

St. Lawrence Swim Team (SLST)

Bylaws

Article - Identity

St. Lawrence Swim Team (SLST) is a not-for-profit organization under the laws of the state of California through the Diocese of San Jose a USA Swimming sanctioned swim team, operating under St. Lawrence Parish and Education Center. The parents or legal guardians of a currently registered, currently active, and paid up St. Lawrence Swim Team swimmer retain one vote.

Article II - Purpose

The purpose of the organization is to organize, maintain and support a swim team in Santa Clara, California. To this end the organization, via its Board and members, will support the sport of swimming in general and will raise funds, schedule, organize, promote, participate in and sponsor swimming practices and competition events.

Article III - Board

Section 1. General Purpose

Elected members serve as an Advisory Board that provides non-binding advise and recommendations to the Parish's Pastor and SLEM's principal. Only the Parish's Pastor and SLEM'S principal who can make binding policy decisions regarding the overall operation of the St. Lawrence Swim Team and designate other representative(s) to other entities.

Section 2. Board Composition

The Board shall consist of a Site Administrator (SLEM's Principal) and or designee, President, Vice President, Secretary, Treasurer, Chief Operating Officer (Head Coach), Team Manager, and up to six (6) at-large members.

- The term of service on the Board is two (2) years.
- Any Board member who is more than 60 days delinquent or does not have any active swimmer(s) on the swim team will be asked to leave the Board.
- Vacancies on the Board will be filled by a vote of the Board and shall serve the remainder of the vacant term.
- Any Board member with intent to leave the Board during their term should notify the President and Site Administrator by in writing.
- Any member not in attendance for (3) or more Board Meetings a year without board consent is subject to replacement by Board.

1. President

- a. Call and preside at all Board and General meetings and serve as Chairman of the Board of Directors.
- b. Prepare a written agenda for all called to order meetings.
- c. Serve as ex-officio member of all Board committees
- d. Prepare a yearly board calendar and share with board members
- e. Serve as chief spokesperson for all matters regarding the Swim Team
- f. Act as chief liaison between the Administrator, Board and the Head Coach

- g.** Act as chief liaison between the Board and the members
- h.** Call any special Board meetings to discuss urgent concerns
- i.** Call any special General meetings for urgent business of the organization
- j.** In collaboration with Site Administrator shall have the permission to create special committees and appoint members to serve.
- k.** Work with Chief Operating Officer and Site Administrator on future direction of the swim team.
- l.** Lead all marketing and membership -events and activities.
- m.** Assign lead for all fundraising efforts, giving assistance as needed

2. Vice President

- a.** Assist President and perform the duties of the President in his/her absence
- b.** Head one or more committees as directed by the President
- c.** Keep in close contact with the President for any concerns or suggestions.
- d.** Assist with marketing and fundraising efforts.
- e.** In the absence of the President, the Vice-President may make recommendations to the Site Administrator, and Parish Pastor

3. Secretary

- a.** Be responsible for taking minutes of all Board and General meetings
- b.** Keep a record of board's meeting minutes and upload to SLST's website.

4. Treasurer

- a.** Have financial statements available for inspection by the Board monthly.
- b.** Disseminate a financial report at all scheduled or special board meetings including Cash Flow Statement, Profit & Loss Statement and Management Reports.
- c.** Assess the feasibility of and contribute to the budgeting process.

5. Site Administrator

- a.** SLEM'S Principal
Makes all business decisions and communicate to the Parish's Pastor for all the team's operations.
- b.** Exercise general supervision and control over the business of the Team.
- c.** Conduct meetings with key personnel as required
- d.** Approve all purchases
- e.** Approve all rate/fee changes
- f.** Approve all employment/human resource decisions
- h.** Act as supervisor to all paid staff
- i.** Sign and approve all wages.

6. Chief Operating Officer

- a.** The Chief Operating Officer will always be the Head Coach of the swim team.
- b.** Will act as liaison between the Board of Directors and the day to day operations of the swim team.
- c.** Will report to the Board of Directors on all matters relating to the state of the team as experienced in the day to day operations, including, but not necessarily limited to the following:
 - i.** safety issues
 - ii.** behavioral issues

- iii. upgrades of equipment and site
- iv. hiring/firing of coaching staff as approved by Site Administrator
- d. Acts as Club Safety Chair
- e. Represent the Team at all Pacific Swimming Conferences Meetings
- f. Responsible for establishing team calendar, meet calendar and practice schedules
- g. Disseminates safety information and required forms to all club members, coaches and officials
- h. Conducts and coordinates water safety training
- i. Inspects and identifies any dangerous conditions, and reports to site Administrator
- j. Implements processes to correct situations
- k. Contacts USA swimming with safety concerns and questions
- l. Confirm all coaching staff meet the minimum safety qualifications as outlined by USA Swimming
- m. Responsible for notifying appropriate parents and safety chair of any injuries or safety concerns.
- n. Disseminates updated safety information from USA Swimming
- o. Shall familiarize themselves with USA Swimming Safety/Loss Control guidelines
- p. Shall report and track major injuries and occurrences d. Coordinates with facilities and advises site administrator on safety checklists, safety procedures, and emergency action plans
- q. Shall train the coaching staff in the use of USA Swimming's online occurrence reporting site and review the SLST Safety procedures
- r. Shall report into the board at least once per quarter the recent recorded occurrences, as reported to USA Swimming
- s. Shall monitor and remain informed in USA Swimming and the Site Administrator's current directives with regards to safety

7. Members at Large

- a. Represent the general members of the organization at Board Meetings. The above board members can and should serve as Committee Chairs for the various committees and or positions:
- b. Fundraising
- c. Swim apparel
- d. Social events coordinator
- e. Technologist
- i. Manage domain registrations
- ii. Manage and maintain website including the design and applications used for website
- iii. Maintain administration rights to Office computer, adding/removing users as needed
- iv. Manage and maintain other needed technologies for the organization
- f. Marketing/PR
- i. Assist in answering questions and sending out Welcome Packets for potential swimmers
- ii. Place ads in the Sunday Church Bulletin and the SLEM/SLA Newsletters on a weekly basis
- iii. Regularly attend school marketing functions, hosting a table to recruit new members
- iv. Help in Designing of Marketing literature, flyers, logo, t-shirts, etc.

8. Team Manager.

- a. Manages members enrollments, cancellations, holds, and wait lists efficiently and timely. Secure enrollments as vacancies become available

- b. Provides customer service for all parents and members, and explains team's policies tactfully
- c. Organizes and prioritizes large volumes of information, and emails.
- d. Organizing Echo learn to swim program
- e. Team Unify registration, and creation of new classes
- f. USA Swimming registration for all members.
- g. Team's webpage and documents update.
- h. Communication with the parents and members.
- i. Escalate parents' and members' concerns to Head Coach immediately.
- j. Billing setup and updates.
- k. Volunteer hours and Volunteering events.
- l. Team's Store.
- m. Coaches' Schedule.
- n. Assisting the board with fundraisers.
- o. Assisting the finance department in establishing a budget
- p. Maintains office supplies and coordinates the purchase of supplies and equipment
- q. Communicating with Maintenance department.
- r. Guides parents on how to become officials.
- s. Handle billing and posts checks for all members in the absence of the billing staff.
- t. Communicates with SLEM's Principal's Executive Assistant regarding all SLST's events and calendared special events.

Article IV – Coaching Staff

Section 1. Composition of the Coaching Staff

The Coaching Staff shall consist of selected individuals with experience in swimming and/or swimming instruction hired by the Head Coach in collaboration with the Site Administrator. The Board is responsible for recommending the Head Coach and for reviewing and approving noncoaching staff. The Site Administrator is responsible for hiring the Head Coach and all personnel. The coaching staff shall consist of a Head Coach and one or more assistant head coaches. All coaching staff are required and responsible for maintaining USA Swimming coaches' certification. New coaches are required to be in compliance with valid USA Swimming coaches' certification within 3 months of hire date.

Section 2. Head Coach

The head coach shall serve the Board as the Chief Operating Officer of the Organization and, within the policies established by the Board, be responsible for the day to day operation of the team regarding practices, meets and swimmer participation. The Head Coach and the Site Administrator are responsible for the selection of coaches, assistant head coaches, Aquatic Director and Team Manager. The Head Coach has the discretion to determine swimmer participation in meets and practices.

The administrative responsibilities of the Head Coach are:

- Determination of individual swimmers for meet entries and attend meets.
- Maintain accurate records for the swimming performance of all swimmers

- Maintain reports, times, and other information pertaining to meets.
- Maintain records required by USA Swimming including Head First Entries and Racing Start Certification.
- Meet with Parents on a yearly basis to review swimmers and assess future goals.
- Educating, evaluating and mentoring all coaching staff.

The Head coach is required to be a certified USA Swimming Coach. In addition, it is recommended that the Head Coach has 5 or more years of USA Swimming age group coaching experience and Level 3 ASCA Certification. Continued education through ASCA is recommended. The Treasurer should provide Head Coach with budget for continued education.

Section 3. Coaches

Coaches work under the supervision of the Head Coach. The Head Coach will determine their utilization at practices, their attendance at meets, and the swimming curriculum to be utilized at practices.

Section 4. Coaching Issues

Members with issues or concerns about the coaching staff and program should address their concerns to

1. The coach specific to the concern
2. Head Coach or Team Manager
3. Site Administrator, if still unresolved

Section 5. Reporting of Occurrences

All coaching staff, parents and swimmers shall report any occurrence that is reflected in the USA Swimming Safety/Loss Control Manual. Occurrences are any injury, safety violation or facilities defect that impacts the safe swimming environment. All occurrences need to be recorded as directed by USA Swimming to remain compliant with insurance guidelines. Occurrences will be recorded online by coaching staff or the Head Coach. All reported occurrences will list the Head Coach as the local contact, including email.

g. Meet Director:

- i. Manage meets held on-site at SLST
- ii. Run meet management software for all SVSL meets
- iii. Get officials for meets held with SLST
- iv. Work towards getting parents as officials for SLST
- v. Work with SLST officials for meets outside of SLST
- vi. Work with Officials in finalizing meet results
- vii. Work with Pacswim in posting meet results for meets hosted
- viii. Work with Head Coach on site related requirements (compliance issues)
- ix. Make sure parents volunteer to time at meets

Article V - Meetings

Section 1. Annual Membership Meeting

There shall be one annual membership meeting (General meeting) held each year. The meeting shall be held in April, the Sunday following the final meet of the short course season.

Section 2. Special Membership Meeting

The President may on his/her own or upon a request of a majority of the Board, call a Special meeting of the general membership.

Section 3. Board of Directors Meetings

Board meetings shall generally be held monthly. Additionally, a Board meeting may be called at the President's or Site Administrators discretion as the business needs of the organization require. Regular Board Meetings shall remain open to the membership. Special Board Meetings may be called at the discretion of the board to address sensitive issues. Special meetings may be held "closed."

Section 4. Meeting Notice

Notice of annual and special General meetings shall be posted on the Events section of the website and emailed at least fourteen days prior to the meeting. Notice of Board meetings shall be determined by the Board.

Section 5. Agenda for the Annual General Meeting

The agenda for the Annual General Meeting shall include:

- President's Report
- Treasurer's Report
- Election of New Board Members
- Reports from any Special Committees
- Coaches Report (including swimmer awards)
- New Business

Section 6. Quorum

A quorum for any Membership meeting shall be twenty-five percent (25%) of the membership at large. This includes any board members in attendance.

A quorum for a Board Meeting shall be five (5) Board members.

Article VI – Election of Board Members

Section 1. General

The election of Board members will be held during the Annual General Meeting.

Section 2. Nominations

A slate of nominations will be submitted by the nominating committee of the Board. The candidate must be a member of the organization as defined in Article I and must give his/her consent that his/her name be placed in nomination. The slate of nominations must be seconded by another member of the organization other than the nominees.

Nominees will receive a copy of the duties for the position they are considering and shall be given sufficient time to review the duties.

Section 3. Voting

The President shall conduct the election which may be held by voice vote or written ballot.

Article VII – Amendment of Bylaws

Amendments to these Bylaws shall be set forth in full in the notice of the Annual General Meeting or of a Special General Meeting at which the proposed amendment(s) is to be considered.

Article VIII – Order

The current edition of “SLST Code of Conduct” shall govern the organization’s meetings in all cases to which they are applicable and to the extent that they are not inconsistent with the St. Lawrence Swim Team Bylaws. The Vice President shall be Parliamentary. These Bylaws are adopted by the affirmative vote of the members of St. Lawrence Swim Team Board of Directors, at meeting held on February 28th, 2018 at 5:30pm and were reaffirmed and approved at the Annual General Meeting held on -----