

**STINGRAY SWIM TEAM
STANDARD OPERATING POLICY AND PROCEDURES**

**SECTION 1
COMMUNICATING PRACTICE SCHEDULE**

- 1.1** The Stingray Swim Team (SST) practice schedule shall be communicated to all members through posting on team website, social media, and team bulletin board. Any changes to the practice schedule shall be emailed to all members and updated on all postings. In the event of a one-time schedule change, SST coaches and/or board members shall make every possible effort to contact those members affected by such change.
- 1.2** Any change to the practice schedule, including a one-time change, shall be communicated to facility operators and/or directors. This communication is the responsibility of the head coach and/or a member of the board of directors.
- 1.3** Any permanent change to the practice schedule shall be updated on this standard operating policy and procedures manual. The current practice schedule is as follows:

The Alaska Club South

Copper – Tuesday & Thursday at 3:45 pm - 4:30 pm

Bronze - Monday & Wednesday at 3:45 pm - 4:45 pm

Silver - Monday, Wednesday & Friday at 3:45 pm - 4:45 pm

Gold - Monday, Wednesday & Friday at 4:45 pm - 6 pm

Platinum - Monday through Thursday at 4:45 pm – 6:00 pm

The University of Alaska Patty Pool

Junior – Tuesday & Thursday 5:30 pm - 7:30 pm

Wednesday & Friday at 4:00 pm – 6:00 pm

Monday & Wednesday at 7:00 am – 8:00 am (dryland at TAC)

Saturday at 10:00 am – 12:00 pm

Senior - Monday through Thursday at 4:00 pm – 6:00 pm

Monday, Wednesday & Friday at 5:30 am – 6:50 am (dryland at TAC)

Saturday at 10:00am – 12:00 pm

**SECTION 2
MEMBERSHIP DUES**

- 2.1 Membership**
Membership is required for all athletes to participate in SST activities. Membership is gained by completing the SST Online Registration process. During registration, members will be required to read and comply with all associated documents and information. Upon completion of the online team registration, members will be required to pay September's monthly dues and the USA Swimming Annual Registration.

2.2 Dues Structure

Members of SST will be charged monthly dues associated with the swimmer's group structure. Monthly dues will be charged and invoiced using the SST TeamUnify website. Members have the option to auto pay their monthly dues, charged on the first of each month, pay on-demand using their personal team account, or pay by check, made out to Stingray Swim Team and mailed to the team address (PO Box 72301, Fairbanks AK, 99707). The current dues structure is as follows:

Copper - \$35/month
Bronze - \$50/month
Silver - \$65/month
Gold - \$80/month
Platinum - \$95/month
Junior - \$110/month
Senior - \$125/month

2.3 Maintenance Fee

For any month a swimmer will be out of the water for the entire month, a maintenance fee of \$25 will be assessed in lieu of the monthly dues. It is the responsibility of the member to inform the head coach of any monthly absence prior to the first day of that month. The head coach will then assign said swimmer to the maintenance fee structure, and the monthly invoice will reflect this change.

**SECTION 3
CONCIQUENCE FOR NON-PAYMENT OF DUES**

3.1 Non-payment

If for any reason a member's monthly dues are not paid in full, the team treasurer shall contact the member for explanation. In the case of failed credit card payment, the team treasurer will assist the member in updating their information and process the monthly dues payment. In any other case of non-payment, the team treasurer will make every possible attempt to rectify the situation. If any member's account is not paid in full and/or the member is not complying with a preset payment plan, the swimmer will not be allowed to compete after sixty (60) days of non-payment. Following ninety (90) days of non-payment, the member and associated swimmer will be suspended from all SST activities until remittance is made.

3.2 Cancellation of Membership

If for any reason a swimmer discontinues their membership with SST, they must pay in full any balance associated with their account. This balance must be paid before they are allowed to rejoin SST or join any other USA Swimming club. Payment shall be collected within thirty (30) days of cancellation, or an acceptable payment plan be set with the team treasurer. A balance represents services that went unpaid and is a detriment to SST.

3.3 Late fee

A late fee of \$25 is assessed to members who have not paid their monthly invoice and/or has not made prior arrangements with the team treasurer. This late fee is assessed on the last day of the month. *No longer applicable (September 1, 2016)*

SECTION 4 TRAVEL PLANNING

4.1 Responsibility

Team travel, including but not limited to competitions and training trips, are the responsibility of the coaching staff and board members. The head coach will decide which travel competitions the team will support, and all eligible athletes are encouraged to attend said meets. SST will make every possible attempt to support these meets with coaches and resources.

4.2 Planning

The head coach and/or assigned board members will research all travel options and make decisions on the most desirable arrangements. These arrangements will be communicated with all eligible members. Members may comply with these arrangements or make their own arrangements, so long as all swimmers report for any team activity.

4.3 Hotels

When hotels are being used, SST will reserve a block of rooms for swimmers and/or parents. Swimmers may be assigned rooms with teammates of the same gender and of similar age. Room assignment is the responsibility of the head coach with or without input from parents. If a swimmer's parent(s) is/are present, they may stay with said parent(s) so long as all swimmers report for any team activity. Chaperones may or may not be assigned to stay in each room, but all rooms will be supervised by a chaperone and/or coach. No swimmer may room with a parent other than their own, excluding chaperones.

4.4 Airfare

When airline travel is required, SST will reserve a group travel confirmation for swimmers and/or parents. Members who wish to use the group travel reservation must contact the board member assigned to airfare planning. This board member will then book only those airline seats which members have requested and release any remaining seats. This will be done on the last possible date for booking. Any member wishing to book their own airline reservation may do so, so long as all swimmers report for any team activity.

4.5 Ground Transportation

When ground transportation is required during a travel activity, SST will reserve enough vehicles for all swimmers, coaches, and chaperones to have their own seat and wear a seatbelt. All passengers are required to wear a seatbelt at all times. Vehicles may be operated by coaches and/or chaperones after submitting a full driving record. If a swimmer's parent(s) are present, they may ride with said parent(s) so long as all swimmers report for any team activity. No swimmer may ride with a parent other than their own, excluding coaches and/or chaperones.

SECTION 5 HOURS WORKED FOR PAYROLL

5.1 Hourly Employees

All hourly employees will keep detailed daily records of their hours worked. The employee will enter their hours in the online system every other Friday (biweekly) on their hours worked for the previous full two (2) weeks. The team treasurer or accountant will then make direct deposits to each employee equal to the employee's pay scale for the hours worked, minus taxes and fees. Direct deposits will be processed every other Friday (biweekly). It is the responsibility of the employee to keep accurate, detailed records of their hours worked. The team treasurer, president and/or head coach may audit these records at any time. The maximum recorded hours per day shall be eight (8), regardless of actual time on deck. This applies to full-day meets.

5.2 Full Time Employees

All salary employees will comply with their employment contract in regards to hours worked per week. The team treasurer or accountant will make direct deposits to each employee equal to the employees pay scale, minus taxes and fees. Direct deposits will be processed every other Friday (biweekly).