

MENOMONEE FALLS SWIM CLUB BY-LAWS
Amended as of August 2nd, 2010

ARTICLE I NAME

The name of this organization shall be the Menomonee Falls Swim Club, hereafter referred to as MFSC.

ARTICLE II MISSION STATEMENT

The purpose of this organization shall be to encourage, promote, organize and publicize competitive swimming activities for members of MFSC in accordance with the current USA SWIMMING and Wisconsin Local Swim Committee (WI LSC) rules. MFSC values in the highest regard the future of all youth members of society, and will provide an environment for willing and honest individuals and Families to develop physically, mentally, socially, and to further develop character and healthy life style through swimming.

ARTICLE III MEMBERSHIP OF THE BOARD

Board Membership shall be open to all parents of MFSC swimmers.

ARTICLE IV BOARD MEMBERS (Hereafter referred to as the Board.)

Section 1: The elected Board Members shall be President, Vice-President, Secretary, Treasurer, Fundraising Director, Social Activities Director, Meet Entries Director, Public Relations Director, and Registration Director. Said Board shall be elected by and from the Voting membership. The Head Coach shall be a non-elected Board position.

Section 2: Elected officers shall hold their offices for terms of two (2) years or until their successors have been duly elected. The President is Chairperson of the Board.

ARTICLE V DUTIES OF THE BOARD MEMBERS

PRESIDENT: The President shall preside at all Parent Meetings; and in the capacity as Chairperson, at all meetings of the Board. They shall personally represent MFSC, or appoint a delegate where representation is necessary or advisable. They shall effect compliance with the rules and regulations of USA SWIMMING and the WI LSC. They shall be a co-signer on the MFSC Checking Account and serve on the Budget Committee. They shall compose information for the MFSC newsletter (hereafter referred to as the "WATERLOG") which shall be published monthly during swim sessions to provide practice and other pertinent information to MFSC members.

VICE-PRESIDENT: The Vice-President shall, in the absence of the President, perform the duties and exercise the powers of the President, and have such powers of the President and perform any duties delegated by the President. They shall oversee activities, preparations and sanctioning for MFSC hosted swim meets. While they may serve in the capacity of MEET DIRECTOR for MFSC hosted meets, they are not required to do so.

SECRETARY: The Secretary shall keep accurate minutes of all MFSC meetings including Parent Meetings, Board Meetings and any special meetings called by the President. These minutes will be posted for membership and/or board members in a timely fashion.

TREASURER: The Treasurer shall maintain all MFSC financial records, submit a written report to the Board at each monthly meeting, pay bills on approval of the Board and have responsibility of the MFSC checking and investment accounts. The Treasurer shall be a co-signer on the MFSC checking account. They shall also serve as a member of the Budget Committee.

FUNDRAISING DIRECTOR: The Fundraising Director shall coordinate, but not necessarily direct, the individual fundraising activities of MFSC. They shall submit to the Board a written report of each fundraising activity at the end of the said activity. They shall notify the Registration Director of family credits prior to each registration. They shall also serve as a member of the Budget Committee.

SOCIAL ACTIVITIES DIRECTOR: The Social Activities Director shall coordinate, oversee and direct the Short Course and Long Course MFSC Awards Banquet as well as other social activities (i.e.: Halloween Party, Christmas Party, etc.) with Board approval.

MEET ENTRIES DIRECTOR: The Meet Entries Director shall distribute reservation forms to MFSC members. They shall submit MFSC meet reservations and fees to host clubs prior to Long Course or Short Course season. They shall post a copy of said entry on the MFSC bulletin board. They are responsible for collecting all meet entry fees for deposit by the treasurer. They shall serve on the Budget Committee.

PUBLIC RELATIONS DIRECTOR: The Public Relations Director shall represent MFSC activities to the community via reports to the media (television, radio, newspapers). They shall provide information (brochures, flyer, community board, etc.) to local schools and organizations regarding membership, clinics, meets, etc.

REGISTRATION DIRECTOR: The Registration Director shall distribute and collect all registration information from the MFSC membership. They shall keep financial records on all membership payments. They shall report problems and progress with payments specifically to the President and generally at Board meetings. They shall secure USA SWIMMING registration for all swimmers, coaches and officials. They shall serve on the Budget Committee.

HEAD COACH: The Head Coach shall coordinate practice workouts, oversee team training schedule, make recommendations to the Board on selection of meets for each long and short course season, make decisions on swimmers' group membership and compose information for the publication of the WATERLOG.

EXECUTIVE COMMITTEE: The executive committee shall consist of the President, Vice President, Treasurer, Fundraising, Registration, and Meet Entries board members

ARTICLE VI MEETINGS

General Meetings: General meetings will be held twice per year; in conjunction with the Short Course and Long Course Awards Banquets. Special general meetings may be called as needed by the President, or at the written request of any seven (7) members of MFSC. Said request must be presented through the President. Notice of these meetings must be given to the members at least seven (7) days prior to the meeting.

Board Meetings: The Board shall meet once per month at a date, time and location determined by the President and announced one meeting in advance.

Parents' Meeting: A mandatory parents' meeting will be held each session during the second week of practice following registration. This meeting will outline policies, procedures, and serve to introduce Board Members and their duties and also answer questions.

ARTICLE VII AMENDMENTS

These articles and bylaws may be amended at any General meeting of the membership by a two-thirds (2/3) affirmative vote of the members present. There shall be one (1) vote per membership family.

ARTICLE VIII MFSC BOARD

NUMBER AND TERM: The Board of MFSC shall number ten (10) members. Board members shall be elected by a simple majority of the eligible voters (parents) present at the Long Course Awards Banquet. Board members shall be elected to serve a two (2)-year term. Elected in odd-numbered years shall be these five (5) members: President, Secretary, Fundraising Director, Social Activities Director and Meet Entries Director. Elected in even number years shall be these four (4) members: Vice-President, Treasurer, Registration Director and Public Relations Director. The Head Coach is a standing member of the Board and is not subject to set term or election.

All Board members vote in matters of finance, policy and organization. The Head Coach is a voting member of the Board, and while head coach shall have input regarding personnel decisions and assistant coach salaries head coach will abstain from voting in matters pertaining to these issues for him/her.

MEETINGS: The Board will meet monthly at a time and place arranged for a majority to attend. Meetings shall be made public (via posting of the MFSC Bulletin Board) and may be attended by any MFSC member. Should a member wish to introduce a specific issue for Board consideration, they should submit Said issue to the President prior to the meeting. The President shall assign said issue under New Business. Consistent with these by-laws, the Board or its designated committee shall also have the power to hold closed meetings for the purpose of discussing and/or resolving confidential employment-related matters and/or confidential issues related to the action(s) or inaction(s) of a Board member or any committee member. Such closed meetings may be called by any member of the Executive Committee, with notice provided to all board members, for a time and place arranged for a majority to attend. Notice of such closed meetings shall be made in the minutes of the next regularly scheduled board meeting.

ASSUMPTION OF DUTIES: New Board Members shall assume duties at the Board meeting following the General Meeting (at the Long Course Awards Banquet) at which they were elected. Said meeting shall be a joint meeting of incoming and outgoing Board members.

ATTENDANCE: Board members are expected to attend all Board meetings. Failure to do so without satisfactory explanation to the President following three meetings will result in a request for the member's resignation or dismissal from the Board. The MFSC Board shall appoint a member to complete said Board Member's term of office by a simple majority vote.

CAUSE FOR DISMISSAL: Situations may arise in which a Board Member's actions or inactions may not be in the best interest of MFSC. In such instances, dismissal from the Board may be deemed necessary. Such instances may include, but are not limited to: serving on the Board with another USA SWIMMING club, failure to have children swimming with MFSC (except during boys'/girls' high school season), unless child is returning within one session and board approval has been given, using vulgar or obscene language or behavior when referring to the coach (es) or MFSC in general, recruiting for another USA SWIMMING club, or other acts of impropriety as determined by the Board. Dismissal from the Board shall be by simple majority vote of the remaining members of the Board. The Board may conduct a closed meeting limited to members of the Board when it is discussing, considering and/or voting on the removal of a Board member. The Board, by a simple majority vote, may also choose to conduct a portion of such Board meeting without the Board member who may be removed present at the meeting.

All matters discussed and documents reviewed at the Board's closed meetings pursuant to this paragraph are strictly confidential. Such confidential information shall not be shared and/or discussed with individuals who are not members of the Board, except that such confidential information may be disclosed incident to a properly issued subpoena, as part of a legal proceeding, or for the purpose of securing legal advice from counsel.

VACANCIES ON THE BOARD: Any vacancy during a Board Member's term of office shall be filled for the remainder of the term by a simple majority vote of the remaining Board Members. Any Board vacancy must be approved by a simple majority of the nine (9) voting Board Members. If the President resigns, the Remaining nine (9) Board members shall appoint a new President.

RESTRICTIONS: Two members from the same family may not be cosigners on the MFSC checking account. Two members from the same family may not hold separate Board positions simultaneously. Two members from the same family may serve as co-directors for a single Board position but only retain one vote for that position.

QUORUM: Five (5) members of the Board constitute a quorum.

CLOSED EMPLOYMENT MEETINGS: The Board may conduct closed employment meetings for the purpose of discussing and/or resolving issues related to confidential MFSC employment matters, including but not limited to, Board member, committee member or volunteer improprieties, employee discipline issues, employee terminations, employee investigations, employee hiring issues, salary and wage issues, performance appraisals, job performance issues, and other confidential employee-related matters. Such closed meetings may be called by any member of the Executive Committee, with notice provided to all board members, for a time and place arranged for a majority to attend. For confidentiality reasons, attendance at such closed employment meetings shall be limited to current members of the

Board. Notice of such closed meetings shall be made in the minutes of the next regularly scheduled board meeting. The Board, at its option, may also create an Employment Committee whose purpose shall be to investigate, discuss and make recommendations to the full Board on the matters listed above. The Board shall have the power to appoint Employment Committee members consistent with the provisions of these bylaws, provided at least one member of the Employment Committee is also a Board member. All meetings of the Employment Committee shall be closed and limited to members of the Employment Committee and members of the Board who wish to attend. Notice of such closed Employment Committee meetings shall be made in the minutes of the next regularly scheduled board meeting. At the option of the Board, Employment Committee members may be permitted to attend the Board's closed employment meetings for the purpose of providing a report to the Board.

In the event that an unexpected issue arises, any member of the Executive Committee may direct that the Employment Committee conduct an initial investigation into any incident for the purpose of providing a full report to the Board. Upon initiating an initial investigation by the Employment Committee, the Executive Committee member who directed the initial investigation shall immediately confer with all other members of the Executive Committee to apprise them of the situation. The Executive Committee members shall ensure the notification of all remaining board members of the investigation.

All matters discussed and documents reviewed at the Board's closed employment meetings and/or Employment Committee closed meetings are strictly confidential. Such confidential information shall not be shared and/or discussed with individuals who are not members of the Board and/or Employment Committee, except that such confidential information may be disclosed incident to a properly issued subpoena, as part of a legal proceeding, or for the purpose of securing legal advice from counsel. The Board, by a simple majority vote, may also choose to conduct a portion of such closed Board employment meeting and/or closed Employment Committee meeting without the person who is the subject of such meeting present at the meeting.

ARTICLE IX ELECTIONS

Elections are held at the General Meeting in conjunction with the Long Course Awards Banquet. Volunteers for positions will be solicited via Email. Nominations may also be made from the floor. Elections will be by a simple majority vote of the members present. This may be done by a voice vote. If, in the judgment of the President, the voice vote is too close to indicate a majority, voting will be conducted using hand signaling or ballot. Each family shall have one (1) vote in matters requiring a hand signal or ballot.

ARTICLE X STANDING COMMITTEES

WI LSC LIAISON: This shall consist of two (2) members, one of which will attend WI LSC meetings, either with or in place of the swim coach(es), and who will report to the Board at the monthly meeting. One member of this committee will be the President. The other will be appointed with Board approval.

CLOTHING/SUPPLIES: They shall provide for sale of goggles, caps and log books. They shall distribute orders for MFSC merchandise, submit orders to vendors and deliver orders to MFSC members. They shall coordinate with the Meet Director for outside clothing sales at home swim meets.

AWARDS: They shall supply, distribute and order chevrons for MFSC swimmers upon request. They shall coordinate with the Board and/or Meet Director in ensuring adequate awards at swim meets.

BUDGET: This shall consist of the President, Treasurer, Fundraising Director, Registration Director, Meet Entry Director, and Head Coach Board Members of MFSC. This group shall make recommendations to the Board regarding major purchases, coaching salaries, swim fees, and other MFSC expenditures. The Head Coach will not be involved in salary decisions.

MEET DIRECTOR(S): This committee shall consist of meet director(s) for MFSC hosted meets. They shall report to the Vice President in coordinating and overseeing all MFSC-hosted meets.

SAFETY: This committee shall supervise and enforce safety requirements at practice sessions. They shall coordinate locker room coverage during practice sessions. They shall be registered non-intervention members of USA SWIMMING. In the absence of the Safety Chairperson the Head Coach will assume the duties.

EMPLOYMENT COMMITTEE: This committee shall meet in closed sessions for the purpose of investigating, discussing and making recommendations to the full Board on the matters described in Article VIII above.

ARTICLE XI POLICY STATEMENTS

1.0 REGISTRATION:

Registration shall be held the second Monday and Tuesday of each session at the pool during practice. Every swimmer shall complete a registration form within one week of their first practice with MFSC. Failure to do so will result in that swimmer not being allowed to attend practice until the completed registration form, USA SWIMMING application and fees for both are received by the Registration Director. This is necessary for insurance purposes.

Swimmers who are considering joining MFSC (non-returning swimmers) are to be allowed a one (1) week/5-day trial with MFSC to be used over the course of a two-week period at no cost. After that time, registration, USA SWIMMING application and fees for both are to be received by the Registration Director.

Swimmers joining MFSC once the session has begun will find registration forms and USA SWIMMING application in the coaches' office. The Registration Director should receive forms and a payment within thirty days of the swimmer's starting date. Swimmers who are considering rejoining MFSC, who resigned for any reason without taking care of all payments due MFSC, including but not limited to meet reservations, relay fees, USA SWIMMING registration, club registration, and/or clothing orders, must meet the following conditions to rejoin: All past due payments must be paid in full; Payments not made within two weeks will result in swimmer suspension from all MFSC activities until payment is made in full. Parents/guardians of these swimmers must agree to abide by the policies outlined in bylaws including the no work/no swim policy (as outlined in Article XI 6.0).

The length of each session shall be determined by the Board after consultation with the coach (es). The session length will pattern itself on the Short Course/Long Course meet schedule as determined by the WI LSC to allow for training prior to the first meet of each session. High School Girl/Boy swimmers will pay abbreviated fees based on the length of the USA SWIMMING session either prior to or following the High School season.

2.0 MEET ENTRIES/RESERVATIONS POLICY:

MFSC reserves the individual entries needed by our club for the upcoming season. Reservation forms will be given to all swimmers in July/August for the Short Course season and in February for the Long Course season. If entries are reserved by a swimmer and said swimmer does not show up for the meet, the swimmer's family will be billed after the meet for their unused swims. Swimmers who choose not to return the reservation forms for the Short Course/Long Course season, or who indicate on the form that they are not planning to enter a particular meet and who later elect to enter said meet(s) may sign up for the meet using the Meet Waiting List. In this situation, the swimmer should indicate on the entry form that they did not reserve for this particular meet, but now desire to swim. The swimmer will be given consideration for available entry after all reserved entries are met. Following is the MFSC policy when we exceed our number of reserved swims:

Entries and full payment for meets are due by 6:30p.m. of the date they are requested. Entries will NOT be processed without payment and may be denied on the following financial circumstances: swimmers with any past due financial obligations to MFSC or failure to pay relay bill in a timely fashion.

Generally, the four fastest swimmers will be put on relays. Choice of swimmers is ultimately at the discretion of the coach (es). Cost of the relay will be split among the four swimmers and will be billed to the families after each session. Coaches will assume that all swimmers are available for relays

If a swimmer (by his absence at the time the relay is swum) causes a relay to scratch, he/she will be financially responsible for the entire cost of the relay. This does not apply in cases of excused absences (i.e.: notify coach of illness, family emergency, etc.). Scratches of events at a meet are not allowed except in the event of illness or injury. In those cases swimmers should explain the circumstances to the coach.

3.0 FINANCIAL POLICY

3.0.1 FISCAL YEAR: The fiscal year for MFSC shall run from September 1 through August 31 with the exception of the first year (1994-1995), which commenced July 1, 1994, until August 31 of the following year. Budget considerations, including coaches' annual contracts shall coincide with the MFSC fiscal year.

3.0.2 FINANCIAL DISCLOSURE: In order to maintain transparency and to protect our non-profit status, updates on MFSC finances will be available to the membership on a quarterly basis. They will be distributed to the membership via the club newsletter "The Waterlog", for quarter ending 11/30, 2/28, 5/31, and 8/31.

The following Revenues will be disclosed: Member Fees (including Pre-Comp & Clinics) Meet Income, Other Income, Fundraising, and Sponsorship. The following Expenditures will be disclosed: Member Expenses (i.e. USA Swimming), Home Meet Expenses, Coaches Expenses (including Equipment Purchases), General Administration, Salaries, and Other Expenses.

If a specific question arises about MFSC Club Finances, the member must put this question out to the Treasurer, President, and Vice-President. This needs to be done via a written statement fourteen (14) days before the next board meeting so that it can be addressed at that board meeting.

3.0.3 PAYMENT OF FEES: All club and USA SWIMMING fees must be current for swimmers to swim with MFSC. These fees may be paid in one of two ways:

- STANDARD PLAN-payment in full at the beginning of each session.
- INSTALLMENT PLAN-three equally spaced payments. If the INSTALLMENT PLAN payments are over two weeks late, swimmers will not be allowed to swim at practice or in meets until payment is made.

3.0.4 PAYMENT PLAN POLICY: Payment Plan does include USA SWIMMING Registration Fees, Seasonal or regular. Payment Plan does not apply to any of the following: Pre-Comp Program, Camps, Masters Program, and a regular swim family whose fundraiser credits reduce their obligation to less than \$100.

A \$25.00 discount applies only to new swimmers. A \$25.00 discount is given to families with two or more swimmers registering with MFSC. Swimmers must register for the entire session. The financial commitment is for the entire session and families will be held accountable for any remaining fees should they elect to leave at any time during the season

A credit of \$50 will be issued to each member who is a certified official for Wisconsin Swimming and officiates the equivalent of all MFSC-sponsored sessions plus 4 sessions. This credit will be applied at the end of the season worked (Short Course or Long Course) and will be credited against remaining fee balance.

Payment Plan Timetables:

Short Course (Winter Session)

- Full Session Swimmers (26-32 weeks)
 - Three (3) equal payments due at the start of the 1st, 9th and 16th week of the session.
- High School Boys and Girls (13 or 16 weeks)
 - Two (2) equal payments due at the start of the 1st and 8th week of their session.

Long Course (Summer) Session*

- Full Session Swimmers (16-22 weeks)
 - Two (2) equal payments due at the start of the 1st and 9th week of the session.

*Long course may be split into two sub-sessions, Session A running from the beginning of Long Course through the end of the school year. Session B running from the end of the school year through the end of Long Course. The board may, at its discretion, offer a discount to swimmers registering for the full session.

Exact dates will be published on the session registration form.

Failure to pay within **fourteen (14) days** of the due date will result in the following action: Swimmer(s) will not be allowed to practice or participate in any meet until the payment is made. The second violation will remove the privilege to use the payment plan.

3.0.6 MEDICAL CREDIT: Any swimmer unable to swim due to injury or illness during the course of a session will be given medical credit, which is applied to the session the swimmer is participating in and only when the following conditions are met: a physician-signed excuse is presented to the Registration Director; this excuse states the nature of the injury/illness; limitations/restrictions put upon the swimmer in terms of ability to swim; the duration of the limitations/restrictions, including the start date of the said limitations/restrictions. A medical credit will be given to said swimmer based on the start date and end date of the physician signed excuse restricting/prohibiting swimmer to participate in any swimming activities. No refund of payments will be given—only a credit is issued for the time period the swimmer is absent from swimming. This medical credit must be used within the next two sessions.

4.0 FUNDRAISING POLICY:

To alleviate the discrepancy between family's fundraising efforts, the Board has adopted the following policy:

- FUNDRAISING FEES:
 - If a family has one swimmer:
 - \$100.00 (buy-out or fund-raise)
 - If a family has two swimmers:
 - 1st swimmer \$100.00 (buy-out- or fundraise)
 - 2nd swimmer \$100.00 (buy-out or fundraise)
 - If a family has three swimmers:
 - 1st swimmer \$100.00 (buy-out- or fundraise)
 - 2nd swimmer \$100.00 (buy-out or fundraise)
 - 3rd swimmer \$50.00 (buy-out or fundraise)
 - If a family has more than 3 swimmers, their obligation will be no more than \$250.00 (buy-out or fundraise)
 - If a swimmer is a BS, SS, or GS high school swimmer:
 - Each swimmer \$75.00 (buy-out or fundraise)
 - This applies to Short Course Session ONLY. During Long course, the fundraising policy (listed above) applies to all ages, regardless of grade level.
 - This only applies to high school students who SWIM ON A HIGH SCHOOL TEAM.
 - If your swimmer participates in another sport during Short Course, and chooses to come back to swim mid-season, pro-rating will apply.
 - If your swimmer leaves mid-season to participate in another sport, full season \$100 fundraising requirement will apply.
 - If your swimmer is registered mid-session, fundraising fees are determined as follows:
 - $\$100 \div \# \text{ of weeks in the season} = \$\$ \text{ fundraising weekly fee}$ (i.e. $\$100 \div 26 \text{ weeks of Short Course} = \4), then $\# \text{ of weeks left in the season} \times \text{the weekly fee} = \$\$ \text{ fundraising fee due}$ (i.e. If there are 5 weeks left in the season when the swimmer joins then, $5 \text{ weeks} \times \$4 = \$20 \text{ fundraising fee due}$).
- Fees are based on MFSC budgetary needs.
- Fundraising by swimmers/families will result in a credit toward that family's registration fees.
- Credit will be noted at the time of registration following the fundraising effort.
- For swimmers/families who elect to resign from MFSC and then return to MFSC – Credit(s) must be used during the two sessions following the initial resignation. Fundraiser credit will not be carried beyond that point. Fundraiser credit for families who continue to register with MFSC may carry over said credit for an unlimited time period. Swimmers who resign from MFSC and transfer

to another club will automatically forfeit all fundraiser credit. This credit will be deposited into the MFSC general fund.

- Credit(s) will not be rebated back to swimmers/families that elect to resign from MFSC.
- A mandatory fundraising amount will be assessed each session to every swimmer registering with and making payment to MFSC, excluding Pre-comp and Masters. All amounts raised for this fundraiser will be allocated to the MFSC general fund. Once a swimmer raises sufficient funds to cover this mandatory fundraiser amount, additional earned fundraiser amounts will be credited to the swimmer's family registration credit to be applied to the next swim session the swimmer registers and pays for with MFSC.
- A Fundraising Credit will be issued to each voting member of the board in an amount equal to one swimmer's fundraising fees. A Fundraising Credit will be issued to the chairperson of clothing, kitchen concessions, and meet director in an amount equal to one swimmer's fundraising fees.
- Fundraising fees will be prorated for new families only.
- Donations of any goods for the benefit of MFSC will not be allowed for fundraising credit but a tax receipt will be issued in Place of fundraising credit.

5.0 SPONSORSHIP:

Names of sponsors shall be listed in the MFSC handbook, which is distributed to all members upon joining. Families can solicit area companies for MFSC sponsorships. These sponsorship monies are deposited in the general MFSC account and can be earmarked for a specific MFSC expenditure or project. Sponsorship monies do not go towards the family fundraiser credit.

6.0 TRAVEL EXPENSES:

Coach incurred expenses, including transportation, meals and lodging will be paid for on approved out-of-town meet. These expenses include IRS approved rate for mileage and meal expenses.

Coach's transportation, lodging and meal expenses will be paid from the general travel fund for national level competitions.

Each swimmer is responsible for their individual expenses at any meet they attend. Each swimmer traveling to an out-of-town meet and/or staying in a team designated hotel is required to sign the MFSC Code of Conduct/Honor Code and medical release form.

MFSC will subsidize each swimmer at a national level competition in the amount of \$50.00/meet.

7.0 VOLUNTEER POLICY:

MFSC is a volunteer organization. It is expected that every family shall contribute during each swim season. These activities include: working at swim meets hosted by MFSC, contributing food/money towards the kitchen at MFSC-hosted meets, and supervising in the locker room before and after practice, etc. MFSC has adopted the following "no work, no swim policy": One parent/guardian (or family recruited responsible person) from each family must work one session for each session swimmer(s) is entered in all meets hosted by MFSC. If a parent/guardian fails to work at the required number of sessions, that swimmer will be unable to compete/swim unless the \$25 per session not worked is paid.

8.0 USA SWIMMING FEES:

All MFSC swimmers must be registered with USA SWIMMING. Memberships are issued on a calendar year (January to December) and must be renewed annually. Swimmers must complete a USA SWIMMING registration at the time of their first MFSC registration of a calendar year.

Swimmers registering after September of a given year receive membership for the balance of that year as well as the entire following year.

Seasonal membership (April-August) is offered by USA SWIMMING during Long Course Season only. Seasonal membership may NOT be transferred to full membership during the same season. Swimmers opting for seasonal membership may NOT compete in USA SWIMMING meets beyond the state level (i.e. Speedo Champs, Junior Nationals, Seniors, etc.).

9.0 **EMPLOYEE PROBATIONARY PERIOD AND PERFORMANCE REVIEWS:**
Employees of Menomonee Falls Swim Club are subject to a 90-day probationary period. During this time, employee(s) will be trained and assisted in learning the responsibilities of their position. Prior to or at the end of the 90-day probationary period, each employee will normally be given an evaluation of his/her performance by the Head Coach (if evaluating Assistant Coaches) and members of the MFSC Board. If the Head Coach is being evaluated, the members of the Board will conduct the evaluation. If the employee has not performed satisfactorily as determined by his/her evaluation, employment may be terminated. If the employee receives a satisfactory evaluation, employment will continue and said employee maybe given future performance evaluations to determine continuation of employment. It is also the intent of the Board to provide annual performance reviews and performance goals to MFSC employees in a format approved by the Board. Unless an employment agreement is in effect that provides otherwise, all employees of MFSC are at-will. Accordingly, the employee or the Board may terminate the relationship without notice or cause at any time. The employee's completion of the 90-day probationary period does not confer any greater employment rights on such employee.

10.0 **DISMISSAL OF COACHES:**
Dismissal of a coach requires a two-thirds (2/3) majority vote of the board. No coach may vote on his/her own dismissal.

11.0 **DISCLOSURE STATEMENT:**
The MFSC collects personal information such as email addresses, names, home addresses, and telephone numbers. We also collect data which is not unique to our members such as zip codes, ages, and genders. This information is necessary to provide services to the swim club, demographics required by the Menomonee Falls Community Education & Recreation Department, and to provide information of products, services, or other articles of interest.

The MFSC will not sell, rent, or lease our list to third parties. Nor will the MFSC disclose personal information including race, religion, or political affiliations. If a case such as this would occur, it will not happen without your explicit consent.

However, the MFSC will release information for the following:

- If required by the law.
- Conform to ethics of the law or comply with legal processes served on The MFSC.
- To protect and defend rights and property of The MFSC.
- The need to act upon extreme circumstances to protect our MFSC members, or the public.