

The Charter of the Del Prado Swim Team and the Del Prado Swim Team Committee

SECTION 1.0 - GENERAL

1.1 **PURPOSE**. This charter defines the composition, organization, and operating parameters of the Del Prado Swim Team and the Del Prado Swim Team Committee.

1.2 **GENERAL**. The Del Prado Swim Team was organized as a forum for providing recreational swimming for youths of the Del Prado community. The Del Prado Cabana Club, having the responsibility to ensure proper management for all activities directly or indirectly sanctioned, recognizes the benefits to be accrued from the Del Prado Swim Team. Therefore, the Board has recognized the Del Prado Swim Team and the Del Prado Swim Team Committee as official organizations of the Del Prado Cabana Club.

1.3 **GOALS**. The goals of the Del Prado Swim Team and Del Prado Swim Team Committee will be to:

- Provide recreation in the form of a recreational, seasonal swim program for boys and girls aged 4 to 18 who are members of the Del Prado community.
- Provide training and practice opportunities for the team members to improve their swimming abilities and skills.
- Provide competitive opportunities for team members in the form of swim meets with others in the same age group and at the same level of development.
- Provide structured recreation activities with adult supervision to further development of the team members.
- Provide supervised physical activity for the betterment and health and physical well-being of the team members.

SECTION 2.0 - RESPONSIBILITIES

The primary responsibilities of the Del Prado Swim Team will be to develop and operate a youth swim team program for the community. In this endeavor, the Del Prado Swim Team Committee will be ultimately responsible to the Board of the Del Prado Cabana Club.

2.1 **BOARD**. The Board of Del Prado Cabana Club, having recognized the Del Prado Swim Team, will:

Serve as the oversight for actions associated with the operation of the Del Prado Swim Team. Such oversight includes, but is not limited to, the fiscal and operational functions of the team.

Act on the recommendations of the Del Prado Swim Team Committee for such actions as:

- Approving the Del Prado Swim Team schedule of meets/activities to be held at the pool.
- Approving the Del Prado Swim Team Annual Operating Budget.

2.2 **DEL PRADO SWIM TEAM COMMITTEE**. The Committee will perform functions that include, but are not limited to, the following:

- Provide supervision over the Del Prado Swim Team and make recommendations to the Board regarding matters of team operations.
- Operate the Del Prado Swim Team in accordance with guidelines established in this charter.
- Establish subcommittees as may be required to effect the development and operation of the Del Prado Swim Team.
- Approve applications for membership on the Del Prado Swim Team and provide a full list of all members and their addresses to the pool membership coordinator prior to the start of the season and as changes occur thereafter.
- Develop an Annual Operating Budget for submission to the Board for approval. The Budget will establish the plan for funding all operations of the Del Prado Swim Team.
- Subject to approval by the Board, publish an annual plan for the use of pool facilities. This plan will include such information as the purpose for which the pool is being used, times of use, etc.
- Recruit coaches and report to the Board.
- Represent the Del Prado Swim Team before the Tri-Valley Swim League.
- Coordinate pool times for practice, meets, and other authorized swim team activities.
- Perform other functions as are prescribed in this charter.

SECTION 3.0 - ORGANIZATION

3.1 **MEMBERSHIP ELIGIBILITY.** Membership eligibility for both the Del Prado Swim Team and the Del Prado Swim Team Committee is established as follows:

3.1.1 **Del Prado Swim Team.** Eligibility for membership in the Del Prado Swim Team falls within two categories:

3.1.1.1 **Standard Membership** - Children of "Members in good standing" of the Del Prado Cabana Club who have not reached their 19th birthday by the date of the first meet are eligible for membership on the Del Prado Swim Team. A "Member in good standing" is one who is current in his/her payments of all assessments and has no outstanding covenant violations. Standard membership will not expire, provided that the Del Prado Swim Team member has not yet reached his/her 19th birthday and the Member remains in good standing.

3.1.1.2 **Special Membership** - Children who have not reached their 19th birthday by the date of the first meet are eligible for membership on the Del Prado Swim Team if they fit within one of the following categories.

- They are an immediate family member of a Del Prado coach.
- They are an active lifeguard of the Del Prado Cabana Club.
- They are residing with a "Member in good standing" of the Del Prado Cabana Club.

- They are a former member family who has moved out of the membership boundaries, with at least 3 consecutive years swimming for the team.
- In the event the team does not have a full squad after member sign-ups, they are a non-Del Prado resident who enrolls within the valid enrollment period as determined by the Del Prado Swim Team Committee, meets swim team selection criteria, and pays the non-resident membership fee.
- They are otherwise “grandfathered in”, as merited by specific special circumstances and as approved by the Board.

The number of available non-resident positions, if any, will be determined annually by the Del Prado Swim Team Committee based on the number of resident registrants, but in no event shall the number of non-resident members exceed 10% of total membership. Non-members’ use of the Del Prado Cabana Club facilities will be for practices, team functions, and meets only.

3.1.2 Del Prado Swim Team Committee. Eligibility for participation on the Del Prado Swim Team Committee is established as follows.

- Any "Member in good standing" of the Del Prado Cabana Club is eligible to be a member of the Del Prado Swim Team Committee.
- Subject to limitations set forth in Section 3.3.3, any parent, grandparent, or guardian of a participating member of the Del Prado Swim Team.

3.2 SWIM TEAM SELECTION. No swimmer eligible for membership will be denied membership on the team unless such denial is based on swimming capability. However, those children eligible for membership must meet the following criteria to become a member. All members that are unable to meet the following requirements, as determined by the coaching staff, will be denied until they can meet the requirements. These requirements are solely for the safety and well-being of the child, Del Prado Swim Team staff, volunteers, and those tasked with their safety.

- By the end of the first week of practice, the child must be capable of swimming one length of the pool (25 meters) without assistance.
- The child must demonstrate an understanding of basic water safety rules.

3.3. COMMITTEE COMPOSITION, SELECTION, AND LIMITATIONS. The composition and method of selection of the Del Prado Swim Team Committee will be as follows:

3.3.1 Composition. The Del Prado Swim Team Committee will be comprised of not fewer than three and not more than seven voting members and no more than four non-voting members. The primary positions on the committee are designated as Chairperson (Swim Team Coordinator/Co-Coordinator), Secretary, and Treasurer. Their duties are prescribed in Section 3.4.

The other members of the Committee are considered "Members At-Large" and will have such duties as may be prescribed by the Chairperson (Swim Team Coordinator/Co-Coordinator).

3.3.2 Process. At the conclusion of each swim season the Del Prado Swim Team Committee will post and/or announce to the Del Prado Cabana Club membership any committee positions as open for consideration to serve on the Del Prado Swim Team Committee for the following season.

3.3.2.1 Volunteers. Any person meeting the requirements set forth in Section 3.1.2 may submit their name or may have their name for consideration.

3.3.2.2 Selected Volunteers. The names of the volunteers selected will be presented to the Board and will be communicated to the preceding swim season account holders via the current Team management service in place.

3.3.2.3 Volunteers Appointed. Volunteers appointed will commence their term January of the new season.

3.3.3 Limitations.

3.3.3.1 Non-Member Committee Composition. At no time shall more than fifty percent of the Del Prado Swim Team Committee members be non- Del Prado homeowner (Member) members.

3.3.3.2 Swim Team Coordinator/Chairperson. At no time shall a non-Del Prado homeowner (Member) member serve as the Swim Team Coordinator/Chairperson.

3.3.3.3 Coaching Staff. At no time shall a member of the coaching staff serve on the Del Prado Swim Team Committee.

3.4 COMMITTEE MEMBER DUTIES. The Del Prado Swim Team Committee will have, at a minimum, the following officers whose duties will be as stated:

3.4.1 Swim Team Coordinator/Chairperson

- Responsible for overall management of team affairs and business.
- Oversees determination of Del Prado Swim Team special membership in accordance with this Charter.
- Presides at all Del Prado Swim Team Committee meetings.
- Ensures there is proper liaison with the Tri-Valley Swim League.
- Serves as liaison with the Board of Del Prado Cabana Club.
- Ensures needs of individual swimmers are met.

3.4.2 Secretary

- Records the minutes of committee meetings and provides copies to the Board of Del Prado Cabana Club.
- Maintains records of all Del Prado Swim Team Committee meetings.
- Working with Webmaster and Swim Team Coordinator, oversees Del Prado Swim Team correspondence.

3.4.3 Treasurer

- Maintains all Del Prado Swim Team financial records.
- Reviews and approves all invoices for Del Prado Swim Team expenses.
- Prepares for consideration and review by the Board of Del Prado Cabana Club the Del Prado Swim Team Operating Budget.
- Maintains the Del Prado Swim Team bank account, responsible for deposits, maintenance of account, etc.
- Provides copies of bank statements each month to the Del Prado Cabana Club Treasurer.

SECTION 4.0 - OPERATIONS

4.1 INCOME

4.1.1 Membership Fees. Membership fees will be established by the Del Prado Swim Team Committee prior to the beginning of each swimming season. These funds will be deposited in the Del Prado Swim Team checking account and will be for the purpose of defraying the cost of Del Prado Swim Team operations.

4.1.2 Fund Raisers. From time to time throughout the year, the Del Prado Swim Team Committee may conduct fund raising events for the purpose of supplementing income from membership fees and defraying the cost of Del Prado Swim Team operations. Funds from such events will be deposited in the Del Prado Swim Team checking account. For those events requiring the use of the Del Prado Cabana Club resources and/or facilities, the Del Prado Swim Team shall obtain the prior approval of the Board. The Del Prado Swim Team may also charge a one-time fundraising fee each year at registration.

4.1.3 Concessions. The Del Prado Swim Team may operate a concession stand at each competition held at the Del Prado pool. Funds from concessions will be deposited in the Del Prado Swim Team checking account and used for the exclusive purpose of defraying the cost of operations of the Swim Team. Del Prado Swim Team will comply with any governmental requirements pertaining to the sale of food.

4.1.4 Apparel Sales. The Del Prado Swim Team may operate an apparel sales operation. Funds from the sale of apparel will be deposited in the Del Prado Swim Team checking account and used for the exclusive purpose of defraying the cost of operations of the Swim Team. Del Prado Swim Team will comply with any governmental requirements pertaining to the sale of apparel.

4.1.5 Non-Profit. The Del Prado Swim Team is a not-for-profit suborganization of the Del Prado Cabana Club. As such, the Del Prado Swim Team shall maintain, and shall not do anything to jeopardize, the Club's non-profit (501(c)(7)) status.

4.2 EXPENDITURES. All operational costs associated with Del Prado Swim Team activities will be paid for by funds generated by the Del Prado Swim Team. Compensation for Del Prado Swim Team coaches shall be paid by the Swim Team. At the end of each fiscal year, revenue in excess of expenses (surplus) will be carried forward to the next fiscal year in accordance with the Swim Team's capital reserve process. The Del Prado Swim Team will never operate in a deficit status.

4.3 COMMITTEE MEETINGS. The Del Prado Swim Team Committee will meet at least four (4) times per year and shall provide minutes of those meetings to the Board.