimmers' times for meet-seeding purposes. The Governing Board may establish a new date for time trials in order to adjust to variability in league schedules, pool availability, and weather. While attendance at time trials is strongly encouraged, swimmers who are unable to attend time trials may arrange with the Head Coach for an alternate time to establish a seed time.
- (b) The Colonial Swimming League's rules establish which events are swum at each meet and the order in which they are swum. League rules permit a swimmer to swim in three individual events. In general, the Head Coach seeds the three swimmers having the fastest time in each event to swim in the "A" level meet each Saturday. At his/her discretion, the Head Coach may modify this practice for the good of the team as a whole. The Head Coach seeds the relay team members as he/she sees fit to optimize the team's chances of winning.
- (c) For swimmers who are not selected to swim in "A" meets, there are "B" level developmental meets. All swimmers may swim in a "B" meet event except those who have placed in that particular event during the immediately preceding "A" meet or those who are not yet able to meet the swimming ability requirements as determined by the Head Coach.
- (d) FMST suits must be worn during regular season swim meets. Caps, if worn, must be FMST logo caps. Exceptions for "fast" suits will be made for season ending championship meets such as Divisionals and All-Stars.

Section 8.04 Practices

- (a) Swim practices will commence the day after the Memorial Day weekend and continue through the All-Stars meet. Practices are held Monday through Friday.
- (b) Practices from Memorial Day through the end of the Arlington County school year will be held in the afternoon after school hours. From the end of the Arlington County school year through All-Stars, practices will be held in the morning.
- (c) The Head Coach will establish the practice times, with the approval of the Executive Committee. Practices shall be divided into multiple sessions, differentiated by skill level. Assignment of swimmers to a session shall be the responsibility of the Head Coach.

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Section 8.05 Social Events

- (a) The Awards Banquet is held each year, and includes the election of the next year's FMST Executive Committee. The Awards Banquet normally occurs on a weekday evening between the Divisional and All-Stars meets.
- (b) Scheduling of social events is not mandatory for the FMST, and attendance is not required. However, tradition and team spirit are an important part of the FMST experience and participation in social events is encouraged. Over the years, FMST social events have included:
 - (i) Pancake Breakfast during a morning swim practice.
 - (ii) Picnic during which the team photograph is taken.
 - (iii) Seniors Sleepover (13-14, 15-18) held at a member's home following the Awards Banquet.
 - (iv) Juniors Movie Day (8 and under, 9-10, 11-12) led by the Head Coach.
 - (v) Seniors Dinner (13-14, 15-18) held on a Friday night prior to a swim meet.

Section 8.06 Awards

- (a) The FMST presents trophies at the Awards Banquet to recognize swimming accomplishments. The following awards are given annually and may include:
 - (i) Participation Awards
 - (ii) Divisional Age Group Winners
 - (iii) Most Improved Award(s)
 - (iv) Coach's Award(s)
 - (v) Koran Trophy (See Appendix A for Guidelines)

Article IX. FINANCIAL MATTERS

Section 9.01 Registration Fees

- (a) Prior to the start of each swim season, the Governing Board shall establish a registration fee. The fee shall be sufficient to cover operating expenses for the upcoming swim season and ensure a reasonable amount of money to be carried over to the start of the next season.

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- (b) Typical expenses that must be covered include, but shall not be limited to: team equipment, trophies and awards, coach salaries and bonuses, any payments to the FMMC, and subsidization of the Awards Banquet. Registration fees shall be made payable to the FMST and will not be refunded after the date of time trials.

Section 9.02 Fundraising

- (a) The FMST may conduct other fundraising activities during the year. Examples of activities include sales of T-shirts and operation of concession stands during meets, circumstances permitting.
- (b) The Governing Board should actively pursue fundraising opportunities, so as to allow registration fees to be reasonable.

Section 9.03 Tax Liabilities

- (a) FMST is a member of the Colonial Swim League, which is a not-for-profit 501c(3) tax-exempt organization.

Section 9.04 Distribution of Funds

- (a) Both the President and Treasurer shall be able to sign checks from the FMST bank account.
- (b) The President and Treasurer shall sign checks where the value exceeds \$500.

Article X. DISCIPLINE and DISSOLUTION

Section 10.01 The Governing Board reserves the right to deny FMST membership to, or remove from the team for cause without refund of registration fee, any swimmer whose conduct (or whose family's conduct) is judged to be incompatible with the team's objectives.

Section 10.02 The Head Coach has the authority to remove swimmers from practice for improper behavior, and/or meets for violating team policy.

Section 10.03 If the FMST is dissolved, all funds in the treasury at that time will be used to meet any outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by the Governing Board, in appropriate consultation with the membership.

Article XI. FMMC PRIVATE ORGANIZATION-SPECIFIC CLAUSES

Section 11.01 The membership is liable under the laws of Virginia for organizational debts in the event the organization's assets are insufficient to discharge liabilities. It is

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further understood that FMMC will not incur or assume any liability on behalf of or as result of this organization.

Section 11.02 The organization agrees to reimburse the FMMC for utility expenses, unless use is incidental.

Section 11.03 The organization agrees to neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.

Section 11.04 The organization will not seek to deprive individuals of their civil rights.

APPROVED:



Kelly Maguire
President

Date: 9/25/17



Becky Mohler
Vice-President

Date: 09/25/2017

