

Mt. Lebanon Aqua Club, Inc.

2018 Standing Rules of Organization

Standing rules are motions of a permanent nature. They are used to supplement the MLAC Bylaws. They are needed to keep from going through the formality of amending the unit bylaws when situations arise that could be covered by a standing rule.

Standing rules may be adopted without previous notice by a majority vote at a business meeting. No standing rule is in order that conflicts with the bylaws.

A standing rule may be rescinded or amended at any regular meeting by a 2/3 vote of members present without previous notice or by a majority vote with previous notice. The standing rules will continue in force until temporarily suspended, amended, or rescinded.

Standing rules should be revised and updated once a year from revision date noted above.

- A. **Standing Chairs:** The following is a list of current standing chairs and its job description [reporting VP]:
1. **Allegheny Mountain Swimming (AMS) House Of Delegates (HoD) Representative(s)** [President]: Three (3) members (or number as designated by the AMS HoD regulations) in good standing who shall regularly attend meetings of AMS and shall report on such meetings to the Board of Directors. One representative should be an athlete. Meetings are held in September/October and May.
 2. **AMS Student Representative** [Head Coach]: One student-athlete in good standing selected from the Shark group by the head coach shall regularly attend meetings of AMS and report on such meetings to the Head Coach.
 3. **Club Attire Chair** [VP Facilities]: One member shall work with VP facilities and equipment to maintain team store, works with vendors to coordinate orders and delivery of MLAC branded clothing and accessories, maintain team store at MLAC events.
 4. **Meet Director Chair(s)** [GM/Head Coach]: One to four members shall handle administrative duties of any club-sponsored meet; including, but not limited to, obtaining appropriate sanctions, sponsors and facilities, staffing and supervising meet jobs, and managing hospitality and concessions. This position shall be filled no less than five (5) months prior to each meet.
 5. **Business Donation Chair** [General Manager and Meet Director(s)]: One member shall coordinate with local businesses to provide donations, order catering, and send appreciation correspondence for hospitality for hosted swim meets.
 6. **Volunteer Coordinator Chair** [President and Meet Director(s)]: One member shall be the primary contact for members' questions about service opportunities, descriptions, issues, remaining credits, etc. The Chair will also maintain records regarding all members' completed service and respond to members' emails promptly. 2-4 credits/year.
 7. **Officials Chair** [1st VP and GM/Head Coach]: One member shall help recruit new officials from the membership and provide officials for club-sponsored meets.
 8. **Public Relations/Ad Sales Chair** [VP Communication, VP Historian, VP Fundraising, VP Programs]: One member shall regularly submit articles to local media to promote individual accomplishments, club activities, and competitive swimming. The Chair shall also collect articles from publications and post on club bulletin board before submitting the articles to the Historian. The Chair shall sell heat sheet ads to local businesses, obtain graphics, and format pages for publication in our hosted meets' heat sheets. Work with VPs Fundraising and Programs to publicize MLAC program and events.
 9. **Safe Sport Chair** [1st VP]: shall work with the AMS Safety Coordinator to implement a safety program to ensure the Club's compliance with the AMS warm-up procedure, and to ensure that the coaches meet safety training requirements and that the facility in use meets safety requirements. The Safety Officer is also responsible for providing and maintaining incident reports. Responsible for updating

and maintaining MLAC safe-sport policies including (but not limited to) bullying policy, electronic communications policy, parent/guardian and swimmer codes of conduct, and team travel policy.

- B. **Standing Committees:** The following is a list of the current standing Committees and their job descriptions.
1. **Annual Meeting and Award Banquet Committee:** Chaired by VP Membership and shall be held in conjunction with the Annual Meeting of the General Membership. Shall arrange for a facility, food and awards to honoring our swimmers' achievements. Size of committee determined by VP Membership.
 2. **Budget Committee:** Chaired by the Treasurer in accordance with the requirements set forth in MLAC by-laws
 3. **Nomination Committee:** Chaired by one member of the Board of Directors and include at least two other BoD members and two participants from the general membership.
 4. **Advertising Committee:** Chaired by Public Relations/Ad Sales Chair to approach local businesses for heat sheet ad sales when the meet is providing heat sheets. Consists of 1-2 members from general membership. Provide artwork/graphics in proper copying formatting to Meet Directors at least one week prior to each hosted meet.
 5. **Concessions Committee:** Chaired by Meet Director(s) and include up to 3 participants from the general membership. Shall work to plan, coordinate, and manage concessions for hosted indoor meets. Shall maintain records of inventory and expenses according to requirements of Treasurer. Must meet budgetary restrictions set forth by the annual budget.
 6. **Fundraising Committee:** Reports to VP Fundraising and include up to 3 participants from the general membership. Shall work to create, organize, manage, and promote fundraising events during MLAC-hosted meets. 1-4 credits/year.
 7. **Head Coach Personnel Committee:** Chaired by the President of the Board of Directors and includes the 1st Vice President, a minimum of two other members of the Board of Directors, and two participants from the general membership. When necessary will solicit applications, interview potential candidates and make recommendations to the Board of Directors with regards to hiring of a Head Coach. This only applies to the hiring of a Head Coach.
- C. Each chairperson and committee chair shall keep a detailed procedure folder or binder outlining all duties and activities of his or her committee/position, suggestions for successor, current committee report and/or job description. This folder shall also include copies of by-laws and standing rules. The folder and two copies of the committee report shall be submitted to the Historian in August or no later than one month after the work has been completed. Ongoing committee chairpersons should report to the designated member of the Board of Directors monthly at least one week prior to the monthly meeting of the Board of Directors.
- D. **Policy for Addition of Swimmers during the Season:** All coaches should understand that, under no conditions, will swimmers be permitted to train with MLAC in any manner inconsistent with this policy.
1. Planned Tryouts will be scheduled by the Head Coach in consultation the V.P of Membership and V.P. Programs and communicated via the website, flyers, etc.
 2. Swimmers who want to join the club during the season:
 - i. Following an organized club tryout, swimmers who are invited may begin practicing upon registration. Registration will be done online at www.mlacswimming.com. The VP of Membership will assist if needed and process the registration in a timely manner (including adding the registrant to the email distribution list and appropriate roster group).
 - ii. In the case that there is no club tryout, interested swimmers will coordinate a tryout during a scheduled MLAC practice with the VP of Membership and MLAC coach. Swimmers who are invited may begin practicing upon online registration at www.mlacswimming.com. The VP of Membership will assist if needed and process the registration in a timely manner (including adding the registrant to the email distribution list and appropriate roster group).
 3. Unregistered Swimmers who want to swim on a trial basis in order to make a decision regarding membership with the Club may do so for a period of 5 days.

- i. Until the registration process is complete, these swimmers are NOT members of the Club and they are afforded no benefits that come with membership.
 - ii. Walk-ins to a specific practice will not be accepted under any circumstances. Unregistered Swimmers will identify themselves to the appropriate coach, Head Coach, or VP Membership.
 - iii. Unregistered Swimmers/parents/guardians will be directed to MLAC VP Membership and www.mlacswimming.com.
 - iv. At the completion of the trial period, the Coach will inform the parent/guardians whether the swimmer is eligible to join the MLAC Competitive Club. If eligible and the invitation is accepted, the family will be directed to MLAC VP of Membership and www.mlacswimming.com
 - v. In the case that the swimmer is recommended for pre-competitive swimming, the family will be directed to the VP of Instructional Programs.
- E. MLAC is committed to promoting swimming to all those interested. To this end those in need of assistance with dues or fees associated with the Club or any of its programs should contact the President of the Board of Directors.
- F. Policy for Diving and Use of Diving Boards Pursuant to USA Swimming Rules and limits of insurance coverage from USA Swimming Risk Management, the following policy is adopted regarding diving into pools. This policy is applicable for all MLAC sanctioned activities unless otherwise agreed-to in writing by the MLAC Board of Directors.
1. **Teaching Racing Starts:** Minimum water depth for teaching racing starts in any setting from any height starting block or the deck shall be 6 feet (1.84 meters) measured for a distance of 3 feet 31/2 inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from the end wall. In pools with water depth of less than four (4) feet, swimmers must start in the water.
 2. The use of diving boards, swings, etc. are strictly prohibited during MLAC activities. This policy may be specifically amended by Board action for pre-arranged activities outside of practices or meets where liability coverage from the host facility is available and arranged.