

## **BY-LAWS**

### **SARATOGA SWIM TEAM Inc**

**8070 Edinburgh Drive**

**Springfield, VA 22153**

Revision March 2023

### **STATEMENT OF ORGANIZATION**

#### **1. NAME**

The Saratoga Stingrays Swim Team Inc (“Swim Team”).

#### **2. NONPROFIT STATUS**

The Swim Team is a non-profit, tax-exempt recreational organization and is not organized for the private gain of any person.

#### **3. STATEMENT OF PURPOSE**

The purpose of the Swim Team Bylaws is to define the objectives, organizational structure, and procedures that exist to support the Swim Team. This is to assure that there is a common and consistent understanding of the program, such that all participants can enjoy the benefits and share equally in the responsibilities associated with the operation of the Swim Team.

#### **4. SWIM TEAM OBJECTIVES**

The objective of the Swim Team program is to provide a competitive environment in which all eligible swimmers can learn to swim, work together to develop strengths and identify weaknesses, make a commitment to themselves, the coach and fellow teammates in a mutually respectful environment and then be recognized for their accomplishments. The team environment should reinforce the importance of good sportsmanship and build character in our swimmers.

## **5. LEAGUE AFFILIATION**

The Swim Team is affiliated with the Colonial Swim League (CSL). Any league change will be determined by the Board of Directors (“Board”) and voted by the parents/legal guardians of the swimmers (“General Membership”).

## **6. ORGANIZATIONAL STRUCTURE**

The organization includes the swimmers, General Membership, an Executive Board elected by the General Membership, team volunteers, and salaried staff. The titles and responsibilities associated with these positions are defined herein.

### **6.1. Swimmers and General Membership:**

**6.1.1. Swimmers:** Any individual who is 18 years old or younger as of June 15 for the current summer swim season and who has paid the registration fee as established by the Board. Any individual wishing to participate in the Winter Swim program will be 18 years old or younger as of June 15 of the previous summer swim season. In order to qualify for the Summer Swim team, every swimmer must be evaluated by coaching staff prior to placement. Specific swimming milestones necessary for qualification will be communicated to the General Membership by the coaches prior to the start of the Summer Swim season.

**6.1.2. General Membership:** Parents/Legal Guardians of the swimmers participating during the Summer Swim season are entitled to a single vote per household in elections and other membership referenda. The membership period is defined as May of the current calendar year through April of the following calendar year. The General Membership is expected to assist in performing the tasks necessary to operate the swim team, as described herein.

### **6.2. Financial Responsibilities:**

**6.2.1. Dues:** Dues shall be established by the Board for the purpose of defraying the costs associated with running the swim team. Multi-swimmer families will be reduced by an amount determined by the Board. All refunds of membership dues shall be at the discretion of the Board.

**6.2.2. Financial Hardships:** The Board will work with any family with financial

hardship as documented (ie. Free/ reduced school meals). Volunteer work will be required.

- 6.2.3. Board and Team Volunteer Relief:** Elected Board members (Para 6.5.6.1 to 6.5.6.7) will have the dues waived for one child for the summer season. Team Coordinators (Para 6.6) approved by the Board will receive a free team T-shirt.
- 6.3. Meet Volunteers:** Volunteering is a required part of having your child enrolled on the Swim Team. It takes a minimum of 20 volunteers to run one single meet. All parents are required to volunteer in one or more of the following positions throughout the swim season for a minimum of five (5) volunteer jobs. A volunteer fee may be charged at the end of the swim season if quota of volunteer jobs are not met. This does not include Pre-season Time Trials. The Board will determine the volunteer requirements annually prior to the start of the summer swim season and communicate said requirements and potential fees to the General Membership. Exceptions to this requirement will be handled by the Board.
- 6.3.1. Card Runner:** Card runners bring time cards to timers and collect/deliver completed time cards, along with any DQ slips from the Meet Referee, to the Computer Operators.
- 6.3.2. Clerk of Course (COC):** The COC manages swimmer time cards and the placement of swimmers to swim lanes. During “A” meets the COC lines up swimmers in their lanes, according to the meet sheet and swimmer time cards; solves lane assignment confusion, informing Referee and Timers as needed. At “B” meets the COC assigns swimmers to heats and lanes, alternating Home and Visitor swimmers, assigning heats according to descending swimmer times. Adds event, heat and lane numbers to swimmer time cards
- 6.3.3. Computer Operators:** Computer operators enter team event lineups into the computer (and, at Home meets, integrating Visiting team event lineups into meet sheets): prepare meet sheets in advance of competition starting, making adjustments due to swimmer scratches or additions; print results sheets by stroke for posting during competition.
- 6.3.4. Head Timer:** The Head Timer gives out the watches, gives a briefing before the meet on the correct procedure for timing, and assigns timers to lanes. The Head Timer also starts a pair of extra watches in case one of the timers misses the start or has a malfunctioning watch. The Referee checks with the Head Timer to make sure the timers are ready to start the race.
- 6.3.5. Officials (Referee, Starter, Stroke and Turn Judge):** Officials are required to complete a USA swimming course, pass a test, and shadow experienced

officials at least three (3) meets. One Referee (supplied by the home team), one Starter (supplied by the visiting team), and at least two Stroke and Turn officials are required to run all “A”/”B” meets throughout the entire competitive season. Certified officials will be asked to volunteer in as many meets as possible, and may be asked to participate in other league events including, but not limited to, the Relay Carnival, Divisionals, and the CSL All-Star meet.

- 6.3.5.1. Referee and Starter:** The Referee is in charge of running the meet, to include starting races and evaluating all DQ slips generated by Stroke and Turn judges. The Referee makes judgment calls based upon team appeals to a DQ. The Referee blows a whistle to signal swimmers that their event is about to start, and works with the Starter to make sure that all swimmers are ready to start their race. The Starter calls out the name of an event after the Referee whistle and starts the race by activating the starting system that beeps and flashes a light, indicating that timers need to start their watches. Together the Referee and Starter determine if a swimmer has a false start. When feasible, a second Administrative Referee can work with the Meet Referee to assist with the evaluation of DQ slips and make meets progress smoothly.
- 6.3.5.2. Stroke and Turn Judge:** Evaluates the starts, turns, strokes, and finishes for all swimmers assigned to a specified lane(s). Prepares a DQ slip if they determine that a swimmer has failed to perform any of the aforementioned actions according to USA Swimming Rules.
- 6.3.6. Ribbons:** Uses labels generated by the Computer Operators and affixes them to an appropriate ribbon for all swimmers who have placed in a meet.
- 6.3.7. Timers:** Each team provides 9 timers at every meet. Timers must time and record the swimmers in their lane according to CSL guidelines, and as instructed by the head timer.
- 6.3.8. Additional Appointed Positions:** Additional positions may be established and terminated by the Board as the need arises.

#### **6.4. Salaried Positions**

- 6.4.1. Head Coach:** The Head Coach/Coaches is responsible for running practices, directing Assistant, Junior and Mentor Coaches, preparing event entries for meets, and maintaining team discipline at practices and meets. The primary functions of the Head Coach are to teach proper swimming techniques and good sportsmanship, to assist and encourage swimmers in improving their swimming skills, and to develop and run a structured swimming program

which is approved by the Board. The Head Coach will work with Team Representatives to send out coordinated messages in regards to meet announcements, meet results etc. or with Team Webmaster, when appropriate. The Head Coach must have all appropriate licenses as required by the Colonial Swim League, and provide credentials as to his/her skills and experience.

- 6.4.2. Assistant Coach/Coaches:** The Assistant Coach/Coaches will provide support and assistance to the Head Coach in building a positive swim experience for swimmers. Co-create practices with the Head Coach and be agile in changing activities based on strengths/weaknesses of swimmers.
- 6.4.3. Junior Coach/Coaches:** Junior coaches assist the entire coaching staff with all matters pertaining to the swim team. Junior coaches are expected to set the example for good sportsmanship, and their top priority is to oversee swimmer discipline and logistics at practice and meets; ensuring at meets that swimmers receive a time card and report to the Clerk of Course in a timely fashion.
- 6.4.4. Mentor Coach/Coaches:** They assist the entire coaching staff with all events pertaining to the swim team. Mentor coaches work closely with all members of the swim team and are expected to set the example for good sportsmanship.
- 6.4.5. Additional Salaried Positions:** Additional positions may be established and terminated by the Board as the need arises.
- 6.4.6. Selection of Coaches:** The Board is responsible for the selection of all coaches. The coach selection process will be open and publicized, and a detailed job description will be provided by the Board. If deemed necessary, the Board will appoint a selection committee whose responsibility it is to seek qualified candidates and make recommendations to the Board. Final selection will be made after a personal interview with the Board has been conducted. All coaches are accountable directly to the Board.
- 6.5. Swim Team Board:** Consists of an Executive Board with at least three non-related persons, but not more than eleven, elected by the General Membership. Executive Board positions (Para 6.5.6.1 to 6.5.6.7) can not be increased or changed without approval vote from the General Membership. The Board is to carry out the responsibilities associated with day-to-day operation of the team.
  - 6.5.1. Responsibilities and Authority:** As the elected representatives of the swim team, the Board is authorized to prepare budgets, select individuals for appointed positions, form committees, disburse funds, hire staff, plan and schedule events, interface with the Saratoga Pool (Saratoga Recreation

Group), and perform other management duties as required to operate the swim program.

- 6.5.2. Term of Office and Vacancies:** Elected board positions shall have a term of two (2) years, with the option of reelection for one more consecutive term. Should an elected Board position be vacated during any given year, then the General Membership shall elect a replacement for the remainder of the term at the next scheduled membership meeting. During the period between the vacancy and next scheduled membership meeting, the Executive Board may either appoint a temporary replacement or leave the position vacant.
- 6.5.3. Election:** Nominees for Board positions will be taken from the General Membership and an open ballot will be conducted with each membership household casting one vote for each open Board position. Those candidates receiving the most votes will be awarded seats on the Board. No quorum is required for voting, and the voting may be held online if provisions are made to track one vote per membership household.
- 6.5.4. Board Meetings:** Board meetings are called by the Team President as required to conduct the business of the team. Only board members elected by the General Membership are allowed to vote in Board proceedings. These meetings are open to the General Membership, who should contact the Team President or Secretary to obtain the time and place of the next meeting. A quorum of at least half of the Board is required to hold a Board meeting. A quorum of half the Board is required for voting decisions.
- 6.5.5. Records and Reports:** All reports will be available to the General Membership upon request: 1) Treasurer's records; 2) The Secretary shall maintain minutes of all membership and Board meetings; 3) Team Representatives will submit CSL meeting minutes; 4) The Board will deliver an Annual Report at the conclusion of the Summer Swim season to educate the General Membership on the overall status of the team, in-season accomplishments, and anticipated board position openings for the following year
- 6.5.6. Board Positions:** Certain duties and responsibilities may not be performed in a given year based on team needs or temporarily shifted between board members as agreed on by the Executive Board. Several positions carry a minimum of years experience on the team, each year consists of one summer swim season.

  - 6.5.6.1. Team President:** Minimum 2 years experience on the Swim Team. The General Membership will elect the Team President. The President shall be: the Chief Executive Officer; responsible to oversee daily

operations management; preside at all meetings of the Swim Team and of the Executive Board; call special meetings of the membership as provided in the By-laws; enforce all rules and regulations of the Swim Team; appoint chairpersons as needed for Board confirmations; be an ex-officio member of all committees; initiate checks disbursing Swim Team funds in the absence of the Treasurer; oversee team website, authorizing users, as appropriate.

- 6.5.6.2. Vice President:** Minimum 2 years experience on the Swim Team. The General Membership will elect the Vice President. The Vice President shall assist the President and perform his duties in his absence. The Vice President shall: work with Saratoga Swim Team Sponsors; prepare a marketing plan for winter and summer swim seasons with a goal of building team membership; using a 3-month lead on the season, when possible; assist Secretary with coordination of flyers, signs, banners, press releases, and/or advertisements, etc., to notify of season and registration process; assist Secretary with swim team and pool club communication.
- 6.5.6.3. Treasurer:** Minimum 1 year experience on the Swim Team. The General Membership will elect the Treasurer. The Treasurer shall: administer the day-to-day financial functions of the Saratoga Stingrays to include disbursement of funds, collection of dues and fees, maintenance of the Saratoga Stingrays bank account, to include retaining records of swim team expenditures, prepare periodic financial statements, assist the President in budget preparation, manage coach contracts and salary structure for winter and summer seasons; work with Team Representative(s) to prepare coach salary structure and contracts; prepare coaching contracts, distribute to coaches, secure signatures, retain contract copy for each coach; disburse coach paychecks according to payment schedule; work with a designated Membership Coordinator during registration periods; maintain documentation of all financial records for the current and prior years, which is open to inspection by the General Membership upon request.
- 6.5.6.4. Secretary:** The General Membership will elect the Secretary. The Secretary shall: keep the records of the swim team, other than meet results and related information, to include the minutes of all meetings, records of attendance, club correspondence, announcements regarding swim team registration, and meet information; manage and keep current team rosters providing Coaches with most up-to-date roster at all times; serve as primary point of contact for membership questions;

ensure all correspondence is properly preserved and filed, until disposed of by the Board; maintain team website; coordinate website content; maximize parent utilization of team website, as it relates to membership and meet management; initiates e-communication throughout the year with Board members and the General Membership; coordinate with other board members to make sure someone is available to order Trophies and Record Board updates each year.

**6.5.6.5. Team Representatives:** The General Membership will elect two (2) Team Representatives. The Team Representatives shall: represent the team at all CSL meetings and communicate, in writing, the results of these meetings to the Board; be the primary interface between Saratoga Stingrays parents and coaches and with CSL Division team representatives; oversee all activities pertaining to competitive team events; this may include serving as the official representative of the team at all competitive events; perform specific Team Representative duties during CSL meets as contained in the CSL by-laws and instructions; work with Treasurer on coach contract and salary management. Manage inventory of ribbons and DQ slips as needed.

**6.5.6.6. Member at Large/Pool Liaison:** Minimum 1 year on the Swim Team. The General Membership will elect the Board Member at Large. Member at Large shall: work with the rest of the Board to accomplish the goals of the Swim Team; represent the swim team at SRG Pool Board Meetings and communicate in writing the results of these meetings to the Board; should be a member of Saratoga Pool unless prior approval from SRG; other job responsibilities will be determined by the President with guidance from the Board.

**6.5.6.7. Coaches Liaison:** The coaching staff will select one individual to act as a non-voting member of the executive board. This individual will act as a liaison between the coaching staff and the board.

**6.6. Team Coordinators:** Team Coordinator positions are not voted by the General Membership, thus they do not have voting rights at Board meetings, but should be invited to provide input and participate in discussions. The Team President, with guidance from the Board, will approve Team Coordinators. These positions are not required, therefore when positions are not filled, the Board will decide how to distribute duties. Many of these positions will also have responsibilities outside of the summer season.

**6.6.1. Pep Rally/ Events Coordinator:** The coordinator shall: plan and coordinate all spirit and social events during the winter and summer seasons with help



from a committee of parents/older swimmers; before summer season starts, plan dates for Splashdown, prepare evening and morning pep rally schedule for summer season, coordinating with coaches and Team Representative(s) for days/times/themes; organize team/family evening pep rallies on an evening prior to Saturday meets; organize post-practice morning pep rallies, as requested by coaches; discuss and plan prices/ideas for food for Awards Banquet by end of June; Coordinate with Board to get pep rally schedule, Splashdown and other events posted on website and calendars, requesting help from Webmaster/Secretary, as needed; submit all expenses to Treasurer for pre-approval.

- 6.6.2. Fundraising Coordinator:** The coordinator shall: coordinate with Board, Coaches and parents for team fundraiser – type and dates; conduct fundraiser; submit all expenses to Treasurer for pre-approval.
- 6.6.3. Team and Spirit Wear Coordinator:** The coordinator shall: prepare order forms for spirit wear; order and distribute team t-shirts, suits and other spirit wear in a timely manner; as needed, research and secure quotes for team suits, spirit wear, equipment and/or products for swimmer purchase; purchase aforementioned equipment/products, when needed; if needed, organize design of team spirit wear; submit all expenses to Treasurer for pre-approval.
- 6.6.4. Concessions Coordinator:** The coordinator shall: coordinate all aspects of home meet concessions to include scheduling volunteers, purchasing food and beverages, clean up, and store all concessions products that are sold at meets; coordinate with the Team Representative(s) prior to each meet to determine meet size and provide list of concessions items to be included in meet invitation per Team Representative(s) timeline; work with the Treasurer to ensure concession monies are documented (to include receipts, sales and carryover) and provided to the Treasurer for deposit after each meet; submit all expenses to Treasurer for pre-approval.
- 6.6.5. Volunteer Coordinator:** The coordinator shall: coordinate with Pep Rally/ Events Coordinator to ensure volunteer positions are filled during the season team events; coordinates with Board to help with swim meet volunteer signup and updates information as necessary to fill positions; works with the secretary to communicate additional volunteer opportunities to the team; coordinates with the Treasurer to document and manage any volunteer expectations or Volunteer Fees; helps find parents to coordinate information about the Seniors - banners etc.; submit all expenses to the Treasurer for pre-approval.
- 6.6.6. Officials Coordinator:** The coordinator shall: be the liaison between the

Board and the officials. The Officials Coordinator will make sure all meets are sufficiently staffed. The Coordinator will be the point person for recruiting new officials, and making sure current officials maintain their required training and certifications.

- 6.6.7. Shelley Millis Scholarship Coordinator:** The Coordinator shall: coordinate the selection and application process and fundraising of scholarship, with the help of the Board as needed; submit all expenses to Treasurer for pre-approval.

## **7. MEMBERSHIP MEETINGS**

General Membership meetings are scheduled at least twice per year by the Board, one in the fall after the Divisional swim meet, but before the end of October and one in the spring immediately prior to the start of the competitive swim season. Should the need arise; the Board may schedule additional meetings and referenda as required. Both meetings for the next year will be scheduled after the League has established the schedule for the following year.

- 7.1. Pre-Season Meeting:** The purpose of the pre-season meeting is to introduce all members and swimmers to the Executive Board, coaching staff and Sponsors for the summer season and organize in preparation for the upcoming swim season. This includes: collection of swimmer registrations, distribution of enrollment materials, solicitation of volunteers for various appointed and volunteer positions, and other business items as may be required to begin the season's activities. The pre-season meeting will be scheduled prior to the start of summer swim practice.
- 7.2. Post-Season Meeting:** The primary purpose of the post-season meeting is to conduct all of the official business of the swim team for the upcoming year. Elections for the Board will be announced for the next season. The secondary purpose is to provide an open forum for the General Membership to comment on performance during the previous season, and suggest improvements for the upcoming year. The post-season meeting occurs after the end of season.

## **8. FUNDING**

Funding is derived from membership fees assessed at the beginning of the swim season, from special fund raising events and donations, the purpose of which is to reduce fees in the interest of making the swim team affordable for all.

- 8.1. Budgetary Procedure.** With assistance from the Board, the Treasurer will prepare a financial statement for Board approval and distribution at the fall membership meeting. The report summarizes the prior year's revenues and expenditures. The Board then establishes a budget for the following year. Approval by the majority of the General Membership attending the next membership meeting is required to make the budget effective.
- 8.2. Reserve Fund.** A "zero based" approach will be used to establish the annual budget. A reserve fund of \$5,000 will be maintained as the zero point, thus assuring the financial stability of the team from year to year. The objective of the budget process is to retain a \$5,000 balance at the conclusion of each swim season with dues and/or expenditures raised or lowered as necessary to retain this balance.
- 8.3. Winter Swim.** A Winter Swim program will be in place with two primary objectives: First is to provide a year-round opportunity for swimmers to continue to develop and/or maintain their swimming skills outside the competitive Summer Swim season. Second is to provide an additional source of funding for the operation of the Summer Swim program. All revenue and expenditures for the Winter Swim program will be reported as part of the budgetary procedure in section 8.1.

## **9. SWIMMING PROGRAM**

- 9.1. General Description:** The swimming program consists of the coaching program, competitive events, and awards for the purpose of recognizing the accomplishments of all team swimmers. The swimming program is designed to achieve the swim team objectives. The program is structured to meet the needs of all participating swimmers, and to encourage and reward personal improvement, as well as competitive excellence. It is the goal of the program to especially stress personal improvement in such a manner as to encourage swimmers to participate and progress in all swimming skills and strokes, not just those in which they excel.
- 9.2. Team Records:** Swimmers' personal best records and team records can be set at any officially timed and officiated League meet or Developmental meet. In order for a record to be made in a meter or yard pool, the swimmer must set the record in a pool of the respective pool measurement. Times may not be converted. The Computer Operator enters and posts records in a timely manner, keeping swimmers apprised of their personal progress throughout the year.

**9.3. Awards:** All swimmers ages 12 & Under are to be given Participation Awards upon completion of the competitive swim season. Additionally, High Point and 2<sup>nd</sup> High Point trophies will be awarded to the deserving swimmers in their respective age groups. In addition, there may be additional discretionary awards given to swimmers as selected by the coaching staff; i.e. Coaches' Award, Spirit Award, or Most Improved Award. Awards are to be announced at the end of season Awards Picnic.

## **10. MODIFICATION OF BYLAWS**

**10.1. General Information:** Any General Member may submit written suggestions for changes to the By-Laws to the Executive Board. The Saratoga Swim Team Executive Board is authorized to prepare and submit them for General Membership ratification up to once per year.

**10.2. Ratification Process:** Ratification of changes to this document requires a majority vote of General Membership attending a membership meeting, in person or virtually, to amend bylaws. In addition to the new version of the document itself, the General Membership will be provided with a cover letter summarizing those areas that have changed. Proposed changes will be distributed to the General Membership at least one week in advance of the membership meeting in which the ratification vote is to be held.