

ARTICLE I: NAME

The name of this organization shall be GATOR SWIM TEAM PARENTS ORGANIZATION.

ARTICLE II: PURPOSE

1. Ensure the continued operation of a swim team program.
2. Ensure that the program shall be open to the children or wards of all members of the Willow Fork Country Club and non-members paying fees subject to the rules and regulations of the swim league of which the swim team may be a part.
3. Organize, finance, and publicize the activities of Gator Swim Team.
4. Be non-profit with all money raised from fees and fund-raising activities to be spent and invested in coaching, equipment, and supplies necessary to the operation of a swim team.
5. Cooperate with the Willow Fork Country Club management to insure the compatibility of interest and the continued growth of the swimming program for the Willow Fork Country Club.

ARTICLE III: MEMBERSHIP

Membership shall be limited to the Parents or guardians of the children who are members of the Willow Fork Country Club Swim Team, paying non-members and scholarship families. Voting will be limited to one vote per family.

ARTICLE IV: EXECUTIVE BOARD

The executive board shall consist of Officers and Standing Committee chairpersons. Each of these shall be entitled to one vote at board meetings.

- Section 1: Definitions
 - a. Officers: The Officers of the Swim Team shall consist of a President, First Vice-President, Second Vice-President, Secretary, Treasurer, and Advisor (ex-President/non-voting-position).
 - b. Standing Committee Chairpersons: The Standing Committee Chairpersons shall consist of League Representative, Volunteer Coordinator, Ready Bench, Ribbons, Meet Officials, Timers, Records, Equipment, Hospitality, Publicity, Registration, Pictures, Awards, Telephone, and Web Site.
 - c. Term: These officers and Committee Chairpersons, after being elected, shall serve for a term of one year. (To be negotiated upon full membership approval).
- Section 2: Duties
 - a. The Executive Board shall be charged with the responsibility and authority prescribed in the By-Laws as are necessary for the operation and management of the organization and consistent with the purpose of the Swim Team.
 - b. The Executive Board will be responsible for
 - Hiring a coach,
 - Negotiating the salary,
 - Determining duties,
 - Approving the selection of an assistant coach, and
 - Making the decisions and purchases.
 - c. All Officers and Standing Committee Chairpersons shall deliver to their successors all materials at the end of the season, and no later than 30 days after the final meeting.

ARTICLE V: ELECTION PROCEDURES

- Section 1: Voting
 - a. Officers shall be elected by written ballot at the final meeting of the organization each swim season. However, if there is but one nominee for any office, election for that office may be by voice vote.
 - b. Officers shall be elected by a plurality of all votes cast by members present at the final meeting of the swim season.
 - c. The Officers shall appoint Standing Committee Chairpersons within thirty days of the general election of officers.
- Section 2: Nominating Committee
 - a. The nomination committee shall consist of five members appointed by the President: two of whom shall be selected from the executive board and three from the general membership. The president does not serve as a member of this committee.
 - b. The nominating committee shall nominate a person for each office and report its nominees to be voted on at the final meeting of the season, at which time additional nominations may be made from the floor.
 - c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- Section 3: Vacancies
 - a. A person appointed by the president shall fill a vacancy occurring in any office for the un-expired term.

ARTICLE VI: MEETINGS

1. There shall be a Pre-season and Post-season parent meeting and any other parent meetings as necessary. Meeting times shall be publicized in advance to ensure that all interested parties have sufficient notice.
2. Meetings of the officers and committee chairpersons shall be held at the discretion of the President.
3. All meetings are to be conducted according to accepted parliamentary procedures.
4. Adoption for motions shall require a plurality affirmative vote of the members present.

ARTICLE VII: DUTIES OF OFFICERS & STANDING COMMITTEE CHAIRPERSONS

Officers

- Section 1: The **President** shall
 - Preside at all parent meetings and executive board meetings
 - Appoint special committees
 - Perform such other duties as may be prescribed in these by-laws
 - Serve as liaison to the club management and the coaches
 - Coordinate the work of the officers and committees in order that the purposes may be promoted
 - Handle team's correspondence with "emergencies" as they arise

- Section 2: The **Vice President** shall
 - Aide the president and perform duties of the president in the absence of that officer
 - Be responsible for handling swimsuits
 - Provide samples of new swim suit options every two years, both male & female, for board approval
 - Each year coordinate with swimsuit provider to attend swim team events for size selection & delivery of swimsuits (walk-up registration, parent meetings, swim practice, etc.)
 - Be responsible for obtaining T-shirts/Tank Tops, and any other swim team accessories approved by the Executive Board
 - Coordinate with Second Vice-President regarding Sponsors to be printed on T-shirts/Tank Tops.
 - Be responsible for Sponsors (i.e. Solicit Sponsors, Update the Sponsor Banner, Provide Heat Sheet covers to promote our sponsors, Write Thank You Letters to Sponsors, etc)
 - Organize “After Meet Dinner” Locations (Double Daves or other, etc)
 - Coordinate with the coach to pick up the original set of the heat sheets, print heat sheets, distribute heat sheets to volunteers who need them for performing their jobs, and sell the remainder. Proceeds are given to the Treasurer.
 - Organize any fund raising activities (i.e. Swimathon, bake sales, etc.)
 - Coordinate such projects with the treasurer
- Section 3: The **Secretary** shall
 - Keep a correct record of all general parent meetings and executive board meetings
 - Handle the correspondence of the swim team
 - Prepare Swim Meet Information Sheet for each swim meet including;
 - Opponent and Date
 - Directions to the pool
 - Parking instructions
 - Time to arrive
 - Include all necessary coach & chairperson cell phone contact information for swimmers and volunteers who are running late to a swim meet
 - Any other pertinent information
- Section 4: The **Treasurer** shall
 - Prepare an annual budget
 - Assist with registration
 - Insures that registration records are accurate
 - Collect Medical Release Forms and Parent Code of Ethics/Zero Tolerance Forms from ALL SWIMMERS and make forms accessible at all swim team functions
 - Collect Spring Oaks Forms from ALL SWIMMERS and deliver to League Representative
 - Verify member’s club membership and non-member fees
 - Pay all coach salaries and any authorized swim team expenses
 - Keep track of receipts and expenses
 - Prepare Treasurer Report for meetings
 - Prepare an end of year statement for Willow Fork Country Club with complete roster of members, non-members and all associated swim team fees
 - Assist the second vice-president with the fund raising projects
- Section 5: The **League Representative** shall
 - Attend or provide a representative at all league meetings and report back to Executive Board
 - Attend training for judges; stroke judges, touch turn judges, etc
 - Communicate with swim meet opponents, for HOME & AWAY meets, regarding meet particulars such as Check In Table, Timer Chairs, etc. For HOME meets, communicate with our swim team chairs to make these arrangements.

- Reserve parking spaces at HOME meets for opposing Coaches, President & League Representative. Give names to our Marshalls.
- File Insurance form & make insurance payment to the League
- Order ribbons for entire season from the League (Ribbons Chair shall aide in determining quantity)
- Coordinate the Meet of Champions including
 - Meet of Champions workers
 - Stop watches
 - Items required by the League from each team for the Meet of Champions
 - Notification of swimmers chosen to participate
 - Prepare a Natatorium Practice information packet for participants
 - Prepare a Meet of Champions information packet for participants (maps, times, duties, etc)
 - Take pre-orders for t-shirts
 - Coordinate tent rental
 - Coordinate snacks
 - Etc
- Provide the eligibility list to the league secretary including any additions or deletions, throughout the season, by deadlines set by the league
- Shall call in or email scores by noon the day after the meet, and mail in the score totals to the league secretary by the Saturday after the meet, if we win
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- Section 6: The **Advisor** shall
 - Act in an advisory capacity to the president and all other executive board members with regard to effective operation of the swim team
 - Not have voting rights

Standing Committee Chairpersons

- Section 7: The **Volunteer Coordinator** shall
 - Coordinate with the president to make sure the calendar is correct regarding HOME and AWAY meets
 - Review the list of volunteers for HOME and AWAY meets to make sure all areas are covered before Registration opens
 - Coordinate volunteers for all HOME and AWAY meets. All families are expected to work a minimum of 3 jobs per family during season. Online registration requires 3 jobs.
 - Attend Walk-Up Registration to provide registrants with volunteer information and ensure that all families attending sign up for a minimum of 3 jobs per family during the season
 - Coordinate with Registration Chair to make sure all Walk-Up Registration volunteer jobs are input in the database
 - Input changes to Volunteer Duties throughout the Swim Season, AND contact appropriate chairperson of the change
 - Provide a list of volunteers for each meet and be present at the Check In Table before each meet to check in all volunteers and direct them to their work area

- Section 8: The **Ready Bench Chair** shall
 - Determine the number of Ready Bench Volunteers that are required for each age group, depending on registration numbers
 - Be responsible for insuring that all Ready Bench Volunteer positions are filled for each meet
 - Coordinate any communications with Ready Bench Volunteers
 - Provide Check In Clerk with a Swimmer Check In Roster for both HOME & AWAY meets
 - Organize seating of our swimmers in our HOME waiting area
 - Assist the coach in lining up the swimmers in the Ready Bench area
 - Notify Ready Bench Volunteers when to deliver swimmers to Ready Bench area
 - Supply heat sheets to all ready bench personnel. Communicate the number of heat sheets you will need per meet to the Second Vice President (in charge of preparing heat sheets)
 - Instruct Ready Bench Volunteers to hand out Popsicles after their group finishes, and just until the next group finishes
- Section 9: The **Ribbons Chair** shall
 - Determine number of ribbons to order for the year. Report the quantity needed to the League Representative who will place to order with the League.
 - Coordinate the Ribbons Table at home meets
 - Coordinate any communications with Ribbons Volunteers
- Section 10: The **Meet Officials Chair** shall
 - Coordinate the following volunteers for each meet (some only necessary for home meets)
 - Announcer
 - Event Card Clerk
 - Finish judges – Trained
 - Meet Director – Trained
 - Records Assist
 - Scorekeeper - Trained
 - Starter - Trained
 - Stroke Judge – Trained
 - Touch Turn Judge – Trained
 - Insure that volunteers required to attend the Training Session can attend the session
 - Be responsible for insuring that all Meet Official Volunteer positions are filled for each meet
 - Coordinate any communications with Meet Official Volunteers
- Section 11: The **Timer Chair** shall
 - Make sure all stopwatches are working properly and order more if necessary.
 - Coordinate any purchases with the Treasurer
 - Conduct a timing clinic
 - Coordinate timers for each meet
 - Coordinate and attend all time trials
 - Coordinate any communications with Timer Volunteers
 - Provide the League Representative with a list of suggested timers for the Meet of Champions
- Section 12: The **Records Chair** shall
 - Provide the coach/team with times from the time trials and swim meets
 - Provide End of Season Certificates for each swimmer for each stroke showing slowest and fastest times for the season
 - Provide the coach with the information needed for him to compile the qualifiers for Meet of Champs and the end of the year awards

- Section 13: The **Equipment Chair** shall
 - Be responsible for the inventory, purchase (as directed and approved by Executive Board) and maintenance of all equipment necessary for the operation of the swim team
 - Coordinate Deck Setup of the pool area for home swim meets
 - Coordinate Deck Cleanup of pool area for home swim meets
 - Coordinate any communications with Equipment Volunteers
- Section 14: The **Hospitality Chair** shall
 - Plan & order refreshments for the pre-season & post-season parent meeting
 - Organize the Meet of Champions Pep Rally/Pasta Dinner
 - Organize the End of Season Team Party
 - Coordinate distribution of Popsicles to the swimmers at home meets
 - Arrange for drink servers at home meets
 - Coordinate any communications with Hospitality Volunteers
 - Coordinate Donut Friday at every Friday morning at practice
- Section 15: The **Publicity Chair** shall
 - Notify the Katy Times, local papers, and Willow Fork Country Club Newsletter of all swim meet news items for publication.
 - Work with appropriate chairpersons to publicize upcoming events via signs/flyers/emails (i.e. Double Daves night, Meet of Champions Pep Rally/Pasta Dinner, Awards Night and Party, Swim-A-Thon, Stoke Clinics, etc.)
- Section 16: The **Registration Chair** shall
 - Prepare and mail Registration Reminders for last years swim team members
 - Provide all written materials for registration
 - Registration form
 - Payment summary form
 - Parent Information letter
 - etc
 - Set registration dates with Executive Board and Willow Fork Country Club approval
 - Provide workers to assist with registration and late registration at the pool during preseason
 - Swimmers are NOT ALLOWED IN THE POOL FOR PRACTICE if all of the forms & payment have not been received
 - Turn in all money to the treasurer
 - Handle online registration including responding daily to questions that come in from registrants
 - Assign Family ID numbers necessary for registration
 - Make any correction & maintain registration database
 - Coordinate all changes with the Treasurer and appropriate chair people
 - Have computer skills
- Section 17: The **Picture Chair** shall
 - Make arrangements with the photographer for the organization of swimmers, forms, payments, and distribution of pictures.
- Section 18: The **Awards Chair** shall
 - Order, organize and distribute all trophies, awards, and certificates for the awards night ceremony
- Section 19: The **Telephone Chair** shall
 - Be responsible for notifying Executive Board members for all board meetings
 - Organize Executive Board members or parent volunteers to contact the membership as necessary (before meetings, before a meet and before special activities or emergencies).

- Section 20: The **Web Site Chair** shall
 - Have good computer skills
 - Update web site content at the beginning of the season and throughout the season as modifications become necessary; Event Schedule, Practice Times, Chairperson Page, Coaching Page, Sponsor Page, and Swim Meet Page, etc.
 - Update the scroll bar on the web site daily with parent meetings, practice cancellations, swim meet cancellations, team parties, and any other pertinent upcoming events.
 - Update photos on the web site
 - Input weekly awards on the web site
 - Input Swim Meet Scores on the web site
 - Send email reminders to all workers prior to each meet

ARTICLE VIII: The COACH shall

1. Meet with the club management to discuss this coaching responsibility according to the club rules and regulations.
2. Meet with the pool manager to coordinate pool usage with the club.
3. Conduct all swim practices, time trials, and stroke clinics and shall attend all swim meets, including the Meet of Champions.
4. Attend registration, parents meetings and when necessary, board meetings and league meetings.
5. Heat the meets and give the heat sheets to the 2nd Vice President for copying/distribution at all meets.
6. Prepare weekly Awards Certificates (i.e. Gator of the Week, Most Points Scored by age group, etc). Scoring information is available through the Records Chair.
7. Be responsible for disciplining all swimmers at swim team practices, meets, and time trials. The coach shall contact parents in the event a discipline problem should occur and shall report said conduct to the president of the swim team.
8. Be responsible for hiring an assistant coach or assistant coaches with the approval of Executive Board.
9. Be responsible for enhancing swim team members ability to perform the various strokes used in swim meets, in such manner as to encourage and enhance self-improvement.
10. Act as a leader in promoting team spirit.
11. Is responsible for the conduct and performance of his assistant coaches.
12. Perform his duties in order that the purposes of the organization are promoted.

ARTICLE IX: QUORUM

Board meetings require a minimum of two officers and two standing committee chairpersons present of constitute a quorum. Parents meeting require two board members, two standing committee chairpersons and two parents present of constitute a quorum.

ARTICLE X: AMENDMENTS

These by-laws may be amended at any membership meeting provided the proposed amendments shall have been submitted to Executive Board in writing one week before the meeting. Adoptions shall require a majority vote in the affirmative of the members present.