



Vision

The objectives and primary purpose of Sierra Nevada Swimming (SNS) shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. SNS shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of FINA, USA Swimming (USA-S), and SNS and its Articles of Incorporation.

Mission

Promoting swimming by offering competitive and safe opportunities to athletes, support to coaches and educational awareness to clubs and volunteers.

Core Values

*Leadership * Excellence * Unity * Innovative * Integrity * Education*

Employee Handbook

3.22.2021

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1. Nature of Employment:

- At-will vs Contracted employee
- Employment Agreements (see Item 12, below)

2. Immigration Law Compliance:

- SNS employs only citizens of the USA and those authorized to work in the US.

3. Equal Employment Opportunity:

- SNS is an Equal Opportunity Employer, free from discrimination because of race, religion, sex, national origin, age, veteran status, disability, genetic information or any other characteristic protected by law.

4. Confidentiality:

- Due to the nature of working with personal/private information for the membership, SNS employees will not share (without permission from the individual or parent, in case of a minor athlete) the following:
 - Any minor's information
 - Emails
 - Mailing addresses
 - Date of Birth
 - Social Security Numbers
 - Personnel/Payroll records

5. Whistleblower Protection:

- SNS will not tolerate harassment, retaliation, or any type of discrimination against any employee who:
 - Makes a good faith complaint regarding suspected Company or employee violations of the law.
 - Makes a good faith complaint regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect or misrepresentations in financial accounting.
 - Provides information to assist in an investigation regarding violations of the law, or
 - Files, testifies or participates in a proceeding in relation to alleged violations of the law.
- Negative employment sanctions, such as demotion or termination, as a result of an employee's decision to provide good-faith information regarding violations of the law, will not be tolerated. In addition, discrimination, threats, and harassment is prohibited.
- Anyone violating this policy will be subject to discipline, up to and including termination of employment.

6. Employee Expense Reimbursement:

- The Executive Director shall be reimbursed for the cost of health insurance and one half of the monthly personal cell phone bill.
- The Office Manager shall be reimbursed \$xx/month for the personal cell phone bill.

- The Office Manager shall be reimbursed the cost (at the national rate for mileage) for travel to Board meetings, House of Delegates, Banquet and other events to be determined.
- All staff will have their USA Swimming memberships and Background Checks paid by SNS.

7. Use of Company Property:

- Materials and equipment may be assigned to SNS employees for company business (chair, desk, computer, tent/canopy, etc.)
- It is the employee's responsibility to use and care for SNS property properly.
- Damage or loss to SNS equipment due to employee's negligence will be charged to the employee as allowed by law.

8. Standards of Conduct and Dress:

- The SNS office is a casual, but professional, office. Employees work together as a team to serve the membership. Jeans and tennis shoes are acceptable. Clothing that is too revealing or that has profane messaging is not appropriate.
- Behavior examples that might result in disciplinary action (up to and including termination of employment) include:
 - Theft
 - Dishonesty
 - Disrespectful conduct
 - Violent behavior
 - Drugs/alcohol in the workplace
 - Smoking
 - Harassment
 - Excessive absences without proper notice
 - Unauthorized use of SNS equipment
 - Unauthorized disclosure of confidential information

9. Attendance and Punctuality:

- It is expected that all SNS employees will arrive to work on time each day and work the full day as scheduled.
- The Office Manager reports expected absences to the Executive Director.
- The Executive Director reports expected absences to the Admin. Vice Chair, General Chair and Office Manager.
- Hourly office staff report absences to the Office Manager.

10. Benefits and Jury Duty:

- No health, dental, vision, or life insurance options are offered to SNS staff.
- Workman's Comp insurance is paid through California State Fund.
- No retirement plans are offered to SNS staff.
- Jury Duty and Bereavement:
 - SNS encourages employees to fulfill their civic responsibilities by serving jury duty when required.

- Jury duty will be paid if required by applicable state law.
- SNS will cover up to xx paid days for the loss of an immediate family member such as sibling, parent, child, or partner. For the loss of friends or more distant relatives, please consult with the Personnel Committee.

11. Office Details:

- The SNS Office is open Monday through Friday, 8:30am-4:00pm.
- The full-time staff works 8:00am-4:00pm, with an hour for lunch.
- The hourly Office Assistant's hours will be determined based on class schedule.
- The SNS Office will be closed each year for the following holidays:
 - New Year's Eve, half day
 - New Year's Day
 - Presidents' Day
 - Memorial Day
 - 4th of July
 - Labor Day
 - Thanksgiving and the Friday after
 - Christmas Eve, half day
 - Christmas Day

12. Employment Agreements:

- The Board/Personnel Committee will arrange the Executive Director's Agreement
- The Executive Director (with Board approval) will arrange Agreements for all staff and contractors
- Executive Director is an at-will employee and can be terminated for cause/lack of performance by a xx% vote of the full Board of Directors.
- Proposed: Other staff and contractors will be hired by/report to the Executive Director with xx% Board of Directors approval.
- For mileage accumulated in travel and credit card perks, the Executive Director and SNS will split the free fares equally for personal and business use.

13. Contractors:

- Auditor: annual audit, 990
- Payroll Service: payroll, taxes
- Accountant/bookkeeper: monthly reconciliation
- Times Coordinator: times, records, standards
- Social Media Coordinator: website, social media channels

14. Annual Review Process:

- The Board/Personnel Committee will conduct the Executive Director's annual review in August of each fiscal year.
- The Executive Director will conduct the annual review for each staff member in August of each fiscal year.
- Each staff member completes the form as a self-evaluation and then has a meeting with the Executive Director to discuss achievements and areas for improvement.

15. Grievances:

- Should a Board member or Staff member have a concern to be heard, the report shall be made to the (Executive Board/Personnel Committee) and then appealed to the full Board of Directors, if necessary.

16. Payroll:

- Office Manager and Executive Director are salaried.
- Hourly Office Assistant shall record number of hours worked each month and report them to the Executive Director by the 23rd of each month.
- The Executive Director shall report the monthly payroll to the Payroll company no later than the 24th of each month.
- Payroll is usually direct-deposited on the last day of the month, or can be scheduled for the last Friday of the month if the last day is over the weekend.
- Bonuses, if they are to be awarded, need to be determined by the Board/Personnel Committee by Dec. 15th and then communicated to the Executive Director to be added to the Payroll report.

17. Vacation and Sick Time:

- For years 1-4 of full-time employment, full-time staff will receive 80 hours (2 weeks) of paid vacation each fiscal year, Sept. 1-August 31.
- List details of accrual of time off here.
- For years 5-10 of full-time employment, full-time staff will receive 120 hours (3 weeks) of paid vacation each fiscal year, Sept. 1-August 31.
- Full-time staff will receive 48 hours of sick time each fiscal year, Sept. 1-August 31.
- Staff will request time off by notice/email to the Executive Director, who will then notify the Admin Vice Chair and the General Chair.
- A record of used time off will be kept in the Payroll Company's system.
- Unused vacation time may rollover to the following fiscal year, not to exceed 140 hours "banked". Additional time off will not accrue until the employee uses enough vacation time to fall below the maximum.
- Unused sick time does not rollover.

18. Job Descriptions/Current Task Lists:

Executive Director:

In Draft SNS P&P:

- a. Communications to members, clubs and coaches
- b. Sierra Nevada Website
- c. Purchases
- d. Awards Banquet
- e. Club Recognition/LEAP
- f. Support to LSC functions, meets and events
- g. Respond to member emails and calls from members and prospective members of SN
- h. BOD/HOD forms

From template employee handbook:

- a. Daily:
 - 1. Post uploaded meet forms and entry files from meet hosts to the website
 - a. Skim/proofread for correct sanction numbers, entry deadlines, and basic meet form content
 - b. Link meet form to website calendar posting
 - 2. Post uploaded meet results from meet admins to the website
 - 3. Answer all phone calls, emails received
 - 4. Upload/create website news items as requested by Board members and Committee Chairs
 - 5. Upload Job postings from clubs
- b. Weekly:
 - 1. Pay all bills
 - 2. Figure meet settlements, issue checks to hosts, and refunds, if needed
 - 3. Record meet splashes in spreadsheet
 - 4. Send meet settlement reports to CPA for adjustments to meet deposits
- c. Monthly:
 - 1. End-of-month accounting to transfer meet fees to general fund, senior, and age group accounts
 - 2. Send payroll to Company with at least 5 business days left in the month
 - 3. Pay Times Coordinator's monthly fee
 - 4. Write reimbursement check to Exec. Director for phone and insurance
 - 5. Write reimbursement check to Office Manager for phone
 - 6. Send reminder to all ACH Clubs to confirm billing statements
- d. Quarterly:
 - 1. Pay Sales & Use Tax online (for the Swim Guide sales)
- e. Annually:
 - 1. January
 - a. Finalize Pac Coast All Stars logistics
 - b. Finalize Festival orders, meet materials needed
 - c. Order Spring JO team awards
 - d. Collect forms and issue 1099s for Officials through QB
 - e. Book facility for Fall Clinic—start prepping Coaches and Officials for presenters/topics/plans
 - f. BOD meeting prep
 - g. Work on spring Banquet—records, certificates, recordbreaker plaques, senior blankets, decorations, guest speaker, mailing list, etc.
 - 2. February
 - a. Post CIF Unattach info to website
 - b. Work with Planning Chair to begin preparing Scheduling/Bid documents
 - c. Start work on travel needs for Summer All-Star teams
 - d. Prepare Seasonal registration forms
 - 3. March
 - a. JO relay refunds
 - b. Send out/post Seasonal registration forms
 - c. Mail out Banquet invites, order Senior blankets, get photos for slideshow
 - d. File/pay 1st quarter Sales & Use Tax for Swim Guides
 - 4. April
 - a. Finalize Banquet details, confirm speaker
 - b. BOD meeting prep

- c. Assist Times Coordinator with CIF observed meet list, send list to Suzanne Heath/USA Swimming
 - d. Post All Star team/coach applications, assist AG Chair
 - e. Annual Property Tax (571-L) Form due—work with CPA firm
 - f. Post CIF Observed meet list, send roster of all 13-19 yr old swimmers to Times Coordinator
5. May
- a. Banquet (See Banquet file for set up/tear down/ decorations, awards, etc)
 - b. Reserve banquet space for next year
 - c. Post All Star coach list
 - d. Reserve USAS Hotel block
 - e. Prepare booth info for JAG meets re: All Star teams
 - f. Send out Bid Sheets/Schedule info
 - g. Book Winter All Star/Festival facilities
6. June
- a. Prepare next year's registration materials for website, blast email, and packets for clubs
 - b. File/pay 2nd quarter Sales & Use Tax for Swim Guide
 - c. Staff JAG meets/booth for All Star Team info
 - d. Issue JAG Relay refunds
 - e. Prep all copies/materials for the June BOD/Scheduling Bids/Budget, etc.
 - f. Reminders for Slate of Candidates and Legislative proposals
7. July
- a. Finalize flights/logistics/roster/apparel, etc for Summer All Star team
 - b. Staff the booth/materials for JO Meets
 - c. Issue JO Relay refunds
 - d. Registration packet emailed to clubs and posted to website
 - e. Book USAS travel, pay for attendees' convention registrations
8. August
- a. Summer All Star meet
 - b. Western Zone/attend Zone meeting
 - c. Issue Club Support checks for Summer National meets
 - d. Reserve, if needed, facility for next year's Summer All Star meet
 - e. Post Slate of Candidates
 - f. Post Legislative proposals 21 days prior to HOD
9. September
- a. USAS Convention
 - 1. Confirm hotel reservations for SNS delegates
 - 2. Confirm flight details and shared ride services
 - 3. Get per diem for SNS Athlete reps
 - 4. Book SNS dinner reservations for Thursday evening
 - b. BOD/HOD (late Sept. or early October, may be combined with Fall Clinic)
 - 1. Elections—prepare ballots
 - 2. Approval of Board actions through the year (work with Secretary)
 - 3. Legislation items
 - 4. Prepare sign-in sheets for eligible voters and guests
 - 5. Prepare all handouts, agenda
 - 6. Snacks available?
 - c. File/pay 3rd quarter Sales & Use Tax for Swim Guide
 - d. Confirm reservations/details for Fall Clinic (see Oct. for specifics)
 - e. Begin work on Swim Guide and website updating:

1. Connect with vendors/sponsors for renewed ads
 2. Begin updated list of Club Contacts for Swim Guide
 3. Begin updated list of Board Contacts for Swim Guide
 4. Begin updated list of Geo Board Rosters for Swim Guide
 5. Begin updated calendar listing
 1. SNS meets
 2. National Meets
 3. NCAA, NAIA, etc. meets
 4. Sectional Meets
 5. Zone Meets
 6. Geo Committee meets
 7. Geo Committee meetings
 8. SNS Board and HOD meetings
 6. Begin updated Rules & Procedures/Policies
 7. Post rosters and calendars to website
 - f. Begin work on next Spring's Banquet—pull list of record breakers (including relays) and create certificates for all 10 & U (Top 3 in SNS) and individual ages 11-18 for National Top 10.
 - g. Post Winter All Star/Festival info, Coach applications
 - h. Book Winter All Star travel plans: hotels, bus, meals, flights, etc.
 - i. If it's a year where the Golden Goggles are in SoCal, confirm purchase of table(s) with the Board of Directors, send check to USA Swimming Foundation. If it's elsewhere, have BOD determine if a table is to be purchased, who will travel (usually only 1-2) and what local guests will be invited to fill the table.
10. October
- a. Fall Clinic
 1. Prepare all materials/copies
 2. Confirm AV needs for presenters
 3. Get protocol gifts for presenters
 4. Have sign-in lists ready for each room
 5. Get staff/volunteers to help with sign-in
 6. Confirm catering needs with facility
 7. Confirm travel and hotel needs for presenters
 8. Arrange for host/moderator for each room
 - b. Work with AG Chair to select/post Winter All Star Staffs
 - c. Get plaques made for Coach(es) and Official of the Year Awards
 - d. Start work on annual audit (list of items will be sent from auditor)
 - e. Support DEI Camp
 1. Chair will make all arrangements, but will need bills to be paid
 2. Prepare a 20 minute presentation, if needed, about SNS
 3. Get protocol gift for Olympian
 4. Confirm needs for hospitality/food (Costco run, pizza order, etc)---cash advance? Reimburse? Be present with SNS credit card?
11. November
- a. BOD Prep
 - b. Golden Goggles
 1. Assist General Chair in confirming RSVPs, send names to USA-SF
12. December
- a. Finalize all items for next year's Swim Guide as early as possible
 - b. Update list of Coach(es) and Official of the Year Awards for Swim Guide

- c. Prep materials/staffing for booth at WAG meets (All Star team info)
 - d. Issue WAG Relay Refunds
 - e. Issue Winter National meet Club Support Checks
 - f. Collect 1099s from Officials
 - g. File/Pay 4th quarter Sales & Use Tax
 - h. Update QuickBooks addresses for clubs, vendors, officials and coaches
 - i. Request FINA Approvals for largest of Senior Meets
 - j. Update all contact info for Clubs on website
 - k. Update all contact info for Clubs in Team Unify ACH
 - l. Update all Geo and SNS Board contact info on SNS website
 - m. Finalize order of Swim Guides
 - n. Work with AG Chair to finalize All Star team selections and travel details
 - o. Work with AG Chair to finalize Festival Team selections and location/supply details
- f. Other duties throughout the year:
- 1. New Clubs
 - a. Add new clubs to BOD agenda
 - b. Add new club to website contact list
 - c. Add new club to QuickBooks
 - d. Add new club to Team Unify ACH
 - 2. Board Meetings:
 - a. Reserve facility and any AV needed (mics)
 - b. Help prepare agenda
 - c. Remind BOD members to turn in reports in advance
 - d. Post all reports to the website
 - e. Prepare Registration report
 - f. Prepare Executive Director's report
 - g. Email BOD members reports received
 - h. Prepare copies of reports for the meeting
 - i. Prepare single-sided copies of reports for Secretary
 - j. Attend meeting (set up/tear-down), sign off on bill at the end of the meeting

Registrar/office: (divide up for SNS personnel?)

- a. Daily:
 - 1. Return all phone calls within the current or next business day
 - 2. Collect all mail from PO Box
 - 3. Open, sort, prioritize mail
 - 4. Scan and email bills to Executive Director
 - 5. Registration
 - a. Register all swimmers
 - b. Register all coaches, officials and other non-athletes
 - c. Register all clubs
 - d. Advise New Clubs through the application paperwork and process
 - e. Add approved new clubs to SWIMS
 - 6. Sanctions---keep spreadsheet up-to-date with payments received and scan paper copies to the Sanction Chair.
- b. Weekly:
 - 1. Deposit all checks received in the office and record in QuickBooks
 - 2. Meet Recons and Trouble lists for Meet Admins

3. Send current certification lists to Meet Admins
4. Report NSF checks/banking issues to Review Chair for letters to be sent, update spreadsheet
5. Confirm with Meet Admins on reports/fees not yet sent in for meet settlements
- c. Monthly:
 1. Work with Bookkeeper on Bank account reconciliations
- d. Seasonally/Annually:
 1. Distribute (mail) Swim Guides in January
 - a. All Club orders
 - b. All Board members
 - c. All Officials
 - d. All vendors
 2. Club and membership mailings in August as needed
- e. Other duties:
 1. Office equipment maintenance
 2. Supply maintenance
 3. Archive documents
 4. Retain/Destroy old documents as needed (see item #20 for guidelines)
 5. Banquet: accept payments, RSVPs, arrange seating assignments
 6. Assist as needed with House of Delegates and other events
- f. Upload all meet results to SWIMS, once they're posted on the SNS website
- g. Maintain all SNS records
- h. Maintain all SNS time standards
- i. Run reports as requested for Coach, Age Group and Senior Committees
- j. Compile and format the annual Swim Guide

Registration/Sanctions Chair:

- a. Assist the treasurer with ensuring monies are deposited into the SN account accurately and in a timely fashion.
- b. Provide monthly reports as requested to treasurer and board.
- c. Meet Fees
 1. The SNS Registrar should provide monthly reports detailing meet fees by meet and broken down into the three SNS funds: Age, Senior, General owed by each host team.
- d. Sanction Fees
 1. The SNS Registrar should provide monthly reports on sanctions issued and sanction fees owed by each host team.
- e. Registrations
 1. The SNS Registrar should provide monthly reports on registrations broken down in the same categories as the USA Swimming Monthly Registration Report.
- f. All three reports should be reconciled monthly by the Treasurer against bank deposits. Over or underpayments should be brought to the attention of the Registrar and Financial Vice Chair so they can determine if efforts are needed to collect funds due or return overpayments.
- g. Ensure timely and accurate registration of teams, athletes, and non-athlete members for SN
- h. Provide exceptions reports for all SN sanctioned meets
- i. Support the meet sanction and athlete review processes of SN
- j. Provide documents that include annual registration fees, meet sanction process, etc.

- k. Ensure all swims that occur in sanctioned SN meets are successfully uploaded in SWIMS
 - 1. Maintain and publish on a quarterly basis SN records
 - 2. Recommend time standards for approval to BOD for championship meets held in SN
- l. Sanction Meet Sheets in a timely fashion.

Treasurer:

- a. Pay invoices and reimburse expenses submitted to Treasurer via check.
- b. Collect and match receipts for all expenses and store in Alison Turner & Associates Dropbox
- c. Code expense transactions to match budget categories and funds
- d. Pay LSC programs like Club Achievement, Club Recognition, Emergency Grant Funding, Senior Travel Program
- e. Maintain Vendor List and Addresses
- f. LSC Bank Account Oversight
 - 1. Monitor weekly for fraudulent activity
 - 2. Monitor checks issued are cashed
 - 3. Monitor bank card use and gather supporting documents for expenses charged to the card
 - 4. Reconcile bank account monthly
 - 5. Create monthly Treasurer's Report with overview of bank balances and expenses and revenues for the preceding month. Add notes of any known large upcoming expenses.
- g. Ad hoc reporting as requested by LSC Board members and committees
- h. (Future) LSC has four sources of revenue: Registrations, Sanction Fees, Meet Fees, Equipment Rentals. When reporting commences in these four areas from the Registrar and Equipment Chair, reconcile these numbers with the actual deposits made.
- i. LSC Special Projects
 - 1. Audit
 - 2. Creation of documentation of current and proposed processes
 - 3. Research of past payments / accounting issues / programs

Secretary

- a. Prepare agenda for BOD/HOD meetings
- b. Minutes for BOD/HOD meetings
- c. Collect committee minutes
- d. Motion Report (Running annual report)

Equipment Chair:

- a. Ensures there is working timing equipment for SN.
- b. Provides updates on:
 - a. equipment status
 - b. equipment issues / required troubleshooting and resolution at meets
 - c. completed maintenance outside of meets
 - d. replacement needs and costs for current equipment
 - e. recommendation of purchases and planning for new equipment.
- c. Maintains equipment inventory / pricing and provides as needed to Board of Directors
- d. Monthly report on rentals and any damages.

19. Performance Review Documents

- Executive Director
- Registrar/Sanctions
- Treasurer
- Secretary
- Equipment Chair
(separate documents)

20. Document Retention information:

The following table provides the minimum requirements.

This information is provided as guidance in determining your SNS's document retention policy.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

