

Regional YMCA of Western CT Mako Parent Committee Organizational Structure

ARTICLE I. Name

The name of the committee shall be "Mako Parents' Committee" hereinafter referred to as the "MPC."

ARTICLE II. Purpose

To support the mission of the Regional YMCA of Western CT (hereinafter referred to as the 'YMCA') through the assistance in the development of a quality Mako swim team (hereinafter referred to as the 'team') by the conduct of promoting team/family education, volunteer coordination, swim meet operations, YMCA/ USA official development, YMCA Annual Support, apparel/ team outfitting, and social activities.

To promote cooperation, communication and unity of spirit among parents, coaches, athletes, and the YMCA.

To provide a structure by which parents can contribute to the success and growth of the team and support the coaching staff through the establishment of volunteer requirements and penalty fees, along with team dues assessments.

ARTICLE III. Membership

Eligible members of the "MPC" shall consist of all parents or legal guardians of each competitive swim team participant currently in good standing on the team who have paid all fees and met all other financial obligations.

ARTICLE IV. Committee Coordinators

Section 1: Positions

The coordinators of the MPC shall be the: "MPC" Coordinator, Educational Coordinator, Volunteer Coordinator, Official Development Coordinator, Concessions Coordinator, Fundraising Coordinator, Apparel Coordinator, and Special Event Coordinator.

ARTICLE IV. Committee Coordinators (continued)

Section 2: Eligibility for "MPC"

The "MPC" shall consist of parents who have contributed the mandatory annual dues per swim season as stated in the registration materials

No "MPC" member shall continue, as such, unless said person has a child who is currently on the swim team with the exception of the Official Development Coordinator.

Coordinator positions on the "MPC" are limited to one per family, at the discretion of the Senior Aquatics Director and the majority vote of the "MPC".

Section 3: Term

Coordinator positions are held for two full years (a full year consists of both the long course and short course seasons). Upon the start of their term and the completion of the first year, coordinators will participate in an annual goal meeting/ chart of work review held by the Senior Aquatics Director, the Assistant Competitive Swimming Director, or the "MPC" Coordinator. Positions are ideally staggered such that only four coordinators will be elected at one time.

Assistant Coordinators and sub-committee members will serve on their respective committee for a minimum of one year but no more than four years.

Each outgoing "MPC" coordinator is responsible for training the incoming replacement.

Section 4: Elections

- a. Initial appointment to a coordinator position is via a nomination either self made, or by a parent/ coach member of the "Team", an interview conducted by the Senior Aquatics Director, the Assistant Competitive Swimming Director, or the "MPC" Coordinator and finally an election process.
- b. The election of coordinators shall be held at the end of the swim season during the swim team banquet in May. Nominations for the "MPC" from the active families will be made by distribution of a "Call for Nominations" notice to all active families of the team. Family members shall volunteer themselves for open positions within the MPC.
- c. An ad-hoc committee consisting of the Assistant Competitive Swimming Director and at least two other coordinators shall review nominations and conduct interviews for the open positions and push forward selected candidates on to the ballot.

Section 4: Elections (continued)

- d. Any positions lacking candidates prior to the election shall be filled by the appointment of the Senior Aquatics Director, with the consent and approval of the active "MPC" coordinators. Such appointments shall last until the next election. Outgoing coordinators are eligible for a second term in the event their vacant coordinator position cannot be filled.

Section 5: Vacancies

Any vacancy in a coordinator's position that occurs prior to election shall be filled by the appointment of the Senior Aquatics Director, with the consent and approval of the Active members of the "MPC".

Coordinators unable to meet commitments in line with active "MPC" coordinators may be asked, by a two-thirds majority of the remaining committee members, to resign their current "MPC" position. In the event that this occurs the active "MPC" members will review volunteer hours and assign a prorated allotment of volunteer hours based upon the time frame of the season and actual work that has occurred to the resigning coordinator of the "MPC".

Section 6: Coordinators and Duties

"MPC" Coordinator: The "MPC" Coordinator shall monitor the progress of the "MPC" coordinators, identify potential future coordinators, collect nominations at the time of elections, and manage annual elections. The "MPC" Coordinator will work with the YMCA to publicize the activities and accomplishments of the team. Oversee squad commissioners - Coordinate information and squad-specific activities to the squad members and their parents.

Educational Coordinator: acts as an assistant to the "MPC"Coordinator. The Educational Coordinator will also develop other means of communications to promote team activities and the image of the team to the larger community (ie. Newspaper articles, online posts), conduct parent tutorial meetings on website usage and team policies, and develop and distribute team newsletters via the team website.

Volunteer Coordinator: Recommends requirements for work credits, establishment of a credit tracking procedure and distribution of this information to all team members. Record volunteer credits and will help other coordinators solicit volunteers by using web notices, email, sign-up sheets, or telephone calls. Provide support for all home meets by helping to organize and direct the efforts of all the people running the meet. Work closely with the Assistant Competitive Swimming Director to assure that athletes have a safe, consistent, and competitive environment to swim.

Official Development Coordinator: This is an appointed position and is not subject to a set term limit. The Official Development Coordinator will act to ensure that the recruiting, training and certification of volunteer swim officials is appropriate to conduct swim meets in accordance with the governing bodies of the sport and insure fair competition. This may include conducting/coordinating training clinics for new and certified officials, and working to fulfill the team's officiating obligations at meets not hosted by the team.

Concessions Coordinator: Plan what is needed for concessions and hospitality, procure food, manage food sales/provision at meets, and arrange other food vendors for home meets. The Concessions Coordinator will be required to solicit contributions of food items from outside food preparers or team members for hosted meets as well as special events when necessary.

Fundraising Coordinator: Work with the "MPC" to identify funding needs and goals. Implement the fundraising plan through yearly activities for the team and in coordination with the YMCA, ad assessment, regional program, annual support awareness. The Fundraising Coordinator is responsible for the promotion and operation of the annual Donna Ragatz "Swim for the Y.

Apparel Coordinator: With direction, guidance, and approval from the Senior Aquatics Director, the Apparel Coordinator will work with vendors to make available apparel and equipment specific to the team. They will also conduct apparel handouts and manage any inventory.

Special Events Coordinator: Organize social activities and head or assign task forces for each activity. These include regular social events such as the annual banquet and age-group specific events, holiday functions and other special events.

Section 7: General Duties:

- a. All coordinators of the "MPC" will have spending authority as deemed necessary according to the established chart of work.
- b. All coordinators of the "MPC" will be responsible for communicating the names and activity of volunteers recruited to assist as sub-coordinators to the Volunteer Coordinator at the time set in the chart of work.

ARTICLE V. Meetings

- a. The "MPC" shall hold two coordinator meetings, one prior to the beginning of the long course season and the second prior to the beginning of the short course season. The "MPC" Coordinator may call a special meeting at a date, location, and time designated by the "MPC" Coordinator in the event that there is special business that needs to be conducted.
- b. "MPC" coordinators will meet independently with the Senior Aquatics Director, the Assistant Competitive Swimming Director or the "MPC" Coordinator to develop a chart of work, set objectives and review progress throughout the year. A meeting schedule will be established at the annual goal meeting/ chart of work review.
- c. At each "MPC" coordinator meeting the presence of two-thirds of the "MPC" shall constitute a quorum. The affirmative vote of a majority of those present shall be necessary to adopt any action proposed at the meeting.