



# **WILLISTON SEALIONS**

## **BOARD MEMBER HANDBOOK**



# **WSL BYLAWS**

## **Section 1**



# BY LAWS of the WILLISTON SEA LIONS, INC. (Re-stated 2017)

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## 1 Name

The name of the corporation is Williston Sea Lions, Inc. ("WSL") and it may be referred in these Bylaws and otherwise in the conduct of the business of the corporation as "WSL" or the "Corporation".

## 2 Purpose

The purpose for which WSL is organized, and its endeavors, are as provide by its restated articles of incorporation, and as may be from time-to-time amended; namely, charitable and educational purposes within the meaning of Section 501 (c ) (3) of the Internal Revenue Code, including the maintenance and promotion of a team to participate in competitive swimming, and to provide swimming and water safety instruction and training.

## 3 Policies: As matters of policy

- a. The WSL shall act in the furtherance of its purposes and endeavors without regard for the age, race, color, creed, handicap, gender, national origin or religious affiliation of persons:
- b. The name of the Corporation shall not be used in connection with a commercial enterprise, partisan or religious interest, or for any other purpose not directly and primarily related to the furtherance of its purposes and endeavors; and
- c. The Corporation shall cooperate and participate in joint ventures with schools, other agencies and organizations for the furtherance of its purposes and endeavors.

## 4 Membership

The Corporation shall not have any members, but the parents and guardians of the children who are members of WSL swim team and other persons who wish to support WSL may freely participate without further requirement in the selection of the Board of Directors of the Corporation in accordance with the provisions of these bylaws and otherwise in the conduct of the business of the corporation as the Board of Directors shall determine.

## 5 Board of Directors

The Board of Directors shall have general charge and management of the affairs, funds, and property of WSL, and shall consist of ten persons who shall serve a term of four years or until their successor is selected. The Board of Directors may increase or decrease the number of directors at its discretion. No later than thirty (30) days prior to the annual meeting or awards banquet of the WSL, the Board of Directors shall appoint a nominating committee to solicit and consider suggestions for persons who may serve as directors of the corporation to replace any director whose term has expired or who has resigned. The nominating committee shall submit its nomination at the annual meeting or awards banquet of the WSL for approval or election by the adult persons then present.

## 6 Officers

The officers of the Corporation shall consist of a president, one or more vice presidents, a secretary and a treasurer, who shall serve a term of two years or until their successor is appointed. An officer of the

Corporation can also serve on the Board of Directors. The officers shall each respectively have and perform such duties as outlined in sections 6.1 through 6.4 or as determined by the Board of Directors.

### **6.1 President**

The President shall be the chief executive officer of the Corporation. The President shall supervise and control all of the business and affairs for the Corporation. The President shall preside at all meetings of the Board of Directors. The President may execute any contracts or other instruments that the Board of Directors have authorized to be executed. However, the President may not execute instruments on behalf of the Corporation if this power is expressly delegated to another officer or agent of the Corporation by the Board of Directors, the Bylaws or statute. The President shall perform other duties prescribed by the Board of Directors and all duties incident to the office of President.

### **6.2 Vice President**

When the President is absent, is unable to act or refuses to act, a Vice President shall perform the duties of the President. When a Vice President acts in place of the President, the Vice President shall have all the powers of and be subject to all the restrictions upon the President. A Vice President shall perform other duties as assigned by the President or by the Board of Directors.

### **6.3 Secretary**

The Secretary will [a] give all notices as provided by the Bylaws or as required by law; [b] take minutes of the meetings of the members and of the Board of Directors and keep the minutes as part of the corporate records; [c] maintain custody of the corporate records and of the seal of the Corporation; [d] affix the seal of the Corporation to all documents authorized; [e] keep a register of the mailing address of each director, officer and employee of the Corporation; [f] perform duties as assigned by the President or by the Board of Directors; and [g] perform all duties incident to the office of Secretary.

### **6.4 Treasurer**

The Treasurer shall [a] have charge and custody of and be responsible for all funds and securities of the Corporation; [b] receive and give receipts for moneys due and payable to the Corporation from any source; [c] deposit all moneys in the name of the Corporation in banks, trust companies or other depositories as provided in the Bylaws or as directed by the Board of Directors or President; [d] write checks and disburse funds to discharge obligation of the Corporation. Funds may not be drawn from the Corporation or its accounts in excess of \$10,000.00 without the signature of the President or Vice President in addition to the signature of the Treasurer; [e] maintain the financial books and records of the Corporation; [f] prepare financial reports at least annually; [g] perform other duties assigned by the President or by the Board of Directors; [h] if required by the board of Directors, give a bond for the faithful discharge of his or her duties in a sum and with a surety as determined by the Board of Directors; and [i] perform all of the duties incident to the office of Treasurer.

### **6.5 Quorum**

A majority of the number of Directors then in office shall constitute a quorum for the transaction at any meeting of the Board of Directors. The Directors present at a duly called or held meeting at which a quorum is present may continue to transact business even if enough Directors leave the meeting so that less than a quorum remains. However, no action may be approved without the vote of at least a majority of the number of Directors required to constitute a quorum. If a quorum is present at no time during a meeting, a majority of the Directors present may adjourn and reconvene the meeting one (1)

time without further notice. A proxy from an absent Director shall not count in the determination of a quorum.

## **7 Committees**

The Board of Directors may appoint such standing and special committees as it may determine necessary or desirable to further the purposes and endeavors of the corporation. A committee shall have such authority to act on behalf of the corporation as the board of directors shall determine.

### **7.1 Standing Committees**

The operations of the Corporation shall be conducted by the following committees of the Board of Directors:

[a] Executive Committee: The Executive Committee shall be chaired by the President, with the additional members to be the Treasurer and two members of the Board to be elected by majority vote of the Board of Directors. This committee shall be responsible for the operations and finances of the Corporation, and shall have the authority to remove members of the board and committee members thereof, as provided elsewhere herein. Additionally, this committee shall approve fund raising and disbursement plans of the Corporation.

[b] Fund Raising Committee: This committee shall be chaired by a non-officer member of the Board of Directors. The additional members to be at least two other non-board members. This committee shall be responsible for team sponsorships, lane sponsorships, and other fundraising.

[c] Finance Committee: This committee shall be chaired by the Treasurer of the Board of Directors. The additional members to be one or more members of the Board of Directors. This committee shall be responsible for assisting the Treasurer with the conduct of his/her duties and for submitting the annual team budget.

[d] Records Committee: This committee shall be chaired by the Secretary of the Board of Directors. The additional members to be any other members as deemed appropriate.

[e] Advisory Committee: This committee shall be permanently co-chaired by the Head Swim Coaches of the WSL swim team. The additional members to the Advisory Committee shall be determined by the board of directors and may include up to one non-officer or board member. The non-officer member shall have a minor child whom is part of the WSL swim team. This committee shall be responsible for making recommendations to the Board of Directors and advising the Board of Directors with matters presented to the Board of Directors.

### **7.2 Section 5 Limitations of Authority**

No committee or subcommittee and no member of such committee or subcommittee, shall have power or authority to bind or obligate the Corporation without the express authorization of the Board of Directors. Each committee and subcommittee shall act in an advisory capacity only as to the matters within its jurisdiction, and shall obtain the approval of the Executive Committee or Board of Directors before any business is transacted on behalf of the Corporation, or any program instituted.

## **8 Meetings**

The Corporation shall have an annual meeting of the parents and guardians of the children who are members of the WSL Swim Team and other persons who wish to support the WSL, which meeting may also be the awards banquet or held in conjunction with the awards banquet. The annual meeting shall be held on such date and at such time and place as the board of directors shall determine. Reasonable

notice of the annual meeting of the corporation shall be given sufficient to inform the parents and guardians of each of the children who are members of the WSL Team.

Regular meetings of the Board of Directors shall be held as the Board of Directors shall from time-to-time determine. Reasonable notice of the regularly scheduled meetings of the Board of Directors shall be given sufficient to inform the parents and guardians of each of the children who are members of the WSL Team. Special meetings of the Board of Directors may be called by the president or any three members of the board upon five days' written notice.

## **8.1 Rules of Order**

The rules of procedure at meeting shall be according to Robert's Rules of Order, so far as applicable, and when not inconsistent with the by-laws. The rules of procedure may be suspended by a majority vote of those present and voting at any meeting.

## **9 USA Swimming Club Recognition Program**

The Board of Directors and the Corporate Officers have agreed that the WSL program should be implementing the necessary policies and action plans to obtain the desired levels outlined in the USA Swimming Club Recognition Program. As part of this program, there exists the need to adopt and develop certain policies and action plans. It will be the duties of the Board of Directors to review and adopt the appropriate policies and action plans as they become available. A list of some of the required policies and action plans are below:

- Safety Action Plan
- Standard Operating Policies & Procedures for processing team registrations, meet entries & medical forms & information
- Club Policy Concerning Reporting of Misconduct
- Travel Policies
- Electronic Communication Policy
- Action Plan to Address Bullying
- Develop a written agreement for Head Coach(es)
- Develop common Teaching Languages for Coaches
- Policy on Commitment to Professional Development
- Policy on Racing Start Certification

## **10 Amendment**

These bylaws may be amended by a majority vote at any regular or special meeting of the board of directors.

## **11 No Compensation**

No officer or director shall be compensated for services rendered to the WSL, except for reimbursement of expenses or positions which have been approved as paid.

## **12 Termination of a Director**

A Director may be terminated by agreement of the board of Directors. Written notice of a meeting where termination of the Director is to be considered shall include a specific reference to this matter.

Cindy Babcock 12/7/17  
President (Cindy Babcock) (Signature) Date

Sheila Goehring 01/09/2018  
Vice President (Sheila Goehring) (Signature) Date

Joanna Baltes 12-7-17  
Secretary (Joanna Baltes) (Signature) Date

Kari Kringen 12/7/17  
Treasurer (Kari Kringen) (Signature) Date

Shane Peterson 12/7/17  
Director (Shane Peterson) (Signature) Date

Angela Ekblad 12-7-17  
Director (Angela Ekblad) (Signature) Date

Chris Luthy 12-7-17  
Director (Chris Luthy) (Signature) Date

Christina Luthy 12-7-17  
Director (Christina Luthy) (Signature) Date

Samantha Roberts 12-7-17  
Director (Samantha Roberts) (Signature) Date



# **WSL Policy Documents**

## **Section 2**



## ***Williston Sea Lions Bullying Policy***

The Williston Sea Lions Swim Club has adopted a Policy to address Bullying. This Policy is consistent with the USA Swimming Model Action Plan for Bullying.

### **1 PURPOSE**

Bullying of any kind is unacceptable at all Williston Sea Lion events and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

### **2 OBJECTIVES**

The objectives of the Williston Sea Lions Bullying Policy and Action Plan. Are as follows:

- To make it clear that the Club will not tolerate bullying in any form.
- To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
- To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
- To make how to report bullying clear and understandable.
- To spread the word that the Williston Sea Lions takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

### **3 WHAT IS BULLYING?**

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical

act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. Causing physical or emotional harm to the other member or damage to the other member's property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

## 4 REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- General contact can be made at the following website on the Williston Sea Lions website: <https://www.teamunify.com/ContactMe.do?act=new&team=czndwsl>
- Make a report to the USA Swimming Safe Sport staff at 719-866-4578 or [safesport@usaswimming.org](mailto:safesport@usaswimming.org)

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh, and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

## 5 HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we STOP BULLYING ON THE SPOT using the following steps:

- Intervene immediately. It is ok to get another adult to help.
- Separate the kids involved.
- Make sure everyone is safe.
- Meet any immediate medical or mental health needs.
- Stay calm. Reassure the kids involved, including bystanders.
- Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by FINDING OUT WHAT HAPPENED and SUPPORTING THE KIDS INVOLVED using the following approach:



## 5.1 FINDING OUT WHAT HAPPENED

### 5.1.1 First, we get the facts.

- Keep all the involved children separate.
- Get the story from several sources, both adults and kids.
- Listen without blaming.
- Don't call the act "bullying" while you are trying to understand what happened.
- It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyberbullying. Collect all available information.
- Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
  - i. Review the USA Swimming definition of bullying;

### 5.1.2 To determine if the behavior is bullying or something else, consider the following questions:

- What is the history between the kids involved?
- Have there been past conflicts?
- Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
- Has this happened before? Is the child worried it will happen again?
- Remember that it may not matter "who started it." Some kids who are bullied may be annoying or provoking, but this does not excuse the bullying behavior.
- Once you have determined if the situation is bullying, support all the kids involved.

## 5.2 SUPPORTING THE KIDS INVOLVED

### 5.2.1. Support the kids who are being bullied.

Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:

- i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
- ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- iii. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.
  - Address bullying behavior. Make sure the child knows what the problem behavior is.
  - Young people who bully must learn their behavior is wrong and harms others. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated.

Model respectful behavior when addressing the problem. Work with the child to understand some of the reasons he or she bullied. For example:

- Sometimes children bully to fit in or just to make fun of someone who is a little different from them. In other words, there may be some insecurity involved.
  - Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may need additional support.
- iv. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
- Write a letter apologizing to the athlete who was bullied.
  - Do a good deed for the person who was bullied, for the Club, or for others in your community.
- v. Clean up, repair, or pay for any property they damaged.

Avoid strategies that don't work or have negative consequences. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.

Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.

## 6 SUPPORT BYSTANDERS WHO WITNESS BULLYING

Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- Be a friend to the person being bullied;
- Tell a trusted adult—your parent, coach, or club board member;
- Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
- Set a good example by not bullying others.
- Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders.
- If you do nothing else, just walk away.



## ***Williston Sea Lions Communication Policy***

The Williston Sea Lions swim club has adopted a communication policy consistent with USA Swimming's Model Policy. For the purposes of this document, "Club" in this policy refers to the Williston Sea Lions swim club. USA Swimming clubs are now required to implement an electronic communication policy. The policy must be reviewed with and agreed to by all athletes, parents, coaches and other adults affiliated with the club. The following policy is for establishing appropriate electronic communication between adults and athletes.

### **1 PURPOSE**

The Club recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

### **2 GENERAL CONTENT**

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection. For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult's personal life, social activities, relationship or family issues, or personal problems; and
- inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional. For additional information go to [www.usaswimming.org/protect](http://www.usaswimming.org/protect)

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, the board, or other athletes?" With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is Transparent, Accessible and Professional.

## 2.1 Transparent

All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

## 2.2 Accessible

All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

## 2.3 Professional

All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member. If your communication meets all three of the T.A.P. criteria, then it is likely your method of communication with athletes will be appropriate.

# 3 FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a "friend." A coach should not accept any "friend" request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to "private message" each other through Facebook. Coaches and athletes are not permitted to "instant message" each other through Facebook chat or other IM method.

The Club has an official Facebook page that athletes and their parents can "friend" for information and updates on team-related matters. Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.

Alternative Option: Coaches and athletes may follow each other using the CREW App.

**TEXTING** Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

**EMAIL** Athletes and coaches may use email to communicate between the hours of 7am and 9pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

**REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS** The parents or guardians of an athlete may request in writing that their child NOT be contacted by coaches through any form of electronic communication.



# ***Williston Sea Lions Swim Club Emergency Action Plan***

## **1 DAILY ACTIVITIES**

The Williston Sea Lions (WSL) Swim Club, parents and guests are to follow all Williston Area Recreation Center (WARC) rules and regulations when at Club practices, meets and events at the WARC. In addition, all WSL swimmers, parents and guests are to follow all USA Swimming rules and regulations when performing an activity associated with the WSL and the WARC.

WSL coaches are to know and enforce all USA Swimming rules and regulations when conducting business for the WSL when on WARC property. WSL coaches, every time upon entering the swim facility, are to note where the emergency equipment is located and where the first aid supplies are kept.

The Head Coach, the Board President, and the WSL Board Safety Chair, are the designated spokespersons for WSL regarding any emergency, involving WSL staff or members. The WARC aquatics director and other staff are responsible for emergency situations related to the WARC facility. All information to the public or team members is to be disseminated through the above identified individuals.

Emergency Contact Phone Numbers  
Joe Kemp, WARC Aquatics Director  
701-770-2574

Cindy Babcock, WSL Board President  
812-870-4814

Samantha Roberts, Board Safety Chair  
602-531-2842

Poison Control 1  
1-800-222-1222

Williston City Police  
701-577-1212

Williston Fire Department  
701-572-3400

Williston CHI St. Alexius Hospital  
701-774-7400  
131 15<sup>th</sup> Ave West  
Williston, ND 58801

## 2 EMERGENCIES

In the event of an emergency situation at the pool facility, WSL coaches are to follow the instructions of the WARC facility's aquatics staff members. In addition, the WSL coaches shall take any additional actions, including those set forth below, which they deem necessary for the protection of the health and safety of WSL swimmers, staff, and/or the general public. All coaches should make every effort to be apprised of the number of kids in the pool under their supervision on a daily basis, so that in the event of an emergency all children can be accounted for.

### 2.1 WEATHER EMERGENCY

- Notify aquatics staff.
- Clear the deck and/or building, if appropriate, and send swimmers and WSL staff to a safe location.
- According to the weather emergency (for example, to the locker rooms for a tornado or severe lightning). Supervise swimmers and keep everyone calm.
- Fill out any necessary reports and send them to USA Swimming, if required.

### 2.2 FIRE & CHEMICAL EMERGENCY

- Clear the building and take swimmers and WSL staff to the parking lot.
- Notify aquatics staff and call 911.
- Supervise swimmers and keep everyone calm.
- If false alarm, send everyone back in the building.
- If not false alarm, contact swimmers' parents to pick up swimmers.
- Fill out any necessary reports and send them to USA Swimming if required.
- Review safety action plan and make changes if appropriate.

### 2.3 FACILITY EMERGENCY (NOT FIRE OR CHEMICAL)

- Clear the building and take swimmers and WSL staff to the parking lot.
- Notify aquatics staff and call 911.
- Contact swimmers' parents to pick up swimmers.
- Supervise swimmers and keep everyone calm.
- Fill out any necessary reports and send them to USA Swimming, if required.
- Review safety action plan and make changes if appropriate.

### 2.4 INCIDENT EMERGENCY

- Assess the situation and, if it is safe, notify aquatics staff and deal with the problem without interruption of swimmers.
- If the situation is not safe, clear the pool or building, as appropriate, and send swimmers and staff to a safe location away from the incident.
  - a. Notify aquatics staff and call 911.
  - b. Supervise swimmers and keep everyone calm.

- c. If incident is long-lasting, contact swimmers' parents to pick up swimmers.
- Fill out any necessary reports and send them to USA Swimming if required.
- Review safety action plan and make changes if appropriate.

## 2.5 DROWNING EMERGENCY

- If victim is active, notify aquatics staff and supervise swimmers but continue normally.
- If victim is passive, notify aquatics staff and call 911.
  - a. Clear the pool and send swimmers to a location away from the incident.
  - b. Supervise swimmers and keep everyone calm.
- Coaches with appropriate medical training should provide aquatics staff with assistance if requested (for example, CPR or Rescue Breathing).
- Meet ambulance and direct to emergency location.
- Fill out any necessary reports and send them to USA Swimming if required.
- 6. Review safety action plan and make changes if appropriate.

## 2.6 OTHER MEDICAL (NON-DROWNING) EMERGENCY

- Notify aquatics staff and call 911.
- Clear the pool and send swimmers to a location away from the incident.
- Supervise swimmers and keep everyone calm.
- Coaches with appropriate medical training should provide aquatics staff with assistance if requested.
- Meet ambulance and direct to emergency location.
- Fill out any necessary reports and send them to USA Swimming if required.
- Review safety action plan and make changes if appropriate.

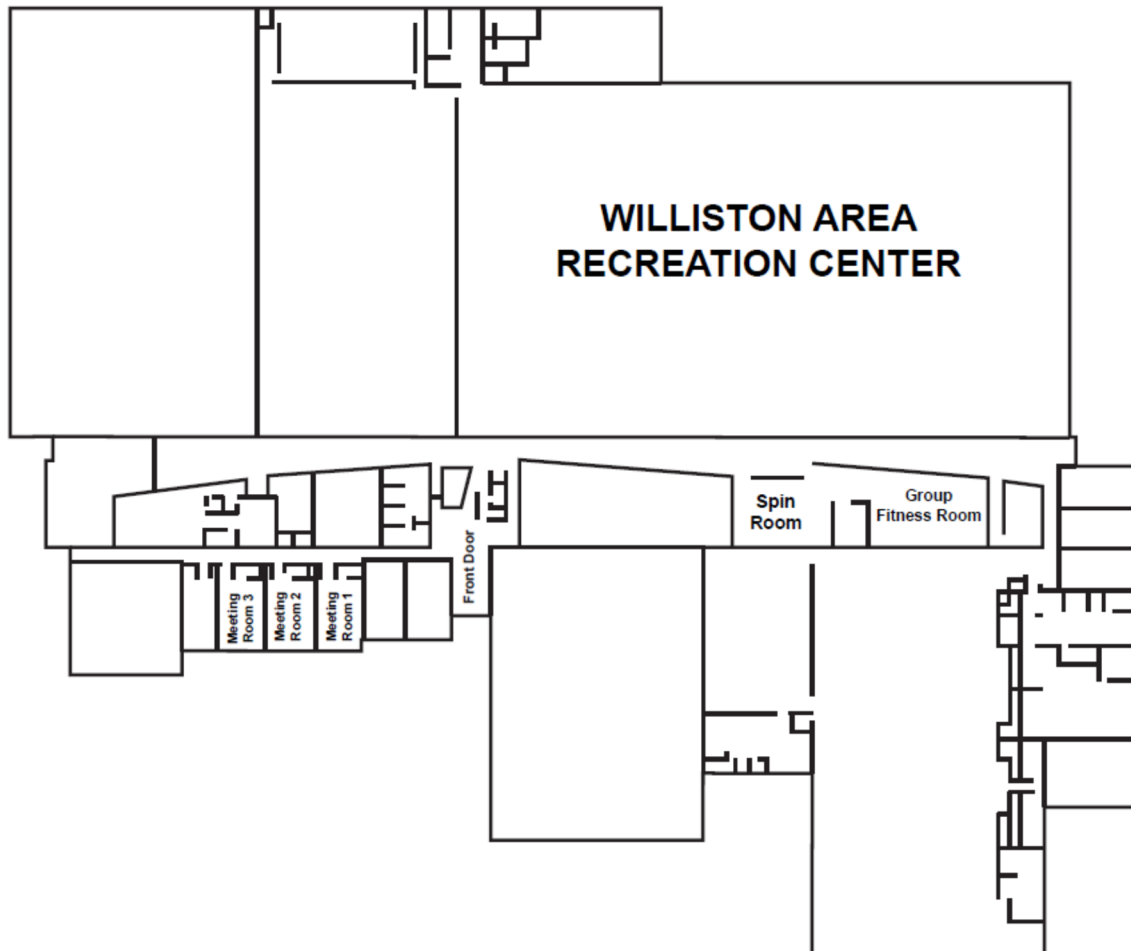
# 3 WHEN CONTACTING 911

- Dial 911
- Tell EMS of the emergency with a brief description.
- Give the location of the facility if requested Williston ARC at 822 18<sup>th</sup> Street East (701-774-9773).
- Stay on the phone with the EMS personnel until they say it is ok to hang up

# 4 EMERGENCY EQUIPMENT AND SAFETY PERSONNEL

The WARC has four automatic external defibrillators (AED) as well as first aid kits located throughout the building. A general map of the building is attached. AEDs are located in aquatics, at the front desk, and upstairs in the medical cabinet. The WARC employs trained lifeguards at all pool areas during operating hours. In the event of any emergency at WARC, all WSL coaches and staff shall coordinate with the lifeguards in the case of emergency and if appropriate.

General Map of the Williston Area Recreation Center







## ***Williston Sea Lions Reporting of Misconduct Policy***

### **1 REPORTING CONCERNS**

The Williston Sea Lions have adopted a policy for reporting misconduct concerns that are consistent with the USA Swimming Safe Sport comprehensive abuse prevention program. The Williston Sea Lions are committed to the welfare of all athlete members. This policy has been adopted to ensure that concerns related to misconduct can be addressed by following the guidelines developed by USA Swimming. The Williston Sea Lions have included levels 1 through 4 to identify various concerns that may occur. The levels are not all inclusive nor do they identify a priority level related to the type of misconduct. If a misconduct concern is not identified below, please discuss the issue with a coach or an appropriate board member to identify the best way to report the misconduct. The USA Swimming guidelines are outlined below:

#### **1.1 LEVEL 1**

If the concern relates to peer to peer, adult to athlete, violations of team rules, or parent issues the report should be directly made to the coach or designee of the club. The club has adopted a Code of Conduct which identifies objectionable behaviors and the procedures for the handling of concerns. Refer to the Code of Conduct for additional information.

#### **1.2 LEVEL 2**

If the concern relates to fraud, deception, or recruiting a report should be made directly to the Zone Board of Review.

#### **1.3 LEVEL 3**

If the concern relates to any of the following:

- Criminal Charges
- Use, Sale, or Distribution of illegal drugs
- Physical Abuse
- Inappropriate Touching
- Lap Sitting

- Coaches sharing hotel rooms with Athletes
- Rubdown or Massage performed by coaches
- Pictures or video taken in locker rooms or changing areas

A report can be made by contacting the National Office or filing an online report at <https://fs22.formsite.com/usaswimming/form10/index.html>

#### 1.4 LEVEL 4

Sexual misconduct has a mandatory reporting rule under Article 306 of the USA Swimming Code of Conduct. The mandatory reporting rule is included in Section 2 of this policy.

- If the concern relates to Sexual Misconduct
- Sexual Harassment
- Sexually Explicit/Inappropriate Communication through Social Media

Please contact the U.S. Center for Safe Sport to make a report. Use the [online reporting form](#), call (720) 524-5640, or find more information at [www.safesport.org](http://www.safesport.org).

## 2 MANDATORY REPORTING RULE: ARTICLE 306

### SEXUAL MISCONDUCT REPORTING REQUIREMENTS

#### RESPONSIBILITY

It is every member's responsibility to promptly report any incident regarding sexual misconduct by a member as described in Article 304.3.8 to USA Swimming's Director of Safe Sport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. Various state laws may also require reporting to law enforcement or to a designated child protection agency.

#### REPORTING

No member shall retaliate against any individual who has made a good faith report under 306.1.

#### FALSE REPORTING

False reporting of sexual misconduct made in bad faith is prohibited. Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse.

#### STATUTES OF LIMITATIONS

Neither civil nor criminal statutes of limitation apply to report of cases of sexual abuse.

Source: <https://www.usaswimming.org/articles-landing-page/2017/05/08/safe-sport-report>



## ***Williston Sea Lions Travel Policy***

The Williston Sea Lions swim club has adopted a model travel policy consistent with USA Swimming's Code of Conduct and the USA Swimming Rulebook. For the purposes of this document, "club" in this policy refers to the Williston Sea Lions swim club.

### **1 PURPOSE**

Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar. Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC.

### **2 USA SWIMMING REQUIRED POLICIES**

The club travel policy includes the Code of Conduct stipulations in the USA Swimming Rulebook.

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

### **3 POLICIES**

- a. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.  
[www.usaswimming.org/protect](http://www.usaswimming.org/protect)
- b. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.

- c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- d. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- e. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i. Curfews shall be established by the team or LSC staff each day of the trip.
- j. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- k. The directions & decisions of coaches/chaperones are final.
- l. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- m. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- n. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

## 4 SAFETY

The club has adopted safety policies related to supervision of athletes during non-swimming activities, privacy, and identifying the types of hotel rooms that will provide the safest environment for all athletes.

- a. Any additional guidelines that the coaches deem necessary to protect the safety of the athletes can be established as needed. Refer to the USA Swimming athlete protection guidelines for additional information, [www.usaswimming.org/protect](http://www.usaswimming.org/protect)
- b. Supervised team room provided for relaxation and recreation;
- c. Respect the privacy of each other;

- d. Only use hotel rooms with interior entrances; and
- e. Must wear seat belts and remain seated in vehicles;

## 5 BEHAVIOR

The club currently has a code of conduct that is expected to be followed by all athletes. At a minimum all athletes during team travel should behave in a manner consistent with the code of conduct. All athletes shall behave in a manner that will represent the pride, respect, and sportsmanship of the club. The following areas outline the minimum expected behavior to be followed:

- a. Be quiet and respect the rights of teammates and others in hotel;
- b. Be prompt and on time;
- c. The club has a no cell phone or other device policy while on deck during meets. Cell phone usage is allowed to contact parents or other supervisory individuals after swim meets or outside of the pool deck.
- d. The club does not allow photographs of athletes to be posted on social media by any individual except either the individuals parents, guardian, or through express written consent previously provided;
- e. Respect travel vehicles;
- f. Team dress code for team travel shall include wearing club apparel or other appropriate clothing approved by the coaches;
- g. Use appropriate behavior in public facilities;
- h. The curfew while staying in hotels or other club approved lodging is as follows:
  - i. No athlete shall be permitted to leave the established lodging without express written and agreed upon knowledge of the coaches.
  - ii. All athletes shall be in their own rooms by no later than 12 hours before the designated on deck meet time established by the club coaches;
  - iii. Lights out and quiet time is no later than 10 hours prior to the designated on deck time established by the club coaches;
- i. Must stay in assigned hotel room;
- j. Needs and wellbeing of the team come first;
- k. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.  
[www.usaswimming.org/protect](http://www.usaswimming.org/protect)
- l. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- m. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- n. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- o. No "deck changes" are permitted. Athletes are expected to use available change facilities.

- p. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the Williston Sea Lions. Athlete behavior must positively reflect the high standards of the club (or LSC).

## 6 FINANCIAL

All athletes shall be responsible for their own costs associated with attending meets, unless the club has agreed in advance to provide funding. In the event the club has agreed to provide funding for travel all athletes shall adhere to the following policies:

- a. No room service without permission;
- b. Swimmers responsible for all incidental charges;
- c. Swimmers responsible for any damages or thievery at hotel;
- d. Must participate in contracted group meals; and
- e. Communicate travel reimbursement information and policies.

## 7 GENERAL

### 7.1 FAIR TRIP ELIGIBILITY REQUIREMENTS

The club has adopted fair trip eligibility requirements. In the event, the board and club has elected to travel to a meet any athlete that meets the qualifications will be given the opportunity to attend the meet.

### 7.2 AGE GUIDELINES

All eligible swimmers 12 and under must travel with a parent or guardian. Swimmers 12 and above are allowed to travel with the team after a written consent is granted by the parent or guardian.

### 7.3 PARENT RESPONSIBILITIES

Parent(s) are responsible for getting swimmer(s) to the stated departure point.

### 7.4 FAMILY ATTENDANCE OF "TEAM TRAVEL MEETS"

All families attending team travel meets will follow the club code of conduct. All persons representing the WSL and USA Swimming will conduct themselves, at all times, in a manner to up-hold the reputation of the club.

## 8 Code of Conduct/Honor Code

The club has adopted a Code of Conduct / Honor Code. All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

- Swimmers must be able to listen to and follow the coach's instructions.
- No pushing in any area.
- No running on deck.
- No one allowed on diving boards

- Swimmers are expected to support and be respectful of each other—giving support and encouragement while demonstrating good sportsmanship.
- All swimmers must be on time for warm-ups, but no earlier than 15 minutes before the on deck time established by the coaches.
- Swimmers must wait until a coach is present before being on deck.
- All swimmers must leave the pool promptly at the end of the meet.
- Swimmers will wait for rides at the main entrance.
- Locker rooms are to be left clean. No food, gum, candy or drinks are allowed.
- No vulgarity (language or gestures) is allowed.
- Swimmers come to meets to compete—be ready and on time for warmups.
- If a swimmer is ill, or otherwise cannot attend a meet, the Head Coach should be contacted by phone or email.
- No other behavior deemed by the Head Coach or Assistant Coaches to be unsafe or unacceptable will be permitted.
- All persons representing the WSL and USA Swimming will conduct themselves, at all times, in a manner to up-hold the reputation of the club
- The use or possession of tobacco, alcohol or any controlled substances as defined by the ND law is prohibited.

## 9 DISCIPLINARY ACTIONS

Failure to comply with the Code of Conduct/Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:

- i. Dismissal from the trip and immediate return home at the athlete's expense;
- ii. Disqualification from one or more events, or all events of competition;
- iii. Disqualification from future team travel meets;

## ***Williston Sea Lions Code of Conduct Declaration Form***

I have read and understand the Williston Sea Lions Swim Club Code of Conduct and accept all the rules, regulations and conditions as outlined therein (including this declaration). I further agree to follow all directions as they are given by the Team Staff.

I understand that any violation of any part of the Code of Conduct, Staff direction or team information sheets (including this declaration), can result in any or all of the following:

- Being scratched from any or all remaining events.
- Being sent home, at once, at either my or my parent's expense.
- Not being allowed to represent WSL Swimming on any future team events.
- All other disciplinary actions as deemed appropriate by WSL Swimming and team staff.

I understand that I have the right to appeal disciplinary actions through the processes established by USA Swimming and WSL Swimming.

---

Swimmer Signature

Date

I, the undersigned Parent/Guardian of \_\_\_\_\_

have read and understand the Code of Conduct, this form and all other team information sheets and have ensured that my son/daughter fully understands the content. I declare that I agree to and support the Code of Conduct, this form and all other team information sheets and all consequences as they relate to non-compliance.

---

Parent/Guardian Signature

Date



USA SWIMMING ARTICLE 304  
2017  
CODE OF CONDUCT

## 1 304.1

The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of swimming. USA Swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

In order to assist all members to better serve the interests of those who participate in swimming, USA Swimming has adopted this Code of Conduct.

## 10 304.2

Any member, former member, or prospective member of USA Swimming is subject to the jurisdiction of the Board of Review. Any member, former member, or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming for life if such person violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct. USA Swimming shall initiate an investigation of any former member of USA Swimming when a report required under 306.1 is received.

## 11 304.3

The following shall be considered violations of the USA Swimming Code of Conduct:

1. Violation of the right to compete provisions set forth in Article 301
2. Violation of the antidoping provisions set forth in 303.3.
3. Discrimination in violation of the Amateur Sports Act which requires that USA Swimming must provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the sport of swimming. Athletes must be allowed to participate and compete to the fullest extent allowed by the Rules and Regulations. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, genetics, mental or physical disability, or any other status protected by federal, state or local law, where applicable, is prohibited.
4. Violation of any of the Athlete Protection Policies set forth in Article 305.
5. Violation of any of the Sexual Misconduct Reporting Requirements set forth in Article 306 or the Prohibitions Against Retaliation for Good Faith Reporting of Abuse set forth in Article 307.

6. Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges, for (i) any felony, (ii) any offense involving use, possession, distribution or intent to distribute illegal drugs or substances, (iii) any crime involving sexual misconduct, or (iv) any criminal offense against a minor.
7.
  - A. Any inappropriate sexual conduct or advance, or other inappropriate oral, written, visual, or physical conduct of a sexual nature at any time, past or present, directed towards an athlete or any person under the age of eighteen (18) by (i) a coach member or other non-athlete member, or (ii) any other adult participating in any capacity whatsoever in the activities of USA Swimming (whether such adult is a member or not).
  - B. Any act of sexual harassment, including without limitation unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, visual, or physical conduct of a sexual nature in connection with or incidental to a USA Swimming related activity by any person participating in the affairs or activities of USA Swimming (whether such person is a member or not) directed toward any member or other person participating in the affairs or activities of USA Swimming.
  - C. A romantic or sexual relationship, even if it is a consensual relationship between adults, which began during the swimming relationship, between athletes and those individuals having direct supervisory or evaluative control, or (ii) who are in a position of power and trust over the athlete. Except in circumstances where no imbalance of power exists, coaches have this direct supervisory or evaluative control and are in a position of power and trust over those athletes they coach. The prohibition on romantic or sexual relationships does not include those relationships where it can be demonstrated that there is no imbalance of power. For example, this prohibition does not apply to a relationship between two spouses or life partners which existed prior to the swimming relationship. For factors that may be relevant to determining whether an imbalance of power exists, consult the USOC's Safe Sport Policies at [www.teamusa.org/Footer/Legal/Governance-Documents](http://www.teamusa.org/Footer/Legal/Governance-Documents).
  - D. Any peer-to-peer sexual abuse. For the purposes of the Code of Conduct, the term "peer-to-peer sexual abuse" shall mean any unwelcome physical conduct of a sexual nature directed towards a minor athlete by another minor athlete.
8. The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on FINA's recognized list of banned substances.
9. The use of illegal drugs in the presence of an athlete, by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over, that athlete.
10. The providing of alcohol to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.
11. The abuse of alcohol in the presence of an athlete under the age of eighteen (18), by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over that athlete.
12. Abuse

- A. Physical abuse of an athlete by any person who, in the context of swimming, is in a position of authority over that athlete. "Physical abuse" is defined as a non-accidental injury and/or an injury primarily caused by the gross negligence on the part of the person in a position of authority over the athlete.
  - B. Bullying of an athlete by a coach member or other non-athlete member who is in a position of authority over that athlete.
13. Bullying of a member or Participating Non-Member of USA Swimming by a non-athlete member. Allegations of Bullying of an athlete member by a coach member shall be investigated under 304.3.12. Bullying of an athlete member of USA Swimming by another athlete member shall not be considered a Code of Conduct violation, except in the most egregious and flagrant situation, but is nevertheless a serious matter to be handled by the applicable club(s) pursuant to its anti-bullying plan required under 305.6.
14. For any USA Swimming member club or coach to knowingly:
- A. Allow any person who has been placed on the USA Swimming list of "Individuals Permanently Suspended or Ineligible" to coach or instruct any of its athlete members,
  - B. Aid or abet coaching or instruction of athletes by any person who has been placed on the USA Swimming list of "Individuals Permanently Suspended or Ineligible," or allow any person who has been placed on the USA Swimming list of "Individuals Permanently Suspended or Ineligible" to have an ownership interest in such USA Swimming club or its related entities.
15. Any act of fraud, deception or dishonesty in connection with any USA Swimming-related activity.
16. Any non-Consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with a USA Swimming sanctioned competition.
17. Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's existing USA Swimming-member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative. General advertising includes any information that is:
- A. Distributed to an identifiable general population where there is a reasonable expectation that the majority of that population are not current members of USA Swimming, or
  - B. Placed in or on any item that is sold. In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.
18. Violation of any team misconduct rule as established by the USOC, USA Swimming, any Zone or LSC team authority.
19. Any other material and intentional act, conduct or omission not provided for above, which is detrimental to the image or reputation of USA Swimming, a LSC or the sport of swimming.



## ***Williston Sea Lions Code of Conduct***

### **1 WSL Swimmer Conduct**

For the safety of the swimmers and protection of the organization, the following rules governing the pool, locker rooms and behavior of persons representing the club have been adopted by the WSL swim team:

- Swimmers must be able to listen to and follow the coach's instructions.
- No pushing in any area.
- No running on deck.
- No one allowed on diving boards
- Swimmers are expected to support and be respectful of each other—giving support and encouragement while demonstrating good sportsmanship.
- All swimmers must be on time for warm-ups, but no earlier than 15 minutes before the scheduled practice time
- Swimmers must wait until a coach is present before being on deck.
- All swimmers must leave the pool promptly at the end of the practice session.
- Swimmers will wait for rides at the main entrance.
- Locker rooms are to be left clean. No food, gum, candy or drinks are allowed.
- No vulgarity (language or gestures) is allowed.
- Swimmers come to practice to swim—be ready on time, be ready to workout.
- If a swimmer is ill, or otherwise cannot attend practice, the Head Coach should be contacted by phone or email.
- No other behavior deemed by the Head Coach or Assistant Coaches to be unsafe or unacceptable will be permitted.
- All persons representing the WSL and USA Swimming will conduct themselves, at all times, in a manner to up-hold the reputation of the club
- The use or possession of tobacco, alcohol or any controlled substances as defined by the ND law is prohibited.

## 2 LOCKER ROOMS

All swimmers may use the locker rooms provided. WSL is not responsible for theft from locker rooms, so plan accordingly with valuables, etc. Food is not allowed in locker rooms. Swimmers are asked to maintain positive behavior and language while using all locker rooms. Swimmers are also expected to CLEAN UP after themselves. Swimmers are expected to use the facilities quickly for showering and changing. In general, show respect for others, their property and their privacy. Limit use of showers so everyone has an opportunity to shower after practice. Any unacceptable conduct or disruptive behavior may cause a swimmer to lose the privilege of using the locker rooms.

## 3 BEHAVIOR

For the orderly operation of the swim team, the following rules, regulations and procedures have been established. These procedures will aid in identifying behavior that the WSL finds objectionable and sets forth a process for addressing an alleged occurrence of such behavior. These procedures shall apply to all objectionable behavior occurring during or at an activity or function that is associated with the WSL, including but not limited to swim practices, swim meets, team trips, team outings, or individual group activities, and shall also apply to objectionable behavior by members and athletes occurring outside of WSL activities.

### 3.1 Class I Objectionable Behavior

**Unacceptable Behavior:** Class I Objectionable Behavior shall consist of behavior that is considered disruptive; has a detrimental effect on one's self, other swimmers, parents, coaches, officials, or the general public; constitutes a significant violation of WSL's code of conduct or other team rules or policies; causes significant damage to the reputation of WSL and/or its coaches; and/or causes physical or emotional injury to other persons. This behavior includes but is not limited to:

- Sale, distribution, possession or use of drugs, other than those prescribed by a physician or properly used over-the-counter medications;
- Sale, distribution, possession or use of alcohol or tobacco;
- Theft of property;
- Significant vandalism;
- Fighting (regardless whether at a WSL activity or not);
- Use of verbal or physical aggression including taunting, harassment and name calling with the intention of hurting another person emotionally or physically; and
- Repeated violations of Class II Objectionable Behavior.

#### 3.1.1 Class I Investigation Procedure

1. A claim will be investigated thoroughly by a designee of the Board of Directors, involving only the necessary parties. Confidentiality will be strictly maintained. The investigation will include a meeting with the member or athlete alleged to have engaged in the objectionable behavior,

sharing with that member or athlete the nature of the allegations and when appropriate the name of the person bringing the allegations.

2. After investigation, the Board of Directors shall deliver a notice of hearing to the member or athlete, and to the parents or guardian of a minor member or athlete, in person or by certified mail.
3. A hearing shall be conducted before a quorum of the Board of Directors with the parent/guardian, member or athlete being given the opportunity to be present. The facts shall be presented by a designee of the Board of Directors, and the applicable head coach shall be present. The parent/guardian, member and/or athlete shall be given a reasonable amount of time to present arguments.
4. After the hearing, if the Board of Directors determines that disciplinary action is warranted, the Board of Directors shall use its best judgment to impose a reasonable level of discipline in consideration of the relevant facts and circumstances.
5. The Board of Directors' decision shall be delivered to the parent/guardian, member and/or athlete within one week of the hearing in person or by certified mail. The decision of the Board of Directors shall be final and binding.

### 3.1.2 Recommended Actions

- **1st Offense** - Disciplinary action determined appropriate by the Board of Directors, which may include but not be limited to termination of membership, termination of all rights to use the aquatic facility for swim team purposes, suspension\* from the applicable team for a period up to thirty (30) days of the athlete's season (these days may extend into the next season, if needed) or a written behavioral plan.
- **2nd Offense** - Disciplinary action determined appropriate by the Board of Directors, which may include but not be limited to termination of membership, termination of all rights to use the aquatic facility for swim team purposes or suspension\* from the applicable team for a period up to sixty (60) days of the athlete's season (these days may extend into the next season, if needed).
- **3rd Offense** - Disciplinary action determined appropriate by the Board of Directors, which may include but not be limited to termination of membership or termination of all rights to use the aquatic facility for swim team purposes.
- \*Terms of suspension shall be spelled out by the Board of Directors, and may prohibit an athlete from participation in practices or meets, being on deck or participation in other team activities. The terms of suspension must be adhered to by the member and/or athlete, and the parents or guardian of a minor member or athlete, in order for reinstatement by the Board of Directors at the end of the suspension period. All dues and fees accruing during the suspension period shall, if so

determined by the Board of Directors, be due in full from the member or athlete. If any dues or fees are unpaid, the member or athlete shall not be reinstated until such time as all fees and/or dues are paid in full.

## 3.2 CLASS II OBJECTIONABLE BEHAVIOR

**Unacceptable Behavior:** Class II Objectionable Behavior shall consist of behavior that is somewhat disruptive; does not portray WSL in a good light; constitutes a minor violation of WSL's code of conduct or other team rules or policies; and other actions that are not in compliance for good behavior as a member of a team or society in general. This behavior includes but is not limited to:

1. Minor vandalism;
2. Disruptive behavior in practices or meets;
3. Rude or disrespectful language or behavior;
4. Insubordination to coaches, officials, chaperones or others;
5. Littering; and
6. Other acts of misconduct as determined by the coaches.

### 3.2.1 Class II Procedure

1. Violations of Class II Objectionable Behavior shall be handled by the applicable head coach. Parents or guardians of a minor member or athlete shall be involved by the coach if the anticipated disciplinary action will result in a suspension from practice, meet or other activity.
2. Any member or athlete aggrieved by, or concerned about, a decision of a coach may request reconsideration by the Board of Directors. Upon such request, the procedure applicable to Class I Objectionable Behavior shall be followed.

### 3.2.2 Recommended Actions

- As determined appropriate by the applicable head coach. Disciplinary action may include, but is not limited to, extra laps or practice, clean-up duties, conference with coach and/or parent/guardian, written behavioral plan and/or suspension from practice, meets or other activity.
- If a coach determines that disciplinary action is warranted, the coach shall use his or her best judgment to impose a reasonable level of discipline in consideration of the relevant facts and circumstances.

- Repeated Class II Objectionable Behavior may result in the offense being considered a Class I Objectionable Behavior.



## ***Williston Sea Lions Code of Conduct Declaration Form***

I have read and understand the Williston Sea Lions Swim Club Code of Conduct and accept all the rules, regulations and conditions as outlined therein (including this declaration). I further agree to follow all directions as they are given by the Team Staff.

I understand that any violation of any part of the Code of Conduct, Staff direction or team information sheets (including this declaration), can result in any or all of the following:

- Being scratched from any or all remaining events.
- Being sent home, at once, at either my or my parent's expense.
- Not being allowed to represent WSL Swimming on any future team events.
- All other disciplinary actions as deemed appropriate by WSL Swimming and team staff.

I understand that I have the right to appeal disciplinary actions through the processes established by USA Swimming and WSL Swimming.

---

Swimmer Signature

Date

I, the undersigned Parent/Guardian of \_\_\_\_\_

have read and understand the Code of Conduct, this form and all other team information sheets and have ensured that my son/daughter fully understands the content. I declare that I agree to and support the Code of Conduct, this form and all other team information sheets and all consequences as they relate to non-compliance.

---

Parent/Guardian Signature

Date

The most important thing you can do as the parent of a swimmer is to love and support your child, in and out of the pool. This is a key factor in fostering enjoyment and learning, as well as contributing to the child individual success in the pool. Parents are expected to help with swim meets and to use their talents as they see fit to help the club. The USA Swimming website has a host of articles helpful to new swim parents.

[SAFE SPORT: Minor Athlete Prevention Policy](#)

[Travel Policy](#)

[Emergency Action Plan Policy](#)

[Communications Policy](#)

[Code of Conduct Policy](#) (SWIMMERS)

[Misconduct Policy](#)

[Anit-Bullying Policy](#)

[Code of Conduct Policy](#) (PARENTS)

#### **Parent Responsibilities: PARENTS OBSERVING PRACTICE:**

**Be Supportive.** A parents major responsibility is to provide a stable, loving and supportive environment, which encourages your child continued growth and development. Parents can show their interest by ensuring their child attendance at practice and by coming to meets. The best way to help a child achieve his/her goals and reduce the natural fear of failure is through positive reinforcement. No one likes to make a mistake. If your child does make one, remember that he/she is still learning. Encourage their efforts and point out the things they did well. If they gave it their very best effort, you should make them feel like a winner. The coach is the only one qualified to judge a swimmers performance and technique. A parents role is to provide support.

**Encourage good nutrition.** Swimmers are working very hard every day. Nutrition is important to optimal performance. Good nutrition is a building block of training. To maintain their health and improve their performance, they should be eating healthy well-balanced meals, consuming healthy snacks and avoiding excess sugar. Whole grain breads, fruits & vegetables, attention to protein and carbohydrates is important. Ask the coach or pull up the [www.usaswimming.org](http://www.usaswimming.org) website for proper nutrition for swimmers and their training needs.

**Be a good role model.** Parents are not participants on their child team but contribute to the success experienced by their child and his/her team. Parents serve as role models and their attitudes are often emulated by their children. Be aware of this and strive to be a positive role model. Most importantly, always show good sportsmanship toward coaches, officials, opponents and teammates.

#### **Williston Sea Lions Code of Conduct**

##### **1. WSL Swimmer Conduct**

For the safety of the swimmers and protection of the organization, the following rules governing the pool, locker rooms and behavior of persons representing the club have been adopted by the WSL swim team:

- Swimmers must be able to listen to and follow the coaches instructions.
- No pushing in any area.
- No running on deck.
- No one allowed on diving boards
- Swimmers are expected to support and be respectful of each other giving support and encouragement while demonstrating good sportsmanship.

- All swimmers must be on time for warm-ups, but no earlier than 15 minutes before the scheduled practice time
- Swimmers must wait until a coach is present before being on deck.
- All swimmers must leave the pool promptly at the end of the practice session.
- Swimmers will wait for rides at the main entrance.
- Locker rooms are to be left clean. No food, gum, candy or drinks are allowed.
- No vulgarity (language or gestures) is allowed.
- Swimmers come to practice to swim be ready on time, be ready to workout.
- If a swimmer is ill, or otherwise cannot attend practice, the Head Coach should be contacted by phone or email.
- No other behavior deemed by the Head Coach or Assistant Coaches to be unsafe or unacceptable will be permitted.
- All persons representing the WSL and USA Swimming will conduct themselves, at all times, in a manner to up-hold the reputation of the club
- The use or possession of tobacco, alcohol or any controlled substances as defined by the ND law is prohibited.

## 2. **LOCKER ROOMS**

All swimmers may use the locker rooms provided. WSL is not responsible for theft from locker rooms, so plan accordingly with valuables, etc. Food is not allowed in locker rooms. Swimmers are asked to maintain positive behavior and language while using all locker rooms. Swimmers are also expected to CLEAN UP after themselves. Swimmers are expected to use the facilities quickly for showering and changing. In general, show respect for others, their property and their privacy. Limit use of showers so everyone has an opportunity to shower after practice. Any unacceptable conduct or disruptive behavior may cause a swimmer to lose the privilege of using the locker rooms.

## 3. **BEHAVIOR**

For the orderly operation of the swim team, the following rules, regulations and procedures have been established. These procedures will aid in identifying behavior that the WSL finds objectionable and sets forth a process for addressing an alleged occurrence of such behavior. These procedures shall apply to all objectionable behavior occurring during or at an activity or function that is associated with the WSL, including but not limited to swim practices, swim meets, team trips, team outings, or individual group activities, and shall also apply to objectionable behavior by members and athletes occurring outside of WSL activities.

## 4. **Class I Objectionable Behavior**

**Unacceptable Behavior:** Class I Objectionable Behavior shall consist of behavior that is considered disruptive; has a detrimental effect on one's self, other swimmers, parents, coaches, officials, or the general public; constitutes a significant violation of WSLs code of conduct or other team rules or policies; causes significant damage to the reputation of WSL and/or its coaches; and/or causes physical or emotional injury to other persons. This behavior includes but is not limited to:

- Sale, distribution, possession or use of drugs, other than those prescribed by a physician or properly used over-the-counter medications;
- Sale, distribution, possession or use of alcohol or tobacco;
- Theft of property;
- Significant vandalism;
- Fighting (regardless whether at a WSL activity or not);
- Use of verbal or physical aggression including taunting, harassment and name calling with the intention of hurting another person emotionally or physically; and
- Repeated violations of Class II Objectionable Behavior.

## 1. Class I Investigation Procedure

1. A claim will be investigated thoroughly by a designee of the Board of Directors, involving only the necessary parties. Confidentiality will be strictly maintained. The investigation will include a meeting with the member or athlete alleged to have engaged in the objectionable behavior, sharing with that member or athlete the nature of the allegations and when appropriate the name of the person bringing the allegations.
2. After investigation, the Board of Directors shall deliver a notice of hearing to the member or athlete, and to the parents or guardian of a minor member or athlete, in person or by certified mail.
3. A hearing shall be conducted before a quorum of the Board of Directors with the parent/guardian, member or athlete being given the opportunity to be present. The facts shall be presented by a designee of the Board of Directors, and the applicable head coach shall be present. The parent/guardian, member and/or athlete shall be given a reasonable amount of time to present arguments.
4. After the hearing, if the Board of Directors determines that disciplinary action is warranted, the Board of Directors shall use its best judgment to impose a reasonable level of discipline in consideration of the relevant facts and circumstances.
5. The Board of Directors' decision shall be delivered to the parent/guardian, member and/or athlete within one week of the hearing in person or by certified mail. The decision of the Board of Directors shall be final and binding.

## 2. Recommended Actions

- **1st Offense** - Disciplinary action determined appropriate by the Board of Directors, which may include but not be limited to termination of membership, termination of all rights to use the aquatic facility for swim team purposes, suspension\* from the applicable team for a period up to thirty (30) days of the athlete's season (these days may extend into the next season, if needed) or a written behavioral plan.
- **2nd Offense** - Disciplinary action determined appropriate by the Board of Directors, which may include but not be limited to termination of membership, termination of all rights to use the aquatic facility for swim team purposes or suspension\* from the applicable team for a period up to sixty (60) days of the athlete's season (these days may extend into the next season, if needed).
- **3rd Offense** - Disciplinary action determined appropriate by the Board of Directors, which may include but not be limited to termination of membership or termination of all rights to use the aquatic facility for swim team purposes.
- \*Terms of suspension shall be spelled out by the Board of Directors and may prohibit an athlete from participation in practices or meets, being on deck or participation in other team activities. The terms of suspension must be adhered to by the member and/or athlete, and the parents or guardian of a minor member or athlete, in order for reinstatement by the Board of Directors at the end of the suspension period. All dues and fees accruing during the suspension period shall, if so determined by the Board of Directors, be due in full from the member or athlete. If any dues or fees are unpaid, the member or athlete shall not be reinstated until such time as all fees and/or dues are paid in full.

## 2. CLASS II OBJECTIONABLE BEHAVIOR

**Unacceptable Behavior:** Class II Objectionable Behavior shall consist of behavior that is somewhat disruptive; does not portray WSL in a good light; constitutes a minor violation of WSL's code of conduct or other team rules or policies; and other actions that are not in compliance for good behavior as a member of a team or society in general. This behavior includes but is not limited to:

1. Minor vandalism;
2. Disruptive behavior in practices or meets;

3. Rude or disrespectful language or behavior;
4. Insubordination to coaches, officials, chaperones or others;
5. Littering; and
6. Other acts of misconduct as determined by the coaches.
7. Class II Procedure
8. Violations of Class II Objectionable Behavior shall be handled by the applicable head coach. Parents or guardians of a minor member or athlete shall be involved by the coach if the anticipated disciplinary action will result in a suspension from practice, meet or other activity.
9. Any member or athlete aggrieved by, or concerned about, a decision of a coach may request reconsideration by the Board of Directors. Upon such request, the procedure applicable to Class I Objectionable Behavior shall be followed.

## 2. Recommended Actions

- As determined appropriate by the applicable head coach. Disciplinary action may include, but is not limited to, extra laps or practice, clean-up duties, conference with coach and/or parent/guardian, written behavioral plan and/or suspension from practice, meets or other activity.
- If a coach determines that disciplinary action is warranted, the coach shall use his or her best judgment to impose a reasonable level of discipline in consideration of the relevant facts and circumstances.
- Repeated Class II Objectionable Behavior may result in the offense being considered a Class I Objectionable Behavior.

## Williston Sea Lions Code of Conduct Declaration Form

I have read and understand the Williston Sea Lions Swim Club Code of Conduct and accept all the rules, regulations and conditions as outlined therein (including this declaration). I further agree to follow all directions as they are given by the Team Staff.

I understand that any violation of any part of the Code of Conduct, Staff direction or team information sheets (including this declaration), can result in any or all the following:

- Being scratched from any or all remaining events.
- Being sent home, at once, at either my or my parents expense.
- Not being allowed to represent WSL Swimming on any future team events.
- All other disciplinary actions as deemed appropriate by WSL Swimming and team staff.

**Be a volunteer.** WSL is a non-profit organization made up of very dedicated volunteers. Parents donate their time, energy and resources at every level, from volunteering at meets to serve on the board-of-directors. Without parent volunteers our club could not function. Therefore, **it is a required expectation that ALL parents volunteer at some level. Volunteer hours will go towards paying down the Booster Fee. Any remaining balance will be charged to your credit card.** Volunteers are especially needed at our home swim meets. As hosts, we want to do everything we can to provide a great experience for our swimmers and our guests.

**\*\*\*Timers at State Meets are a requirement of each parent attending. Parents will be assigned to work at the State Meet. This is a NDLS required, not covered by Booster hours\*\*\***

A partial list of the volunteering opportunities is below. Training will be provided as needed.

- Official: Apprentice to become a Meet Official
- Concessions, Program and Ribbons table
- Timer at swim meets
- Hospitality room

- Provide required in-kind donations (e.g. food, drinks, paper supplies)
- Set-up and Clean-up for Home Meets
- Line up swimmers on deck
- Work a shift at concessions or spirit tables
- Assist with organizing ribbons at meet
- Run scoreboard
- Assemble Spirit Bags for swimmers
- Decorate WSL banners / vehicles for meets
- Help with the Swim-a-thon
- Assist with creating a WSL float for parade

#### **Booster Fees:**

Each family is responsible for fulfilling volunteer hours to satisfy a \$350 Booster fee at the time of Short Course Registration. Opportunities to fulfill required Server/Volunteer hours will provide a positive amount towards members Booster Bucks credit that are given throughout the Short Course & Long Course seasons (November-July). Once members fulfill their required Volunteer hours they will have a \$0 balance. At the end of the Long Course season (July), unfulfilled Volunteer Hours will be having a remaining due Booster fee and charged to the account.

**\*\*\*Timers at State Meets are a requirement of each parent attending. Parents will be assigned to work at the State Meet. This is a NDLSC required, not covered by Booster hours\*\*\***

***Your acknowledgement during registration indicated, you have reviewed the Williston Sea Lions Code of Conducts and Policies with the registered athlete(s) and the athlete(s) understands the Williston Sea Lions Code of Conduct and Policies. You (the parent/guardian) and the swimmer(s) agree to abide by this and accept the penalties for not abiding by these rules. Any non-compliance may be subject to disciplinary action determined by the coaches and/or the Board, which may include expulsion from the team.***



## **ANNUAL REVIEW**

### **Section 3**



# ANNUAL REVIEW OF IMPORTANT CLUB FUNCTIONS

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Clubs should review certain items on an annual basis. Below is a suggested example of business items for review (some of the items are specific to nonprofits):

- |                                      |           |
|--------------------------------------|-----------|
| • Insurance review                   | January   |
| • Mission & visions statement review | February  |
| • Board nominations (nonprofits)     | March     |
| • Board evaluation (nonprofits)      | April     |
| • Budget development/presentation    | May       |
| • Budget acceptance                  | June      |
| • Communication plan                 | July      |
| • Head Coach evaluation (nonprofits) | August    |
| • Evaluation of programs & services  | September |
| • Strategic Plan: review or create   | October   |
| • Bylaws review (nonprofits)         | November  |
| • Policies & procedures review       | December  |

Coaches could definitely add "wet side" items to this list such as:

- Meet schedules
- Assistant Coach reviews
- Parent kick-off meetings
- New member packets



August 7, 2018

Williston Sea Lions Inc.

#### Insurance Review

The Williston Sea Lions hold the following insurance policies:

Worker's Compensation through North Dakota Workforce Safety & Insurance - This policy covers our coaches in the event that they are injured during work.

General Liability coverage through USA Swimming – This policy is a liability policy. Covered activities include sanctioned swim meets, swim practice, dry land training activities, camps, swim-a-thon fundraiser, social and fundraising events if approved by USA Swimming, tryouts, office premises for member club, STSC, CPR and Lifeguard Certifications of USA Swimming member coaches, and "organized practices as defined by USA Swimming.

Directors & Officers Liability Policy through Risk Management Services – This policy covers the Sea Lions or their directors, officers, trustees, employees, independent contractors, volunteers or committee members for Wrongful Acts, Wrongful Employment Practice, and Discrimination Against a Third Party.

Attached are copies of the Certificates of Insurance for each policy.



North Dakota Workforce  
Safety & Insurance

**CERTIFICATE OF  
PREMIUM PAYMENT**  
WORKFORCE SAFETY & INSURANCE  
EMPLOYER SERVICES  
SFN 4920 (04/2007)

1600 EAST CENTURY AVENUE, SUITE 1  
PO BOX 5585  
BISMARCK ND 58506-5585  
Telephone 1-800-777-5033  
Toll Free Fax 1-888-786-8695  
TTY (hearing impaired) 1-800-366-6888  
Fraud and Safety Hotline 1-800-243-3331  
[www.WorkforceSafety.com](http://www.WorkforceSafety.com)

CINDY BABCOCK  
WILLISTON SEA LIONS INC  
PO BOX 122  
WILLISTON ND 58802-0122

Employer Account Number: 1352348

Issued Date: 02/06/2018

Expiration Date: 03/16/2019

## CERTIFICATE OF PREMIUM PAYMENT

This is to certify that North Dakota Workers Compensation coverage is effective for the employer named on this certificate. Employees of the named employer are entitled to apply for the rights and benefits of Workforce Safety and Insurance (WSI).

Coverage under this certificate extends to North Dakota based employers for their North Dakota exposure. Limited coverage extends beyond the physical boundaries of North Dakota. Contact the Policyholder Services Department of WSI at 1-800-777-5033 for further information on coverage issues or to inquire into the status of the holder of this certificate.

North Dakota Century Code § 65-04-04 requires that each employer post this Certificate of Premium Payment in a conspicuous manner at the workplace. A penalty of \$250 may apply for failure to comply with this requirement.

A Certificate of Premium Payment may be revoked for failure to make required premium payments.

*Barry Schumacher*

Barry Schumacher  
Chief of Employer Services

Class	Classification Description
9182E	Non-Prof Athletes-Coach-Mgr



1 Olympic Plaza  
Colorado Springs, CO  
80909-5770  
o 719.866.4578  
f 719.866.4050  
usaswimming.org

TO: Club Contact/USA Swimming Member Clubs  
FROM: Member Services Division/Insurance and Risk Management  
SUBJ: **2018 Club Insurance Packet**

---

Enclosed is your club's **2018 Certificate of Insurance**. The certificate is proof of your club's General Liability Insurance Coverage and describes the types of insurance coverage provided by USA Swimming along with the limits of liability for covered activities.

**Additional Insured Endorsements** are requested through **Certificates Now System!** See the certificates online instruction sheet in the packet. Our insurance broker, Risk Management Services, requires that our clubs request their additional insured endorsements online through the **Certificates Now System** website. This service is available 24 hours day/7 days a week and the certificate can be emailed or faxed to your facility or to you within minutes. Step-by-step instructions are enclosed! If the facility requires special wording/endorsement you will need to contact Kim Tate, [kimberly.tate@theriskpeople.com](mailto:kimberly.tate@theriskpeople.com), or Debbie Williams, [dwilliams@theriskpeople.com](mailto:dwilliams@theriskpeople.com), at Risk Management Services. Be sure to include the name of your club, the name of the facility, and the special wording or specific endorsement required. Please call 1-800-777-4930, if you need to talk to them. Kim is x10 and Debbie x13.

**ATTENTION NEW CLUBS:** If you login to **Certificates Now System** and the system does not find your club, **CONTACT RISK MANAGEMENT SERVICES TO ENSURE THAT YOU ARE ENTERED IN THE CERTIFICATES NOW DATABASE. YOU WILL NOT BE ABLE TO LOG IN TO REQUEST YOUR ADDITIONAL INSURED ENDORSEMENTS UNTIL YOU ARE ENTERED INTO THEIR SYSTEM. CALL Kim Tate at 1-800-777-4930 x10.**

**ALL REPORT OF OCCURRENCE FORMS ARE NOW SUBMITTED DIRECTLY ONLINE AT THIS EASY TO USE LINK:** <http://www.usaswimming.org/ROO>.

**Insurance and Risk Management Information can be found on the USA Swimming website at:** <http://www.usaswimming.org/insurance>.

Each club will receive a copy of the 2018 USA Swimming Rules and Regulations handbook mailed directly from the publisher. (Rulebook is revised each year around the end of October.)

If you have any questions contact George Ward ([gward@usaswimming.org](mailto:gward@usaswimming.org)) or call 719-866-4578 or contact Sandi Blumit at Risk Management Services ([sblumit@theriskpeople.com](mailto:sblumit@theriskpeople.com)) at 1-800-777-4930, x12.

Other insurance coverage may be necessary for clubs such as Directors & Officers Insurance Coverage (especially for non-profit boards) or Workers Compensation Insurance Coverage. Those insurance programs can be purchased through a local agent or at [www.rmsswimminginsurance.com](http://www.rmsswimminginsurance.com) or [www.usasmarketplace.com](http://www.usasmarketplace.com). Property and Crime Insurance may be necessary to protect club owned property or money and securities managed by the club.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/02/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
Risk Management Services, Inc.  
P.O. BOX 32712  
Phoenix AZ 85064-2712

CONTACT  
NAME: Carolyn J Blumit  
PHONE (A/C, No, Ext): (602) 840-3234 FAX (A/C, No): (602) 274-9138  
E-MAIL: info@theriskpeople.com  
ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: National Casualty	11991
INSURER B: Nationwide Life Ins Co	66869
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

(12/31/2017-12/31/2018)

Williston Sea Lions  
Cindy Babcock  
PO Box 122  
Williston, ND 58802-0122

REVISION NUMBER:

## COVERAGES

CERTIFICATE NUMBER: Cert ID 20131

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Participant Legal <input checked="" type="checkbox"/> Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		KKO0000007136900	01/01/2018	01/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ UNLIMITED PRODUCTS - COMP/OP AGG \$ 2,000,000 Abuse/Molestation \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		KKO0000007137000	01/01/2018	01/01/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 PER STATUTE OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	<input checked="" type="checkbox"/> XS ACC Medical/Dental		SPX0000028503500	01/01/2018	01/01/2019	Maximum Limit \$ 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Verification of General Liability, Excess Liability & Abuse/Molestation coverage for COVERED ACTIVITIES. Abuse/Molestation Aggregate on the General Liability Policy is \$5,000,000. Abuse/Molestation is excluded on the Excess Liability Policy. Excess Medical/Dental Accident coverage provided for members only. 30 Day Notice Of Cancellation Per Policy Provisions.

## CERTIFICATE HOLDER

To Whom It May Concern

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Carolyn J Blumit

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**ACORD**<sup>TM</sup>

**ADDITIONAL REMARKS SCHEDULE**

Page 1 of 1

<b>AGENCY</b> K&K Insurance Group, Inc.		<b>NAMED INSURED</b>	
<b>POLICY NUMBER</b> KKO-71369-00		<b>USA SWIMMING, INC. DBA USA Swimming Etal</b>	
<b>CARRIER</b> SEE ACORD 25	<b>NAIC CODE</b>	<b>MEMBER NO:</b>	
		<b>EFFECTIVE DATE: SEE ACORD 25</b>	

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 2 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

**"COVERED ACTIVITIES"**

With respect to USA Swimming member clubs, group members, member coaches, volunteers and additional insured owners/lessors of premises, sponsors and co-promoters, "Covered Activities" are defined as:

- 1) Swimming meets that have been issued a written sanction or approval. Approval means a permit issued by one of the USA Swimming, Inc. Local Swimming Committees for swimming meets conducted in conformance with USA Swimming, Inc. technical rules in which members and non-members may compete. USA Swimming, Inc. member clubs that either host or participate in a swimming meet that has been issued an approval will be considered an insured provided that all of its athletes or participants and coaches are members of USA Swimming, Inc.
- 2) Swimming practices, dry land training activities, camps and learn to swim programs where all swimmers or participants are members of USA Swimming, Inc. or United States Masters Swimming and are conducted under direct and active supervision of a member coach. Dry land training activities means weight training, running, calisthenics, exercise machine training, and any other activity for which an insured has received approval from USA Swimming, Inc. or its authorized representative.
- 3) USA Swimming, Inc. Swim-A-Thons, Fund raising activity which clubs can purchase for lap-athons
- 4) Approved social events and approved fund raising activities that are social events and activities for which an insured has received approval from USA Swimming, Inc. or its authorized representative.
- 5) Swimming tryouts. Swimming Tryouts means swimming practices where a swimmer(s) who is not and who has never been a member of USA Swimming, Inc. participates with a USA Swimming, Inc. club for a period not to exceed thirty consecutive days in a twelve month period to determine the swimmer's interest in becoming a member of USA Swimming, Inc.
- 6) Office premises liability for Member Clubs and LSCs
- 7) STSC, CPR, and Lifeguard Certifications of USA Swimming member coaches done by USA Swimming member coaches that are member representatives of one of the approved agencies listed on the USA Swimming STSC In-Water Skills Checklist.
- 8) "Organized practices" that have been reported and a premium has been paid for. Organized practices are defined as recreation league meets hosted by USA Swim Teams with community teams that are not USA Swimming member teams.



**RISK MANAGEMENT SERVICES**

THE RISK PEOPLE

January 23, 2018

Williston Sea Lions  
Cindy Babcock  
PO Box 122  
Williston, ND 58801-0122

**RE: Not for Profit Organization Liability/Crime Insurance  
Nationwide Mutual Insurance Company  
Directors & Officers/Employment Practices Liability Policy: DNO-283576-00**

Dear Cindy:

Enclosed you will find your Directors & Officers Liability policy for your swim club. The policy period is 01/19/2018 to 01/19/2019.

As this is a master policy, please note the "Certificate Endorsement" attached which includes your organization as a Named Insured on the policy effective 01/19/2018 for a one year term.

Also enclosed are Insurance Summaries for each policy which briefly outlines those coverages, exclusions and/or limitations that apply. Please refer to your policy for a complete overview.

After your review of the enclosed material should you have any questions, please call me at 1-800-777-4930 x 10.

Thank you for allowing Risk Management Services, Inc. this opportunity to be of service.

Sincerely,

Kimberly Tate  
Account Manager  
PO Box 32712  
Phoenix, AZ 85064-2712  
800-777-4930

Enclosures

California Non Resident License #OH86814

# Non-Profit Organization Directors and Officers Including Employment Practices Liability Certificate of Insurance

ISSUED: (Date of Issued) 01/19/2018

**Certificate 5  
Number:**

**AUTHORIZED AGENT:  
KIMBERLY TATE**

Company Affording Coverage:  
NATIONWIDE MUTUAL INSURANCE COMPANY

**THE COVERAGE SHOWN ON THIS CERTIFICATE IS CLAIMS MADE COVERAGE  
WHICH APPLIES ONLY TO CLAIMS FIRST MADE DURING THE COVERAGE PERIOD.**

This Certificate of Insurance provides you (the Insured Member) with the insurance indicated below as part of Master Policy DNO-283576-00 issued to the Sports, Leisure and Entertainment RPG. This Certificate of Insurance together with the Master Policy Declarations, Coverage Form, Endorsements and Enrollment Form constitute the contract between the Insurer, the Organization and the Individual Insureds.

**Item A. INSURED MEMBER/PARENT ORGANIZATION**

Williston Sea Lions  
PO Box 122  
Williston, ND 58801

**ITEM B. COVERAGE PERIOD**

Effective: 01/19/2018 Expiration: 01/19/2019  
(at 12:01 a.m. Standard Time at the address of the Parent Organization)

**ITEM C. LIMITS OF INSURANCE**

		<b>PREMIUM</b>
\$1,000,000	Limit of Liability	\$ _____
	Maximum Aggregate Limit of Liability for each Policy Year:	<u>INCLUDED</u>
<u>INCLUDED</u>	Outside Service Coverage:	<u>INCLUDED</u>
\$ 1,000	Retention (Each Claim other than EPL)	
\$ 2,500	Retention (Each Claim for EPL)	<u>EXCLUDED</u>
<u>EXCLUDED</u>	Medical Payments for Participants	<u>EXCLUDED</u>
<u>EXCLUDED</u>	Directors and Officers:	<u>EXCLUDED</u>
	Volunteers:	
Total Premium Fully Earned at Inception:		\$ _____

**NOTICES: ALL NOTICES REQUIRED TO BE GIVEN TO THE  
INSURER UNDER THIS COVERAGE SHALL BE ADDRESSED TO:**

K&K Insurance Group, Inc.  
PO Box 2338, 1712 Magnavox Way  
Fort Wayne, IN 46801

Coverage Highlights (Continued)

- No specific coverage territory, claims must be brought within the United States
- Notice of Claim or Incident Which May Give Rise to a Claim
  - » Written Notice Required *as soon as* Practicable
    - > During the Policy
    - > Within Thirty (30) Days After the End of the Policy

Some of the Major Limitation and Exclusions Include

- Gaining of Personal Profit or Advantage
- Criminal or Deliberate Fraudulent Acts
- Bodily Injury, Sickness, Mental Anguish, Emotional Distress, Disease, or Death of any person (this exclusion does not apply to mental anguish or emotional distress alleged in a Wrongful Employment Practice or Discrimination Against a Third Party Claim)
- Property Damage
- Personal Injury or Advertising Injury
- Abuse/Molestation is excluded except for any actual or alleged sexual harassment of any employee of the Organization by an insured provided under Wrongful Employment Practice
- Any wrongful act or any fact, circumstance, or situation which has been the subject of any notice given prior to the effective date.
- Pollution and Fungi
- Contractual Liability - Including "Express" Contract
- Civil or Criminal Fines, Penalties imposed by Law, or Taxes
- Actual or Alleged Obligation or Duty To:
  - » Effect, Procure, or Maintain Insurance or
  - » With respect to amount, form, conditions, or provisions of insurance
- Insurance plan benefits, including but not limited to benefits payable under COBRA or ERISA
- Damages, Costs, of Expenses incurred by the Organization in making physical changes, modifications, alterations, or improvements pursuant to the Americans With Disabilities Act of 1990 or any similar federal, state, or local law
- Equitable Relief, Injunctive Relief, Declarative Relief (Any relief other than monetary judgment, award or settlement)
- Insured Versus Insured
  - » Applies Only to Claims Made Against an Insured by or on behalf of the Organization
- Insured Shall Not, *Without Prior Written Consent* of Insurance Company
  - » Admit or Assume any Liability
  - » Enter into Settlement Agreement
  - » Stipulate any Judgment
  - » Incur Defense Cost

Premium Terms

- Annual Premium Due at Policy Inception
- Premium is fully earned, no refunds will be issued for cancellation of coverage regardless of reason

Cancellation Provisions

- Ten (10) Days Notice for Non-Payment of Premium



## INSURANCE SUMMARY

Named Insured: Williston Sea Lions  
Company: Nationwide Mutual Insurance Company  
2011 A. M. Best Rating: A+ XIV  
Policy Number: DNO-283576-00  
Policy Period: 01/19/2018 to 01/19/2019

☒ Admitted ☐ Non-Admitted

### **DIRECTORS & OFFICERS LIABILITY/EMPLOYMENT PRACTICES LIABILITY**

#### Limits of Insurance

\$ 1,000,000	Each Loss
\$ 1,000,000	Aggregate per insured board/per policy year
\$ 1,000	Deductible, Insured Organization, Directors and Officers Liability
\$ 2,500	Deductible Insured Organization, Employment Practices

#### Coverage Highlights

- Claims Made Format
- Defense Costs are in addition to the limit
- Covers the Organization or their Directors, Officers, Trustees, Employees (whether salaried or not), Independent Contractors (while working on behalf of the Organization in the capacity of a director or officer), Volunteers or Committee Members of the Organization for:
  - » Wrongful Acts:
    - Actual or Alleged Act, Error, Omission, Misstatement, Misleading Statement, Neglect or Breach of Duty
  - » Wrongful Employment Practice
    1. Actual or Alleged Wrongful Termination
    2. Actual or Alleged Discrimination in Employment on any basis prohibited by federal, state, or local law including:
      - Failure to hire or employ
      - Failure to reinstate
      - Demotion of or termination
      - Adverse or Differential Employment Decision
    3. Actual or Alleged Sexual Harassment of an employee
    4. Employment Related Decisions actually or allegedly in retaliation of an employee's exercise of any right pursuant to any law for the protection of such employeeIncluding any actual or alleged libel, slander, or other defamation, invasion of privacy, mental anguish, infliction of emotional distress, loss of consortium, assault, battery, breach of contract, or negligent hiring, employment, supervision, promotion, demotion, or reinstatement or termination by an insured in connection to items (1) through (4) above.
  - » Discrimination Against a Third Party
    - Actual or Alleged Discrimination by an insured of any person who at the time was neither an employee or applicant of the Organization
    - Actual or Alleged Sexual Harassment by an insured of any person who at the time was neither an employee or applicant of the Organization
- Automatic Coverage for All New Directors, Officers & Trustees

Coverage Highlights (Continued)

- No specific coverage territory, claims must be brought within the United States
- Notice of Claim or Incident Which May Give Rise to a Claim
  - » Written Notice Required *as soon as* Practicable
    - > During the Policy
    - > Within Thirty (30) Days After the End of the Policy

Some of the Major Limitation and Exclusions Include

- Gaining of Personal Profit or Advantage
- Criminal or Deliberate Fraudulent Acts
- Bodily Injury, Sickness, Mental Anguish, Emotional Distress, Disease, or Death of any person (this exclusion does not apply to mental anguish or emotional distress alleged in a Wrongful Employment Practice or Discrimination Against a Third Party Claim)
- Property Damage
- Personal Injury or Advertising Injury
- Abuse/Molestation is excluded except for any actual or alleged sexual harassment of any employee of the Organization by an insured provided under Wrongful Employment Practice
- Any wrongful act or any fact, circumstance, or situation which has been the subject of any notice given prior to the effective date.
- Pollution and Fungi
- Contractual Liability - Including "Express" Contract
- Civil or Criminal Fines, Penalties imposed by Law, or Taxes
- Actual or Alleged Obligation or Duty To:
  - » Effect, Procure, or Maintain Insurance or
  - » With respect to amount, form, conditions, or provisions of insurance
- Insurance plan benefits, including but not limited to benefits payable under COBRA or ERISA
- Damages, Costs, of Expenses incurred by the Organization in making physical changes, modifications, alterations, or improvements pursuant to the Americans With Disabilities Act of 1990 or any similar federal, state, or local law
- Equitable Relief, Injunctive Relief, Declarative Relief (Any relief other than monetary judgment, award or settlement)
- Insured Versus Insured
  - » Applies Only to Claims Made Against an Insured by or on behalf of the Organization
- Insured Shall Not, *Without Prior Written Consent* of Insurance Company
  - » Admit or Assume any Liability
  - » Enter into Settlement Agreement
  - » Stipulate any Judgment
  - » Incur Defense Cost

Premium Terms

- Annual Premium Due at Policy Inception
- Premium is fully earned, no refunds will be issued for cancellation of coverage regardless of reason

Cancellation Provisions

- Ten (10) Days Notice for Non-Payment of Premium

August 7, 2018

Williston Sea Lions Inc.

#### Quarterly Payroll Tax and Sales Tax Review

The Williston Sea Lions has an agreement with Brady Martz Certified Public Accountants to provide the following services:

Monthly Payroll Check Processing

Quarterly Payroll Reporting (Form 941, State Withholding, State Unemployment)

Annual Payroll Reporting (Forms W-2 and W-3)

Sales Tax Reporting

It is our responsibility to field calls from employees, provide employee's hours and wage rates to CPA, provide signed Payroll Change Authorization Form for new hires or changes in employee status. Provide a copy of W-4 for all new employees and changes in withholding allowances. Maintain personnel files, including I-9. Submit all quarterly report forms to CPA on a timely basis. This information is sent by the Treasurer of the Williston Sea Lions.

Payments of taxes are made electronically by CPA and copies are sent to Williston Sea Lions.



CERTIFIED PUBLIC ACCOUNTANTS  
AND CONSULTANTS

December 20, 2017

Kari Kringen  
Williston Sea Lions  
P O Box 122  
Williston, ND 58802-0122

Dear Kari:

This letter is to explain our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide for the year ending December 31, 2018. We ask that you either confirm or amend that understanding.

#### **PAYROLL SERVICES**

##### **Monthly Payroll Check Processing:**

1. We will calculate your monthly payroll checks when requested from the information you provide. The calculation of this payroll includes the following withholdings and credits:
  - Federal Income Tax Withholding
  - Social Security and Medicare Withholding
  - State Income Tax Withholding
2. We will e-mail you the employee pay stubs securely through Sharefile.
3. We will also provide reporting of all new hire information to the North Dakota Department of Human Services.

##### **Payroll Reporting:**

1. At quarter end the following governmental reports will be prepared:
  - a) Form 941
  - c) State withholding report
  - d) State unemployment report
3. Annually the following governmental reports will be prepared:
  - a) Forms W-2 and W-3

We understand your responsibilities are to include the following:

1. Field all calls from your employees. It is impossible for us to provide you with a fee estimate for this portion of your business. We will provide you with the accounting data necessary to respond to these questions directly.
2. Provide the employee's hours and wage rate information to our office.

3. Provide a signed Payroll Change Authorization Form for new hires or changes in employee status. Provide a copy of W-4 for all new employees and changes in withholding allowances. Telephone verification will not be accepted.
4. Maintain personnel files, including I-9 forms.
5. Submit all quarterly report forms to our office on a timely basis, usually the 10th day following the end of a quarter.

#### **Sales Tax Reporting:**

We will prepare the quarterly sales tax reports.

You are responsible for making management decisions and performing management functions, and for designating an individual with suitable skill, knowledge, or experience to oversee any non-attest services, we provide. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

#### **PROFESSIONAL FEES**

Our fees quoted below are based upon an estimate of actual time to be spent on the engagement. Out-of-pocket expenses for such items as preprinted checks, envelopes, and postage will be billed separately. Fees for services not covered by the scope of this engagement will be billed at rates, which vary according to the degree of responsibility involved, and the experience level of the personnel assigned. Services not listed will be billed in fifteen-minute increments. Our rates will range from \$95 to \$295 per hour.

Monthly fee for payroll services:	\$130.00/month
Fee for the following services:	
Preparation of quarterly governmental payroll reports;	\$125.00/quarter
Preparation of Form W-2's and W-3:	\$240.00 annually
The following services will be billed at an hourly rate of:	\$100.00 per hour
• Preparation quarterly sales tax return;	
• QuickBooks assistance.	

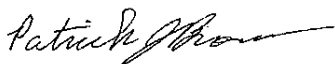
You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We may from time to time, and depending on the circumstances, use third-party service providers in performing the services outlined here. In such circumstances, we may share confidential information about you with these service providers, but we remain committed to maintaining the confidentiality and security of your information. It is our understanding that you provided specific consent to release information to these service providers, if necessary, by signing this letter.

We shall be pleased to discuss this letter with you at any time.

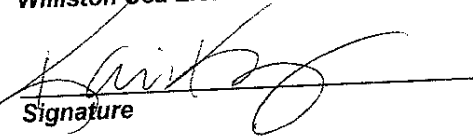
If the foregoing is in accordance with your understanding, please sign the copy of this letter in the space provided and return it to us.

Sincerely,

  
Patrick J. Brown, CPA  
Brady, Martz & Associates, P.C.

**ACKNOWLEDGED:**

**Williston Sea Lions**

  
Signature

  
Date



**WSL**

**STANDARD OPERATING PROCEDURES (SOP)**

**Section 4**



# **Standard Operating Procedure No. 1 Non-Athlete Status Reporting**

## **1 PURPOSE**

The purpose of Standard Operating Procedure No. 1 is to ensure that all non-athlete members associated with the Williston Sea Lions ("Club") are up to date with USA Swimming requirements.

## **2 REPORTING PROCEDURE**

A monthly report shall be obtained from the USA Swimming club portal. The person designated as the Vice President or other designated Board Member shall have the responsibility of obtaining the report. To obtain the report, the following steps shall be taken:

1. Access the club LSC portal by going to the following website:  
<https://www.usaswimming.org/utility/landing-pages/club/club-and-lsc-portal-search>
2. Use your USA Swimming Login to obtain access to the Club Portal.

***NOTE: Only a non-athlete member with club administrative rights has access to the Club Portal***

3. Follow the instructions on the website, which are as follows:
  - a. At the search window enter your club code, club name or use the drop-down box to find your Local Swim Committee (LSC) and click SEARCH
  - b. After the SEARCH has been executed click on the CLUB PORTAL to go the Club Portal area or LSC PORTAL to go to the LSC Portal.
  - c. Note the blue tabs labeled Announcements, Practice Schedule, Upcoming Meets, Meet Results and Facilities. All of the contents of these tabs are viewable to the public. The Report tab (on the far right) is only viewable if logged in as the Club Administrator.
  - d. To log in as the Club or LSC Administrator, get the Club Portal password. The Club Portal password was sent to the Head Coach. Then scroll to the bottom and click



- on Club Administrator Login (you must be logged into the USA Swimming website to see this login).
- e. Fill in the club password and click on Edit Club Portal. If you do not know your club portal password you may contact USA Swimming.
  - f. Once logged in the default view is the *Reports* tab
4. At the Reports Tab find the Non-Athlete Status Report and select the report
  5. Download an Electronic Copy of the Report. Keep an electronic copy to send out if needed
  6. Print a Copy of the Report and bring to monthly Board Meetings
    - a. Prior to the Board Meeting the Vice President or other designated Board Member shall determine if any of the non-athlete status members have not met or are within a one-month lapse of athlete protection training, background check, CPR, or other designated required training.
    - b. If a status is expired or within a potential lapse within one month the procedures outlined in Sections 3 and 4 shall be followed.
    - c. To report and notify the yearly status of non-athlete members follow the procedure in Section 5

### 3 PROCEDURE FOR CORRECTION OF EXPIRED STATUS

1. The non-athlete member shall be notified by email of the expired status. If the expired status is for the coaching staff a courtesy copy shall be sent to the head coach as well as the President of the Club. All other status notification emails shall provide a courtesy copy to the President of the Club. The notification email shall be sent by the Vice President or other designated board member.
2. If the expired status is for a non-athlete member of the coaching staff the non-athlete member shall not be permitted to be on deck until the expired status is corrected
3. If the expired status is for a non-athlete member that is an official, the non-athlete member shall not be permitted to be on deck during a swim meet until the expired status is corrected
4. If the expired status is for a non-athlete board member, the board member shall be required to correct the status within one month or not be permitted to attend any future board meetings until the status is corrected
5. Failure to correct an expired status within a maximum three-month time period may result in removal from the coaching staff or WSL board.

### 4 PROCEDURE FOR CORRECTION OF POTENTIAL LAPSE WITHIN ONE MONTH

1. The non-athlete member shall be notified by email of the potential lapse of status may occur within one- month time frame if not corrected. If the potential status lapse is for the coaching staff a courtesy copy shall be sent to the head coach as well as the President of the Club. All other status notification emails shall provide a courtesy copy to the President of the Club. The email notification shall be sent either by the Vice President of the Club or other designated board member.
2. The Vice President or designated board member shall provide a follow-up email with the non-athlete member to ensure the process for correcting the potential status lapse has occurred
3. In the event, that the non-athlete member does not correct the status within the one-month timeframe, procedure 3 above shall be followed.

## 5 YEARLY STATUS NOTIFICATION TO ALL NON-ATHLETE MEMBERS

It shall be the responsibility of the Vice President or the designated board member to provide an email by September 1 of each year, notifying every non-athlete member of their current expiration status related to background checks, athlete protection training or other required training.



## ***Standard Operating Procedure No. 2 Touchpad Set-Up and Maintenance***

### **1 PURPOSE**

The purpose of Standard Operating Procedure No. 2 is to ensure that maintenance and installation of the touchpads and plungers are consistent.

### **2 DECK PLATE MAINTENANCE**

In order, to ensure that the electrical connections between the deck plates, timing plungers, and touchpads are in working order, proper maintenance must be performed:

1. All deck plate connections should be cleaned with a copper wire brush. The copper brushes are a 22 gauge gun cleaning brush that can be purchased at any sporting good store.
2. Carefully brush out the deck plate connections on the start end, turn end, and side connections of the pool.
3. After the connections have been cleaned use a dielectric grease, only approved for use in water situations. Each connection should be filled with the dielectric grease.
4. During times of pool maintenance when chemicals are in use, take care to cover the deck plate connections to prevent other chemicals from entering the deck plates
5. On a weekly schedule perform a visual check to ensure that the deck plate connections are filled with dielectric grease
6. Prior to a swim meet, clean out of the deck plate connections should be performed and the connections should be filled with the dielectric grease

**NOTE: No other chemicals or cleaning equipment not specifically mentioned in this SOP should be used in the deck plates. Except in instances where a certified electrician or a Daktronics technician specifically recommends use of another cleaning procedure or cleaning equipment. In these instances, the Williston Sea Lion's equipment director should be notified as soon as possible.**

### 3 TOUCHPAD AND PLUNGER SET-UP AND MAINTENANCE

In order, to ensure the touchpads are rotated and working properly, a color-coded system has been implemented by the Williston Sea Lions (WSL). All touchpads and plungers are assigned a color for a specific lane. For the purposes of this SOP, touchpads and plungers are referred to as “equipment”. A description of the set-up and maintenance follows:

1. Each lane has been assigned a color.
2. Each piece of equipment has been color coded per the attached chart. The corresponding equipment for each lane should be installed per the assigned color.
3. Equipment for the turn end has been flagged with the lane color. The start end equipment includes the lane color with no flag.
4. Prior to a meet, install the equipment per the attached chart. Each equipment cart has a copy of the color-coded chart.
5. The newest equipment is reserved for lanes 3, 4, and 5.
6. As new equipment is purchased it should be rotated, so that lanes 3, 4, and 5 always have the newest equipment.
7. The person installing the equipment is responsible for making any comments on the chart as well as rotating any new equipment per the procedure.
8. Any equipment that fails to perform during the pre-meet testing or during a swim meet should be flagged immediately and placed on a cart in the equipment room.
9. An email should be sent to the WSL equipment chair notifying that person of the equipment malfunction.
10. The equipment chair shall be responsible for revising the color chart to update any changes in equipment.

Williston ARC Swim Meet Set Up

Daktronics Touchpad & Timing System

Bulkhead Touchpads & Plungers, Yellow Cabling: Cart 1 - Lanes 1-8

Near/Far End Touchpads & Plungers for Non-HS Meets: Cart 2 - Lanes 1-8

Extra Touchpads: Cart 3

Lane	Start End Color (Color Wrapped)	Deck Plate Buttons	Lane	Near/Far (Turn End) Color (Color Flagged)	Deck Plate Buttons	Comments
1	Blue	B1, B3	1	Blue	B1, B3	
2	Yellow	B1, B3	2	Yellow	B1, B3	
3	Green	B1, B2, B3	3	Green	B1, B3	
4	Red	B1, B3	4	Red	B1, B3	
5	White	B1, B2	5	White	B1, B3	
6	Gray	B1, B3	6	Gray	B1, B2	
7	Brown	B1, B2	7	Brown	B1, B2	
8	Black	B2, B3	8	Black	B1, B2	



## ***Standard Operating Procedure No. 3 Swim Meet Set-Up (Short and Long Course Events)***

### **1 PURPOSE**

The purpose of SOP No. 3 is to establish procedures for set-up of the timing equipment for a swim meet. The below procedures document the steps that should be followed to ensure the timing system is set-up properly.

### **2 TIMING CONSOLE AND LAPTOP**

Williston Sea Lions (WSL) and Highschool swim meets use a timing console and three laptops to run swim meets and a fourth laptop is required for diving competitions. The timing console and three swimming laptops are run from the Crow's Nest and are connected to each other through ethernet cables. The ethernet cable also provides an internet connection to each laptop. WiFi should be disabled on each laptop to ensure that the laptop is not continually searching for a connection. To run a USA sanctioned swim meet, you need an Administrative Official (AO) and a volunteer to run the timing and scoreboard laptops. For Highschool, you don't need an AO but need someone who can run Meet Manager.

The timing system uses touchpads in each lane of the pool, and in WSL meets, there are touchpads at each end of the pool. The timing system is automatically initiated by the starter using the Daktronics Horn Start. The touchpad is the primary timing source which records splits and the final race time. There are also two plungers in each lane at the start end of the pool that are activated at the end of the race by the two timers. Those two timers are also responsible for starting and stopping their stopwatches and recording those times on a timer sheet that is periodically collected and provided to the AO. Here's an overview of the equipment:

### 3 MEET MANAGER

WSL and the Highschool each have a laptop to run Meet Manger 7.0. This is a database program which contains all the meet entry information. From this program, the AO runs the meet by pulling times from the timing system for each heat, then reviews times for timing discrepancies (explained below), processes DQs, and scores each event. Prior to each meet, you must test your connection to the timing system and download your events so that the timing system knows what events and heats to expect. You also can enable Meet Mobile so that times automatically are pushed to the Meet Mobile app. At the end of a meet, you can also send a full download of all events to Meet Mobile. Coaches may also bring you a thumbdrive to download the entire meet file. Connects to an ethernet cable and the printer. Password for WSL computer is: Sealions

### 4 OMNI 2000 TIMING CONSOLE & HORN START

The Omni 2000 Timing Console stays in the Crow's Nest in the upper left corner of the table. Yellow cables plug into this console and then to the outlet box at the bottom of the stairs. This also connects to the Horn Start box (through the outlet box) and the ethernet cable. The Horn Start box needs to be charged several days prior to the meet. It is affixed to a pole on the Crow's Nest side of the pool for WSL meets and on the far side for HS meets. The starter's microphone starts the race clock but the microphone will not work properly if the charging cable is plugged into the Horn Start box! There are two microphones that are operational.

### 5 TIMING LAPTOP

The WSL laptop is used to run the Omni Pro Swimming Software. This pulls the timing information from the Omni Timing Console in a more user-friendly manner. If necessary, you can run a swim meet directly from the timing console, but the laptop is preferred. When you open the program, right click and run as "Administrator". A green light indicates that the software is connected to the console. You must configure the software for touchpads at the Near End (HS) or Near/Far for all WSL meets that run touchpads at both ends of the pool.

### 6 SCOREBOARD LAPTOP

The Scoreboard Laptop stays in the Crow's Nest next to the timing console. Password is: Dakpass7

The scoreboard broadcasts the names of each swimmer for the current heat. There is a template that has been created in the Daktronics Content Studio and played through Display Studio. Display Studio has a series of buttons that will change the output to the scoreboard. This can be customized for meets to show sponsors, event information, photos of swimmers, or anything else that a creative person can design! We recently updated the system for audio which plays through the speakers in the pool area.

## 7 Contact Information

The contact names and numbers for AOs, timing software, and pool set-up are below.

*WSL Administrative Officials:*

Joanna Baltes contact phone (571) 344-3913  
Susan Draper

*Timing Software/Scoreboard Operators:*

Joanna Baltes contact phone (571) 344-3913  
Heather Riely

*Pool Set Up:*

Mark Kringen  
Samantha Roberts contact phone (602) 531-2842

## 8 Long Course Set-Up

**Long Course Touchpads on Both Ends:**

Omni Configuration: Near/Far

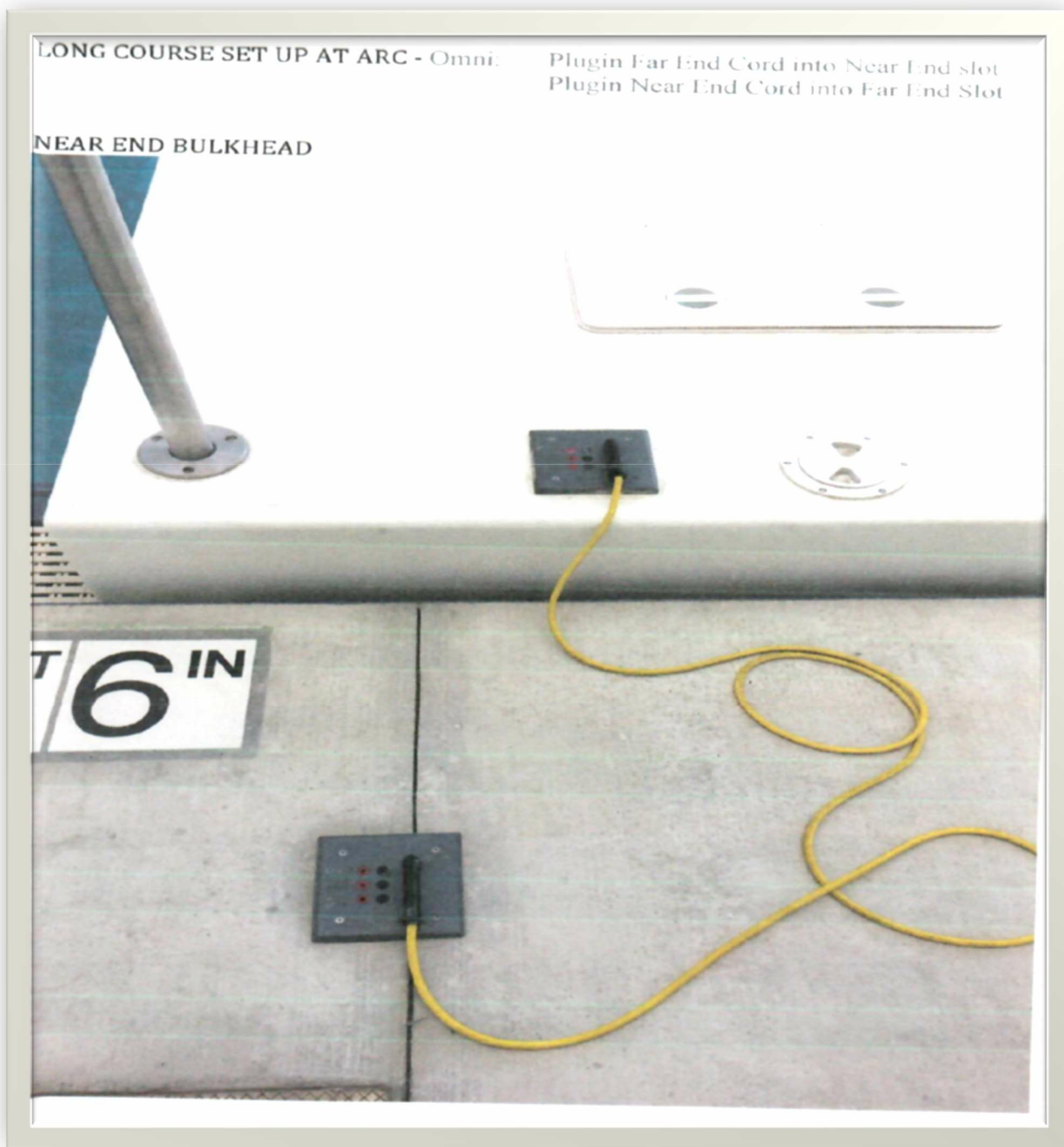
Scoreboard/Stairs Outlet Box: Both Yellow Leads into Console (Far End Cord into Near End Slot; Near End Cord into Far End Slot)

Near End Outlet Box (always stays the same)

Far End Box: Near to Far

The following pictures document the complete set-up of the Daktronics yellow cables for long course.



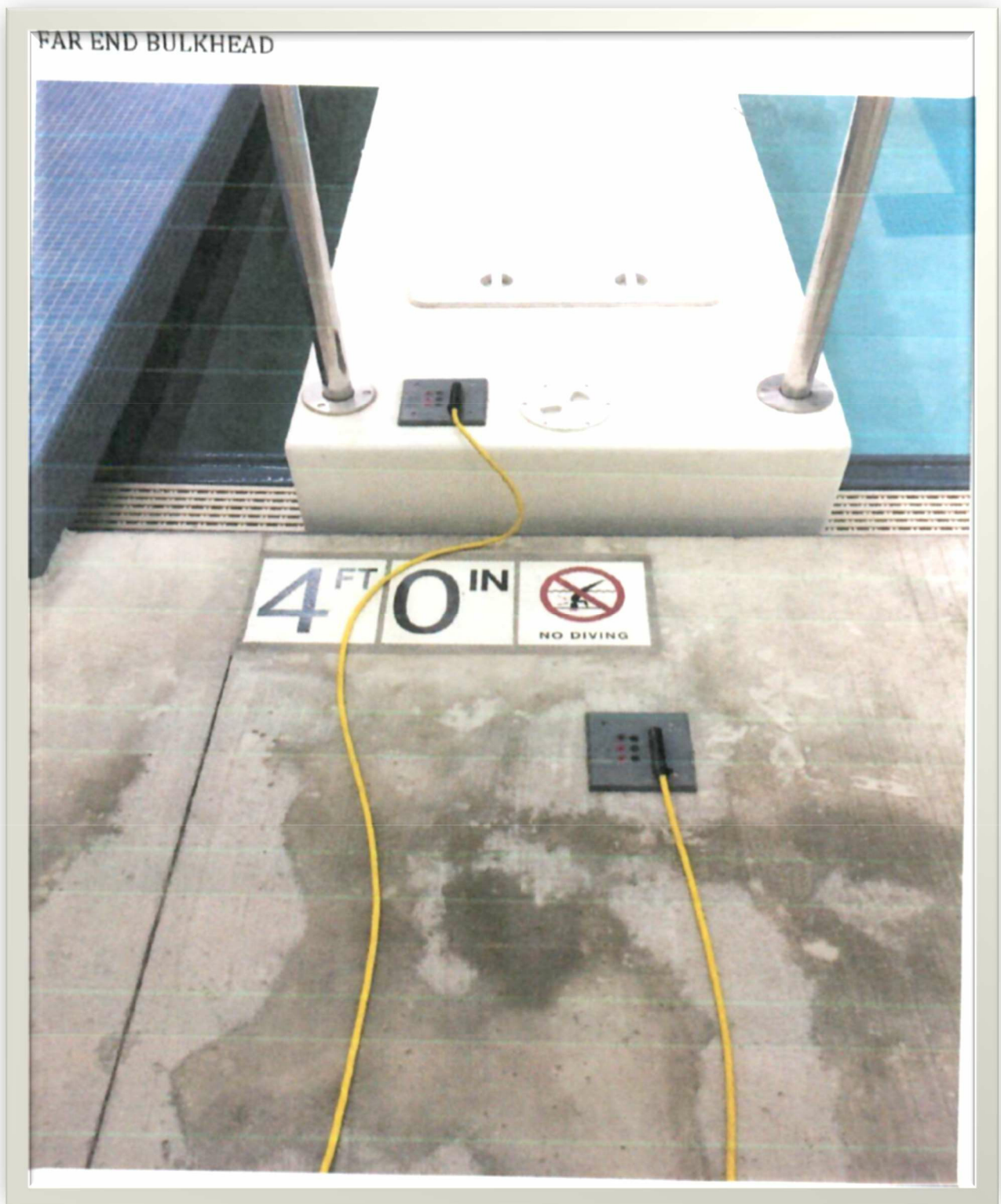












## 9 SHORT COURSE SET-UP

### **Short Course - TouchPads on Both Ends:**

Omni Configuration: Near/Far

Both Yellow Leads into Console (Bulkhead into Near; Near into Far)

Outlet Boxes (w/Pace Clock) Bulkhead to Far End

Other Box - stays the same

Yellow Cables into Deckplates from each bulkhead to Concrete Deck Plates (Lane Data)

### **Short Course TouchPads on Start End Only (HS Set Up):**

Omni Configuration: Near

Yellow Lead into Console (Bulkhead into Near)

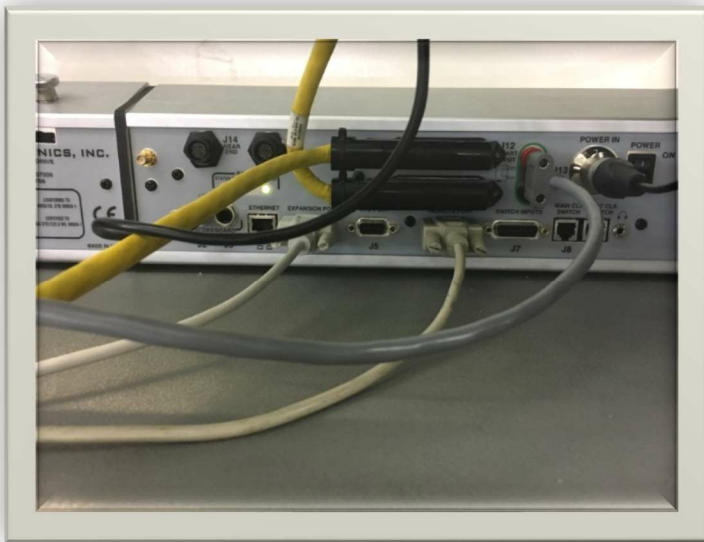
Outlet Boxes: Same

Yellow Cable into Deckplate at Near End Only (Lane Data)

The following pictures document the complete set-up of the Daktronics yellow cables for short course.

Short Course Set Up with Pads at Both Ends

Need both Yellow Leads to plug into Daktronics Console:

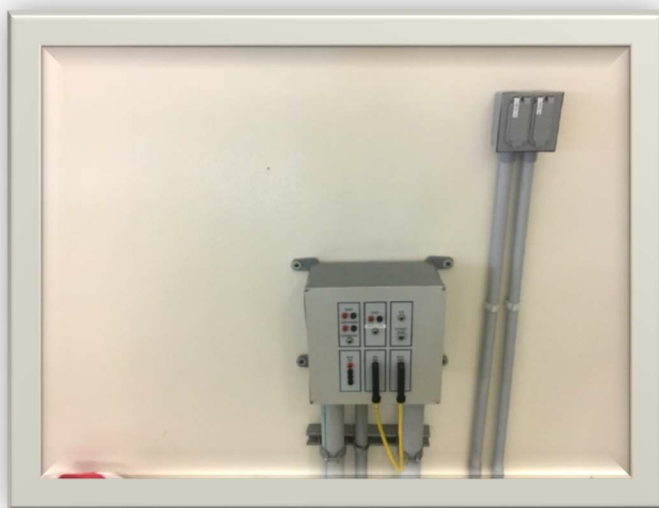


Wall Box Set Up:





Far End and Near End Boxes (not Bulkhead)







# ***Yearly Budget Development Guidance Document***

The Williston Sea Lions Swim Club has adopted guidance from USA Swimming to aid in developing a yearly budget. Each May, the Finance Committee is responsible for presenting a budget to the WSL Board. The WSL Board is responsible for reviewing, revising, and adopting a budget by June of each year.

## **1 PURPOSE**

The purpose of this document is to provide a schedule and guidance to the Finance Committee in their efforts to develop a budget. The Finance Committee is chaired by the Treasurer of the Board of Directors and any other member as specified by the Board. The responsibilities of the Finance Committee are to assist the Treasurer with developing an annual team budget.

## **2 GUIDANCE ON DEVELOPING A BUDGET**

The budget must be consistent with the WSL team vision, mission, philosophy and goals.

Vision: Compete. Succeed. Lead.  
One Stroke at A Time!

Mission: To inspire our athletes to achieve success in swimming and in life.

Philosophy: The Williston Sea Lions Swim Club is a member of the USA Swimming Organization. We are a competitive swim team which offers high quality coaching and technique instruction. The purpose of our team is to provide every member an opportunity to improve their swimming skills and achieve success at his or her level of ability, from novice to international competitor. We are constantly growing and training young swimmers to maintain a well-rounded competitive swim team. The Williston Sea Lions, a not-for-profit club, which is governed by a volunteer Board of Directors which meets on the first Tuesday of every month. All members are welcomed at each meeting and encouraged to be involved in team activities and fundraisers. Our club mission and vision supports and promotes the [USA Swimming Safe Sport](#) policies.

Goals: (Currently Being Developed by the Board)



A line item may be reimbursement to athletes who compete at the USA Swimming Sectional, US Open and National meets.

Budget according to what you want to achieve. Start with an ideal budget, and then be creative in developing the revenue and resources to make it work. The statement, "This is what we want to do. How will we get the money to accomplish this?" is very different from, "This is how much money we have. How shall we spend it?" People will sacrifice to reach their goals or common goals that they agree with.

## Fixed and Variable Expenses

Fixed Expenses - Start with any fixed expenses such as salaries and pool rental.

- Salaries- According to USA Swimming it is much easier to budget when coaches are on salary versus an hourly basis.
- Fixed coaching expenses should also include:
  - A. Insurance
  - B. Retirement/benefits
  - C. Coach certification
  - D. Continuing education
- Pool Rental-the club should have a long-term contract with a facility so there are no surprises every year.

### Variable Expenses

Coach travel, athlete travel and equipment replacement.

Reimbursement to coaching staff to attend all meets that are officially attended by WSL. This includes full reimbursement for the coach who attends Nationals or US Open even if only one athlete is attending. Some clubs even send coaches to Nationals for coach enrichment even if the club does not have any athletes attending. The WSL Board of Directors will provide further direction on if the club will provide funding for a National or US Open meet.

Consultation with the Head Coach should occur during budget development. The Head Coach is an integral part of the day-to-day operations and will be able to assist the Finance Committee with developing budgetary line items for variable expenses.

Fee competitiveness with other clubs. Evaluate fees compared with anticipated enrollment.

Compare the fees with other sports or after-school activities. Consider a per hour price comparison with other sports and youth activities.

Special programs such as the Swim America Learn-to-Swim program can build the club with both revenue and with swimmers. In most of the world, learn to swim is the background for both the financial stability of the team and the breeding ground for future competitive swimmers. The United States is one of the few countries in the world where swim club budgets are built almost solely from competitive swimmer fees.



The first part of a budget should include fixed expenditures. Without these items, your team could not exist or function. Fundraising should not cover these items unless the fundraising is such a definite that no one would question its success. Teams should not be fundraising to pay the coach or rent the pool.

Swim club fees should cover the basic expenses you are planning.

A "program enrichment" budget should also be submitted for both short-term and long-term goals of the program.

Nonprofit governance literature suggests that a swim team should have a minimum of 50% of their yearly fixed operating budget in "reserves". Therefore, it is okay for a team to plan to "make a profit" at the end of year to build up reserves.

Consider evaluating two different budgets:

1. The first budget includes items for program enrichment.
2. The second is an actual budget worksheet that was presented to a board of directors a number of years ago for approval. Every page of this budget includes:
  - actual budget expenditures for two years prior
  - budget for the current year
  - actual expenditures for the current year
  - proposed budget for the following year

The first section of the budget is a summary report of major categories in the budget. The second section of the budget is the detail report that lists all expenditures under each category. While not every club may wish or need to have a budget this detailed it might give you an idea of things to consider when preparing a budget. There are explanations throughout the budget of items included in the budget.

A Sample USA Swimming Budget is Attached as an example.





# SAMPLE BUDGETS

## MAN-EATING PIRANHA'S SWIM CLUB

### Expenses for "Hard Money" Budget

#### Coaching Needs:

Head Coach Salary	\$ 40,000
Age Group Coach Salary	28,000
Part-Time Hourly Assistants	15,000
Payroll Taxes & Salary Expense	7,000
Coaches' Travel Expenses	8,000
Prof. Development/Education	4,000
Insurance & Misc.	6,500
Total Salary Exp:	\$108,500

#### Pool Rental:

Pool # 1 in Winter	8,500
Pool #1 in Summer	3,500
Pool #2 in Winter	5,200
Pool #2 in Summer	2,600
Total Pool Rental:	\$ 19,800

#### General & Admin. Expense:

Telephone/Email/Website	3,500
Office Supplies & Printing	3,600
Postage	1,200
Accounting & Legal	2,000
USA-S Registration	8,500
Dues/Subscriptions & Misc	800
Social Events & Awards Day	1,800
Publicity/Marketing	2,300
Equipment	3,000
Total G & A Exp:	\$ 26,700

**Total "Hard Money" Expenses:** \$ 155,000

### Revenues for "Hard Money" Budget

#### Fees:

Team Registration Fee	\$ 13,200
165 swimmers x \$80	
National Team: 15 swimmers	
\$120/month x 11 months	19,800
Senior Team: 35 swimmers	
\$90/month x 11 months	34,650
Age Group I: 50 swimmers	
\$55/month x 11 months	30,250
Age Group II: 50 swimmers	
\$40/month x 11 months	22,000

Total Fees: \$ 119,900

#### Swim America Learn-to-Swim Program:

Revenue: 500 swimmers x \$50	25,000
Salary Expense	(10,500)
Gen & Admin Expense	(1,500)
Swim America Net:	\$ 13,500

#### Swim Meets:

February Meet Revenue	14,000
February Meet Expense	(7,900)
June Meet Revenue	12,500
June Meet Expense	(6,700)
Swim Meet Net:	\$ 11,900

Total prior to Fundraising: \$ 145,300

#### Fund Raising:

Swim-A-Thon Net	12,500
Flyer Distribution Net	6,500
Total Fundraising:	\$ 19,000

**Total "Hard Money" Revenue:** \$ 164,300

**Net Year Revenue (Expense):** \$ 9,300

### ASSUMPTIONS USED TO CREATE "HARD MONEY" BUDGET

1. Parent-owned team with 150 swimmers with two full time coaches. Project registration revenue and expense from 165 swimmers to maintain 150 level.
2. Typical full-service team offering programs from learn-to-swim to national level.
3. The team rents two pool facilities to conduct all programs.
4. Goals for the year: Add 40 new swimmers; add a new workout location and part-time coach; start an adult fitness group; purchase video system, send 9 swimmers to U.S. Open and 4 swimmers to Nationals.



## "HARD MONEY" vs. "PROGRAM ENRICHMENT" BUDGET

The "Hard Money" portion of the budget represents revenues that you are confident you will receive and expenses that you will incur in the basic operation of the existing program. The "Program Enrichment" budget (outlined below) is where you really get to dream and to plan. It is where you make progress in building your program. This portion of the budget represents a real attempt to fulfill your vision. However, in this portion of the budget, you only incur expenses as corresponding revenue is realized.

### Expenses for "Program Enrichment"

#### **Coaching Needs:**

Additional Asst. Coach for Pool #3 \$10/hour x 400 hours \$ 4,000

#### **Pool Rental:**

10 hours/week at Pool #3 @\$21/hour= \$210/week x 30 weeks for the winter plus  
10 weeks in the summer 8,400

**National Team Travel:** Airfare for 4 swimmers to Nationals @ \$400/swimmer 1,600

Airfare for 9 swimmers to Juniors @ \$400/swimmer 3,600

#### **Video Camera & System:**

Used for Stroke Analysis 5,000

**Total Program Enrichment Expense:** \$ 22,600

### Revenues for "Program Enrichment"

#### **Fees at Pool #3:**

a. Short-term: Start adult fitness program to in 2 lanes of poolwhile team uses the other 4 lanes.  
Project 15 Fitness Memberships at \$30/mo x 10 months \$ 4,500

b. Long-term: Age Group III 40 swimmers @ \$25/mo for 10 months 10,000

#### **Sponsorships & Advertising:**

a. Sell sponsorships for Natl Team Warm-ups and travel 1,600

b. Sell advertising for swim meet Heats sheets 2,500

#### **Stroke Analysis:**

a. Secure bank loan for video system  
b. Offer video analysis on Sat AM for \$15/half hour 4,000

**Total Program Enrichment Revenue:** \$ 22,600

Above adapted from information provided by the American Swimming Coaches Association. Used with permission.

The following six pages is an actual budget worksheet that was presented to a board of directors a number of years ago for approval.

Every page of the budget includes:

- actual budget expenditures for two years prior
- budget for the current year
- actual expenditures for the current year
- proposed budget for the following year

The first section of the budget is a summary report of major categories in the budget. The second section of the budget is the detail report that lists all expenditures under each category. While not every club may wish or need to have a budget this detailed it might give you an idea of things to consider when preparing a budget. There are explanations throughout the budget of items included in the budget.



**Summary Page**

(Actual Budget Detail follows)

Account Name	Actual -2 Years	Actual Last Year	Budget This Year	Actual This Year	Budget Next Year
<b>Income:</b>					
Monthly Dues	73,070	82,546	108,700	118,994	119,000
Team Registration	29,139	26,044	27,000	31,595	30,000
Team registration was a \$150 fee that was charged and collected up front at registration. It gave the club operating cash at the beginning of the year					
Advertising & Sponsors	11,731	5,370	8,000	6,666	8,000
Fund Raising	7,574	15,444	9,000	17,736	13,000
Grocery Certificates/Scrip	3,060	7,635	9,600	12,414	10,000
Grocery stores sold gifts certificates to the club at a reduced price (approximately 5% below face value). Similar to a "Scrip" program					
Interest Income	1,894	1,607	1,080	1,456	1,500
Bank Loan		35,000			
Bank Loan was to purchase bubble for additional pool					
Other Income	(49)	1,500		342	300
Regular Income Totals	126,419	175,146	163,380	189,203	181,800
Nov. Meet Totals	10,133	12,971	11,000	8,551	9,500
Jan. Meet Totals	15,445	21,655	20,000	17,341	15,850
SC State Meet Totals	20,435	10,948	9,800	13,614	12,190
LC Meet Totals	16,613	8,215	7,500	6,250	6,700
Meet Inc/Exp Misc	15	(40)	(50)	561	(100)
Swim Meet Totals	62,641	53,749	48,250	46,317	44,140
In/Out Item Totals	(700)	308	(1,000)	59	(500)
In/Out refers to money that comes in then goes right back out again (i.e. entry fees, USA Swimming membership, etc)					
Summer Lessons Totals	11,160	11,325	10,850	11,747	10,900
Winter Program Totals	10,063	4,328	6,900	5,537	7,500
<b>TOTAL INCOME</b>	<b>209,583</b>	<b>244,856</b>	<b>228,380</b>	<b>252,863</b>	<b>242,840</b>
<b>Expense:</b>					
Salaries, Taxes, FICA	117,195	113,267	125,227	124,374	128,585
Insurance	8,159	10,013	10,863	11,917	11,610
Office & Office Supplies	10,656	9,881	10,947	13,633	15,000
Pool Equipment	1,887	912	1,000	2,022	1,000
Purchases	14,718	55,600		8,606	
Purchases above were for: copier bubble computers					
Coaches Expenses	15,435	9,644	16,738	13,983	14,450
Awards	6,881	7,516	7,250	6,989	8,400
High School Scholarship		1,500	2,000	2,096	2,000
Pool Rental & Operation	17,102	49,637	46,797	43,647	51,215
Pool rental/operation increased significantly last year because club started operation of an additional pool with a bubble over it					
Advertising-Expense	114	75	300	159	500
National Team Travel	4,542	3,827	4,200	4,650	4,500
Miscellaneous Expenses	1,851	1,134	2,168	2,395	3,000
Bad Debt Expense	512	2,389	1,500	-	2,000
Social	850	293	500	986	1,000
<b>TOTAL EXPENSES</b>	<b>199,902</b>	<b>265,688</b>	<b>229,490</b>	<b>235,458</b>	<b>243,260</b>
<b>NET</b>	<b>9,681</b>	<b>(20,832)</b>	<b>(1,110)</b>	<b>17,406</b>	<b>580</b>



# Budget Detail

Acct #		Actual -2 Years	Actual Last Year	Budget This Year	Actual This Year	Budget Next Year
<b>Income:</b>						
4000	Monthly Dues	73,070	82,546	108,700	118,994	119,000
4100	Team Registration	29,139	26,044	27,000	31,595	30,000
4200	Advertising & Sponsors	11,731	5,370	8,000	6,666	8,000
4300	Fund Raising	7,574	15,444	9,000	17,736	13,000
4310	Grocery Certificates/Scrip	3,060	7,635	9,600	12,414	10,000
4400	Interest Income	1,894	1,607	1,080	1,456	1,500
	Bank Loan for bubble purchase		35,000			
4450	Other Income	(49)	1,500		342	300
	Regular Income Totals	126,419	175,146	163,380	189,203	181,800
IN/OUT Items (In/Out refers to money that comes in then goes right back out again)						
4800	USA-S Registration-Income	4,986	4,609		5,283	
4801	USA-S Registration-Expense	(4,949)	(4,649)		(5,299)	
4810	Team Apparel-Income	3,753	2,430		4,981	
4811	Team Apparel-Expense	(3,804)	(2,088)		(5,796)	
4820	Meet entry-Income	57,125	54,888		62,569	
4821	Meet entry-Expense	(57,811)	(54,882)	(1,000)	(61,679)	(500)
	Total of IN/OUT Item	(700)	308	(1,000)	59	(500)
Summer Lessons						
4840	Summer Lessons-Income	17,937	19,300	18,950	21,155	19,000
4850	Summer Lessons-Salaries	(5,815)	(5,864)	(6,000)	(6,644)	(6,000)
4860	Summer Lessons-Misc. Expens	(962)	(2,111)	(2,100)	(2,764)	(2,100)
	Summer Lessons Totals	11,160	11,325	10,850	11,747	10,900
Winter Lessons						
4865	Winter Lessons-Income	12,233	10,622	19,500	12,170	13,000
4866	Winter Lessons-Salaries	(2,965)	(6,496)	(12,600)	(8,330)	(8,000)
4867	Winter Lessons-Misc Expense	(221)				
4870	Water Aerobics-Income	2,716	2,795		547	500
4871	Water Aerobics-Expense	(1,700)	(2,543)			
4872	Diving		(50)		1,150	2,000
	Winter Program Totals	10,063	4,328	6,900	5,537	7,500
	Swim Meet Totals (see next section for swim meet detail)	62,641	53,749	48,250	46,317	44,140
	<b>Total Income</b>	<b>209,583</b>	<b>244,856</b>	<b>228,380</b>	<b>252,863</b>	<b>243,840</b>

## SWIM MEET DETAIL

All swim meets were held at a 50m facility that could run two courses at the same time for Short Course meets

November Meet-two competition pools running at the same time

4601	Entries	13,284	15,933	16,000	13,814	14,000
4602	Heat Sheets	1,301	1,879	1,900	3,333	1,500
4603	Ticket Sales	1,797	1,826	1,800	(350)	1,500
4604	T Shirts	171	-			
4605	Vendor Sales	446	414	400	457	400
4606	Misc.	100	-		-	
4607	Meet fines		-			400
	Nov Mt Income Totals	17,099	20,052	20,100	17,254	17,800
4611	Pool Rental	(3,389)	(4,154)	(6,100)	(4,110)	(4,500)
4612	Awards	(361)	(196)	(200)	(205)	(200)
4613	Hospitality	(891)	(530)	(600)	(1,631)	(1,000)



4614	LSC sanction fees	(1,020)	(1,195)	(1,200)	(1,055)	(1,100)
4615	T Shirts					
4616	Printing	(849)	(688)	(700)	(997)	(1,000)
4617	Postage	(23)	(21)	(100)	(6)	(200)
4618	Misc	(433)	(297)	(200)	(699)	(300)
	Nov Mt Expense Totals	(6,966)	(7,081)	(9,100)	(8,703)	(8,300)
	November Meet Totals	10,133	12,971	11,000	8,551	9,500
	January Meet					
4621	Entries	17,717	22,786	20,075	20,707	20,000
4622	Heat Sheets	1,495	3,145	3,150	2,705	2,700
4623	Ticket Sales	2,940	3,886	3,925	2,974	3,000
4624	T Shirts	3,241	5,107	5,000	2,564	2,500
4625	Vendor Sales	506	644	500	580	500
4626	Misc.	748	1,303	1,300	260	
4627	Meet fines				600	800
	January Meet Income	26,647	36,871	33,950	30,390	29,500
4631	Pool Rental	(6,162)	(7,142)	(7,100)	(7,306)	(7,300)
4632	Awards	(1,335)	(1,436)	(1,400)	(1,409)	(1,200)
4633	Hospitality	(703)	(1,980)	(1,000)	(1,065)	(1,400)
4634	LSC sanction fees	(1,446)	(1,744)	(1,700)	(1,548)	(1,600)
4636	Printing	(1,257)	(1,919)	(2,000)	(1,278)	(1,600)
4637	Postage	(78)	(152)	(150)	(19)	(150)
4,638	Misc	(221)	(843)	(600)	(424)	(400)
	January Meet Expenses	(11,202)	(15,216)	(13,950)	(13,049)	(13,650)
	January Meet Totals	15,445	21,655	20,000	17,341	15,850
	Short Course-Senior/AG State					
4642	Entries	21,581	7,156	18,000	18,383	18,400
4643	Heat Sheets	4,056	3,684	2,000	2,704	2,700
4644	Ticket Sales	8,157	-	3,500	5,000	5,000
4645	T Shirts	4,608	6,567	4,500	5,624	4,700
4646	Vendor Sales	1,054	1,082	600	773	600
4647	Misc.	706	315		15	
4648	Meet fines				950	300
	Senior/AG Meet Income	40,162	18,804	28,600	33,449	31,700
4651	Pool Rental	(5,041)	(3,940)	(7,100)	(6,383)	(6,400)
4652	Awards	(2,738)	(275)	(1,300)	(1,360)	(1,360)
4653	Hospitality	(2,082)	(91)	(1,200)	(1,421)	(1,500)
4655	LSC sanction fees	(3,826)	(1,622)	(6,600)	(6,975)	(7,000)
4656	T Shirts	(1,663)				
4657	Printing	(3,460)	(774)	(2,000)	(3,081)	(2,500)
4658	Postage	(429)	(154)	(200)	(267)	(250)
4659	Misc	(488)	(1,000)	(400)	(348)	(500)
	Senior/AG Meet Expenses	(19,727)	(7,856)	(18,800)	(19,835)	(19,510)
	Senior/AG Meet Totals	20,435	10,948	9,800	13,614	12,190
	Long Course-AG State or Zones					
4661	Entries	13,185	15,316	15,000	6,250	15,000
4662	Heat Sheets	4,852	2,018	2,000		2,000
4663	Vendor Sales	1,903		400		500
4664	T-Shirt Sales	6,149	3,671	3,800		3,500
4665	Ticket Sales	3,117	3,314	3,000		2,500
4666	Zone Dinner	8,355				
4667	Zone USS Seed	3,000				



4668	Meet fines					800
4669	Misc	2,067				
	Long Course Meet Income	42,628	24,319	24,200	6,250	24,300
4671	Pool rental	(5,864)	(6,611)	(7,000)		(7,100)
4672	Awards	(2,165)	(1,359)	(1,300)		(1,300)
4673	Hospitality	(841)	(1,015)	(1,000)		(1,400)
4674	LSC sanction fees	(989)	(5,851)	(5,800)		(5,800)
4675	Printing	(4,793)	(992)	(1,000)		(1,300)
4676	Postage	(677)	(276)	(300)		(300)
4677	T-Shirts					
4678	Zone Dinner	(5,287)				
4679	Misc	(5,399)		(300)		(400)
	Long Course Meet Expenses	(26,015)	(16,104)	(16,700)	-	(17,600)
	Long Course Meet Totals	16,613	8,215	7,500	6,250	6,700
4700	Meet income Misc.	75			662	
4710	Meet Expense Misc.				(61)	(50)
4720	Meet Expense-TT Sanction fees	(60)	(40)	(50)	(40)	(50)
	Meet Inc/Exp Misc	15	(40)	(50)	561	(100)
	Swim Meet Totals	62,641	53,749	48,250	46,317	44,140

#### Budget Detail (continued)

Acct #		Actual -2 Years	Actual Last Year	Budget This Year	Actual This Year	Budget Next Year
	<b>Expense:</b>					
		2 Full-tm 3 Pt-tm	2 FT 3 PT	3 FT 2 PT	3 FT 2 PT	3 FT 2 PT
	SALARIES, TAXES & FICA					
5000	Total Coaches Salaries	92,003	99,152	110,926	110,018	114,585
5011	IRA for 2 coaches	4,000	4,000	4,000	4,000	4,000
5020	Bonus	3,050	750			
	Total Salaries	99,053	103,902	114,926	114,018	118,585
5050	Taxes-Last year	10,634	480		150	
5080	Social Security/Medicare	7,508	8,885	10,301	10,207	10,000
	Total of Salaries, Taxes, FICA	117,195	113,267	125,227	124,375	128,585
	INSURANCE					
5110	Insurance-Medical	5,306	5,130	5,203	4,956	4,500
5120	Insurance-Disability	1,406	1,666	1,700	1,729	1,700
5140	Insurance-Life	347	347	360	347	510
5150	Insurance-Workmen's Comp	1,885	2,100	2,381	2,400	
5160	Insurance-Business	1,100	985	1,500	2,504	2,500
	Total Insurance	8,159	10,013	10,863	11,917	11,610
	OFFICE & OFFICE SUPPLIES					
5301	Office Rent	2,940	2,940	3,490	3,220	4,200
5305	Phone	1,006	848	898	971	900
5310	Cell Phone	665	984	973	808	900
5315	Voice Messaging	387				
5320	Copier	1,929	2,056	2,293	3,744	4,500
5325	Copy Paper	450	508	427	842	600
5330	Stationary	49		200	89	200
5335	Brochure				22	50
5340	Checks/Bank Supplies	556	206	150	199	300
5343	Laser printer toner	289	159	395	432	600
5345	Office Supplies/Misc	572	475	600	1,016	800
5350	Postage	1,130	1,004	800	1,013	1,000
5355	Overnight Shipping	227	283	221	352	250



5360	Computer Software Updates	456	418	500	925	700
	Total of Office/Off. Supplies	10,656	9,881	10,947	13,633	15,000
5405	Pool Equipment	1,887	912	1,000	2,022	1,000
5410	Purchases	14,718	55,600		8,606	
	Purchased amounts above for:	Copier	Bubble		Computrs	
AWARDS						
5605	Awards-short course shirts	846	928	950	1,253	1,300
5610	Awards-long course shirts	845	1,543	1,400	1,283	1,300
5620	Awards-Team parties		76		28	100
5630	Awards-Wall of Fame	351	-	400	190	100
5640	Awards-SC Banquet	1,335	1,695	1,700	1,798	2,500
5650	Awards-LC Banquet	998	724	700	468	800
5655	Awards-State/National Tm	1,829	1,970	1,500	1,969	1,800
5660	Awards-Misc	677	580	600		500
	Total of Awards	6,881	7,516	7,250	6,989	8,400
COACHES & ADMINSTRATIVE EXPENSE						
<i>includes all coaching expenses with every meet that was attended</i>						
5502	Coaches exp-Meet 1	43	117	100	98	100
5504	Coaches exp-Meet 2	27				
5506	Coaches exp-Club November				28	30
5508	Coaches exp-Meet 4	112	285	300	149	150
5510	Coaches exp-Winter Juniors					
5512	Coaches exp-Meet 6	632	860	900	421	500
5514	Coaches exp-Meet 7	48	73	80	56	80
5515	Coaches exp-Christmas Train				1,252	
5516	Coaches exp-Club January					30
5518	Coaches exp-Meet 9	159	125	125	190	200
5522	Coaches exp-Meet 10	256				
5525	Coaches exp-Distance Meet		54	65	52	60
5526	Coaches exp-Meet 12		41		26	30
5530	Coaches exp-Meet 13			300	317	
5532	Coaches exp-Meet 14	394	183	500	500	300
5534	Coaches exp-AG State	177	300			
5536	Coaches exp-NCSA	1,963	1,310	2,000	2,043	2,000
5538	Coaches exp-Meet 17	964	1,395	1,300		
5540	Coaches exp-LC Opener				259	
5542	Coaches exp-Meet 19				100	
5543	Coaches exp-Meet 20	330				150
5544	Coaches exp-Meet 21				273	
5546	Coaches exp-Meet 22	713			493	500
5548	Coaches exp-Meet 23	239	139	150	22	
5552	Coaches exp-Summer Splash		201	200	28	
5554	Coaches exp-Travel Meet	859	160	800	265	800
5558	Coaches exp-Last Chance	389	340	375	524	375
5560	Coaches exp-LSC Senior State		499	500	379	400
5564	Coaches exp-LSC AG Champs	526			425	
5566	Coaches exp-Extra AG meet				319	
5568	Coaches exp-Juniors LC	2,102	2,188	2,000	1,425	2,000
5570	Coaches exp-Nationals LC	1,027		1,400	1,102	1,400
5580	Coaches exp-USA-S Mmbrshp	248	147	147	147	150
5581	Coaches exp-Swimming Wrld	69	-	60	28	60
5582	Coaches exp-ASCA Mmbrshp	135	45	225	155	135
5584	Coaches exp-ASCA Clinic	2,946	218	1,075	1,291	2,000
5586	Coaches exp-USA-S Conv		241	943	378	1,000
5588	Coaches exp-Misc. Clinic	220		125	550	500



5590	Coaches exp-Miscellaneous	49	74	68	476	200
5592	Coaches Motivational Exp	985	949	3,000	535	1,000
	Total of Coaches Expenses	15,435	9,644	16,738	14,483	14,450
	<i>Acct #5592-Coaches Motivational Expense" is a line item for misc. expenses coaches could use at their discretion for motivation purposes. I.E. T-shirts, food rewards programs, etc</i>					
5665	High School Scholarship		1,500	2,000	2,096	2,000
	<i>Two \$1,000 scholarships given in club name to HS for scholarships. HS administered.</i>					
5690	Advertising-Expense	114	75	300	159	500
	POOL RENTAL ( <i>Bubblegate is the name of the facility that had a bubble on it</i> )					
5710	Pool Rental-Natatorium					600
5720	Pool Rental-Stonegate Totals	16,702	49,437	46,597	43,447	50,615
5721	Bubblegate-Lease	16,475	7,500	8,200	8,600	8,200
5722	Bubblegate-Gas		14,264	14,300	10,764	14,000
5723	Bubblegate-Electric		2,680	2,925	2,917	3,400
5724	Bubblegate-Chemicals		2,615	2,000	2,266	2,000
5725	Bubblegate-Water		1,206	1,200	965	1,800
5726	Bubblegate-Misc/Equip Repair		2,466	1,572	2,603	2,400
5727	Bubblegate-Setup	227	11,871	3,360	2,696	4,000
5728	Bubble Payments		5,073	9,933	8,109	10,140
5729	Bank Loan Interest		1,762	207	2,135	-
5730	Bubblegate-Repair&Maint.			2,000	1,556	4,000
5731	Bubblegate-Phone			900	836	675
5740	LC Pool Rental at Christmas	400	200	200	200	
	Pool Rental & Operation	17,102	49,637	46,797	43,647	51,215
5790	National Team Travel	4,542	3,827	4,200	4,650	4,500
	<i>Club reimbursed National Team athletes for travel. Club &amp; LSC reimbursement covered most travel expenses for athletes</i>					
5800	Miscellaneous expense	1,851	1,134	2,168	2,395	3,000
5890	Bad Debt Expense	512	2,389	1,500	1,800	2,000
5900	Social activities	850	293	500	986	1,000
	<b>Total Expenses</b>	<b>199,902</b>	<b>265,688</b>	<b>229,490</b>	<b>237,758</b>	<b>243,260</b>
	<b>NET</b>	<b>9,681</b>	<b>(20,832)</b>	<b>(1,110)</b>	<b>15,105</b>	<b>580</b>

WILLISTON SEA LIONS  
SOP No. 6  
FOR HOME MEETS

SOP For Home Meets	Position Responsible	Timeframe
<b>TASK - MEET ENTRIES</b>		
Request Sanction Number from LSC - use online form on LSC	AO	
Send Check to LSC for Sanction	AO/Treasurer	12 Weeks Before
Add New Event in Team Unify when LSC has approved meet date	AO	12 Weeks Before
Create new event list for meet	AO	As Soon as Meet Listed
Send Coaches for review	AO/Coaches	8 Weeks Out
Send Event list or number of events to Awards Chair	AO/ Awards Chair	8 Weeks Out
Create new database in Meet Manager (use template for SC or LC	AO	8 Weeks Out
Set Up new database: Add Events, Create Sessions; 20 Interval and 15 for Backstroke; Set Entry fees 21.50 Athlete Surcharge to LSC and 21.50 facility surcharge; 1.50 for individual events and 3.00 for team	AO	6-8 Weeks Out
Export Events (you will get a zipfile)	AO	6-8 Weeks Out
Upload into Team Unify to check to make sure parameters are correct (max indiv and relay entries etc and relay ages	AO	6-8 Weeks Out
Create Meet Info and Order of Events Documents see template	AO	6-8 Weeks Out
Send Meet Info and Events zip file to LSC for approval	AO	6-8 Weeks Out
Edit the Home Meet event in Team Unify to add Meet Info	AO	6-8 Weeks Out
Set deadline for our swimmers for 9 days before the meet	AO	6-8 Weeks Out
Send out Events File, Order of Events and Meet Info to all teams	AO	6-8 Weeks Out
<b>MEET COORDINATION</b>		
Coordinate number of volunteers for Home Meet (select or request nominations for National Anthem Singer and Announcer)	AO/Volunteer Coordinator/Board	2 weeks out
Coordinate Meet Set Up with Volunteer Chair	AO/Volunteer Coordinator	1-2 Weeks out
Check for adequate supply of thermal paper fro Omni timing	AO	1-2 Weeks out
Charge All Laptos (Omin, MM, scoreboard)	AO	1-2 Weeks out

WILLISTON SEA LIONS  
SOP No. 6  
FOR HOME MEETS

SOP For Home Meets	Position Responsible	Timeframe
Charge Starter Box in Equipment Room	AO	1-2 Weeks out
<b>GENERATING &amp; RECEIVING ENTRY FILES</b>		
Receive entry files from other teams and save on Meet Manager	AO	Sunday Before
Upload and keep track of exceptions or errors on upload	AO	Sunday/Monday
Create spreadsheet of number of athletes per team, number of entriels and relays - all this info will be generate when you upload the entry file into Meet Manager - you will need this to verify with the other teams that their information has been uploaded	AO	Sunday/Monday
Generate Entry files from TU for Sea Lions entries (or have Coaches upload WSL entries)	AO	Monday Before
Uplaod WSL Entries	AO	Monday Before
Create Psch Sheets and send out to all ateams so that they can send Psych Sheets to WSL Coaches to review for errors as well	AO/Coaches	Monday/Tuesday
Spot check Psych Sheets for incorrect/glarine time issues	AO	Monday/Tuesday
Check relay ages (make sure age is for the oldest swimmer in relay) Numbers will come up consolidated for some relays -swimmers	AO	Monday/Tuesday
<b>SEEDING, RECON &amp; MEET PROGRAM</b>		
Seed the Meet	AO	No Later Than Wednesday
Create the meeet program - request Board to provide any info for inclusion in the program; confirm with Printers	AO/Board	Week of Meet
Generate Meet Manager Reports: heat sheets, team report, session	AO	After Seeding
Send Session report to LSC	AO	As soon as Seeding
Export Recon Report from Meet Manager and Send to JoDell from LSC	AO	Wed before Meet

WILLISTON SEA LIONS  
SOP No. 6  
FOR HOME MEETS

SOP For Home Meets	Position Responsible	Timeframe
Send session report to Head Referee for Meet to review for timeline and possible combination of events	AO/Head Referee	Wed before Meet
Send session report to Board with number of heats for purchase	AO/Board	Wed before Meet
Send Meet Program to Printer (should include meet program in PDF form; session report and team report (on 1 page); heat sheets. Print meet program in color, the rest in B/W, double sided	AO	No Later Than Thursday
Publish heat sheets or psych sheets on Meet Mobile	AO	Friday
<b>SETTING UP FOR MEET</b>		
Set up Crows Nest (laptops, chargers, paper, labels, staplers, check printer connection, WiFi connection - publish to Meet	AO/Timing Volunteer	Friday Afternoon/Evening
Petty cash	Volunteer Coordinator/Treasurer	Friday
Concessions	Volunteer Coordinator	Friday
Programs	AO	Friday
<b>TOUCHPAD SET UP</b>		
Touchpad Set up - two plungers for each lane; touchpads on near and far bulkheads. See SOP No. 2	Volunteer	Friday
Clerk of Course Set Up - Numbers for chairs and bleachers	Volunteer	Friday
Microphone for Announcer - ensure it is charged	Volunteer	Friday
Timer Clipboards; Stopwatches, pencils, pens, etc	Volunteer	Friday
Hospitality Room Set up with Tables & Chairs	Volunteer	Friday
Table for Apparel & Program Sales	Volunteer	Friday
Awards Table	Volunteer	Friday
Announcer's Table (near large scoreboard & Crow's nest	Volunteer	Friday
Banners Around Pool Area	Volunteer	Friday
Team Signs for Seating	Volunteer	Friday

WILLISTON SEA LIONS  
SOP No. 6  
FOR HOME MEETS

SOP For Home Meets	Position Responsible	Timeframe
Signs for Pool Warm Up	Volunteer	Friday
<b>DURING MEET WARM UP</b>		
Turn on all laptops/wake mode	AO	During Warm Up
Run through Omni Console	AO	During Warm Up
Test Touchpads & Timing System	AO	During Warm Up
Process scratches & relay changes	AO	During Warm Up
Print Timer Sheets (do one event per pages so you can collect as needed) Keep a copy in Crow's Nest so you know the breakdown	AO	During Warm Up
Print new Program for Officials and Referee (denoting all	AO	During Warm Up
Download Event List from Meet Manager to Omni Laptop	AO	During Warm Up
Run check with Starter - make sure you reset without storing	AO	During Warm Up
Ensure that button for lane times is working - if not turn off, shutdown	AO	During Warm Up
Run Scoreboard during warm up (with sponsor recognitions	AO	During Warm Up
Timers Meeting: Ensure understanding of timing importance and accuracy - press plungers hard; record both watch times to 100 seconds so 1:37.43 or :37.43; ask them to note Soft Touch, Veriy	AO	During Warm Up
<b>RUNNING THE MEET</b>		
Meet Manager - get times	AO	Meet
Omni Timing Person - Watch race until final swimmer has touched	AO/Timing	Meet
Process DQs - ask Referee if all DQs have been turned in	AO	Meet
Print time adjustments and save	AO	Meet
Process timer sheets as necessary, to verify Button and Backup times - use runner for specific lane issues	AO/Runner/Timing Volunteer	Meet



WILLISTON SEA LIONS  
SOP No. 6  
FOR HOME MEETS

SOP For Home Meets	Position Responsible	Timeframe
Score individual events and hold on relays if issues; use 200 events to clear backlog of timing adjustments - Check number of swimmers in an event to verify that results numbers are correct	AO	Meet
Print two copies of Results and provide to Runner - one goes to Awards Table and one is Posted Under Small Scoreboard	AO/Runner/Award Chair	Meet
Periodically check on Meet Mobile Publishing	AO	Meet
<b>END OF MEET</b>		
Save all DQ slips; Timer sheets, Timing Adjustments & Omni	AO	Meet
Verify all Scoring & Results with number of swimmers in each event	AO	Meet
Publish all Session Results on Meet Mobile	AO	Meet
Backup Database & do second backup for teams (they want splits, etc.) but lock their version so no changes can be made	AO/Coaches	Evening after Meet
Export Results File for SWIMs and email to Coaches	AO	Within 2 days
Send Results file (zip) and PDF of Results to LSC, backup database	AO	Within 2-4 days
Provide Meet Summary, Financials Number of Athletes, Entries to Head Referee to send to LSC	AO/Treasurer/Volunteer Coordinator	Due to LSC Within 14 days to Meet





**WSL Employee  
Evaluation and New Hire Documents  
Section 5**



## **WILLISTON SEA LIONS SWIM CLUB POSITION DESCRIPTION**

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<b>Position Title:</b>	Head Swimming Coach
<b>Reports To:</b>	Williston Sea Lions Board of Directors
<b>Status:</b>	Non-Exempt
<b>Date:</b>	2018-2019

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### **POSITION PURPOSE:**

Organize, coordinate, and promote a comprehensive swim program that is designed to meet the needs and interests of the swim club. To provide effective leadership that will ensure a positive learning environment and will stress the importance of effective swimming techniques. To demonstrate a high degree of ethics, professionalism, human relations and be a positive role model for all swimmers.

### **QUALIFICATIONS:**

1. Knowledge of swimming and stroke techniques.
2. Knowledge of CPR and first aid.
3. Maintain USA Coaching Card.
4. Pass USA Coaching Background Check.
5. Good Interpersonal, Communication, and Organizational Skills.
6. Such alternatives and/or additions to the above qualifications as the board may deem appropriate.

### **DUTIES AND RESPONSIBILITIES:**

1. The position requires coaching the short course season, which runs from mid-November until the State Meet in late-March.
2. Comply with the rules and regulations of USA Swimming, North Dakota Local Swim Club Organizations (NDLSC), and Williston Sea Lions Swim Club.
3. Communicate to all swimmers, the policies of the USA Swimming, NDLSC, and the Williston Sea Lions Swim Club.
4. Supervise Coaching Staff, ensuring Lead Coaches are preparing workouts which focus on the teaching of fundamentals, strategies, rules and proper conditioning and distributing workouts to assistant coaches per level.
5. Provide recommendations to swimmers regarding diet, stretching, weights, cross training and rest.
6. Provide an atmosphere conducive to good sportsmanship; compile and maintain accurate individual and team performance records; participate in the awards banquets.
7. Ensure that adequate supervision is provided for the swimmers in each level; provide for the safety of participants by inspecting the deck and locker rooms; and being aware of the environmental conditions.



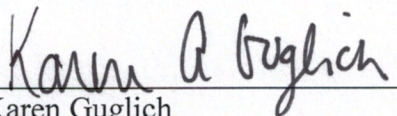
## Head Swimming Coach Job Description

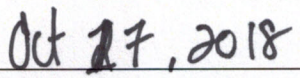
### Page 2

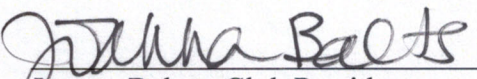
8. Supervise and periodically evaluate coaching staff. Communicate with staff in an effective and professional manner.
9. Communicate with swimmers and parents in an effective and professional manner to address any concerns. In the event the concerns are not adequately addressed, they should be referred to the Board for further handling.
10. Communicate with the Board in an effective and professional manner regarding club activities and related matters.
11. Attend swim meets as scheduled if seven (7) or more swimmers are registered to compete at the meet. If the coach is unable to attend a meet, he/she must notify the club President and assist in finding a substitute. To the extent possible, the substitute must be officially registered as a USA Swimming Coach (not a non-athlete) and have successfully completed the Fundamentals of Coaching Exam as required by USA Swimming.
12. Maintain a positive, fun and learning environment at swim practices. Provide encouragement to swimmers at practices and meets, and relay any feedback in a constructive and professional manner.
13. Maintain discipline at practices and meets. Minor infractions by swimmers should be handled by the Head Coach, and, to the extent possible, one Assistant Coach. If issues continue to persist, the Board must be notified and two members shall attempt to address the problem.
14. Perform other related duties as assigned by the Board.

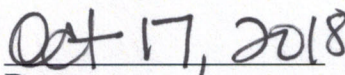
### EMPLOYMENT TERMS:

The position is paid hourly at a rate of \$18.00. Expenses will be reimbursed for hotel and fuel costs for out-of town meets. Time and expenses must be submitted to the WSL Treasurer at the end of each month. Coach's Children will be discounted half the cost of the season.

  
Karen Guglich

  
Date

  
Joanna Baltes, Club President

  
Date





# NEW HIRE CHECKLIST

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## 1. FORMS TO BE COMPLETED

- ☐ Application for employment
- ☐ Employees Withholding Allowance Certificate (Form W-4). The new employee fills out the W-4 form and provides a signature.
- ☐ Employment Eligibility Verification form (Form I-9). The new hire fills out Section 1 and signs the form. The employer fills out Section 2 and obtains two forms of identification. One from List A or one form from both List B and List C.
- ☐ Intuit Full Service Payroll Form – Use this form if the employee wants the check to be direct deposited into their account.

## 2. ADDITIONAL ITEMS TO BE COMPLETED PRIOR TO NEW COACHES BECOMING AN EMPLOYEE

- ☐ Completion of Background Check
- ☐ Completion of Safety Training for Swim Coaches (STSC)
- ☐ CPR Certification
- ☐ Athlete protection training
- ☐ Registration as a USA Swimming Coach Member

**Note:** In order for the Club to be covered by the USA Swimming liability coverage all coach members must be 18 years of age

## 3. ALL OTHER NEW HIRES NOT DESIGNATED AS COACHES

- ☐ Register as a non-athlete member of USA Swimming
- ☐ Complete a Level 1 Background Check
- ☐ Take the Athlete Protection Training Test



# Application For Employment

We are an Equal Opportunity Employer and committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

## Personal Information

Name

Address	City	State	Zip
Phone number	Email address		
Are you legally eligible to work in the US? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If selected for employment are you willing to submit to a background check? Yes <input type="checkbox"/> No <input type="checkbox"/>			

## Position

Position you are applying for	Available start date	Desired pay
Employment desired <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal/Temporary		

## Education

School name	Location	Years attended	Degree received	Major

## References (business and professional only)

Name	Title	Company	Phone



## Employment History

Employer (1)	Job title	Dates employed	
Work phone	Starting pay rate	Ending pay rate	
Address	City	State	Zip
Employer (2)	Job title	Dates employed	
Work phone	Starting pay rate	Ending pay rate	
Address	City	State	Zip
Employer (3)	Job title	Dates employed	
Work phone	Starting pay rate	Ending pay rate	
Address	City	State	Zip
Employer (4)	Job Title	Dates employed	
Work phone	Starting pay rate	Ending pay rate	
Address	City	State	Zip
Employer (5)	Job title	Dates employed	
Work phone	Starting pay rate	Ending pay rate	
Address	City	State	Zip

## Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

Name (please print)	Signature
Date	



Form W-4 (2018)

**Future developments.** For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** You may claim exemption from withholding for 2018 if **both** of the following apply.

- For 2017 you had a right to a refund of **all** federal income tax withheld because you had **no** tax liability, **and**
- For 2018 you expect a refund of **all** federal income tax withheld because you expect to have **no** tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2018 expires February 15, 2019. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2018 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2018. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

**Filers with multiple jobs or working spouses.** If you have more than one job at a time, or if you're married and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Other Income Worksheet on page 3 or the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to find out if you should adjust your withholding on Form W-4 or W-4P.

**Nonresident alien.** If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

**Line C. Head of household please note:** Generally, you can claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

**Line E. Child tax credit.** When you file your tax return, you might be eligible to claim a credit for each of your qualifying children. To qualify, the child must be under age 17 as of December 31 and must be your dependent who lives with you for more than half the year. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse, during the year.

**Line F. Credit for other dependents.** When you file your tax return, you might be eligible to claim a credit for each of your dependents that don't qualify for the child tax credit, such as any dependent children age 17 and older. To learn more about this credit, see Pub. 505. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total income includes all of

----- Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records. -----

Form **W-4**

Department of the Treasury  
Internal Revenue Service

**Employee's Withholding Allowance Certificate**

OMB No. 1545-0074  
**2018**

1 Your first name and middle initial

Last name

2 Your social security number

Home address (number and street or rural route)

3 ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate.  
Note: If married filing separately, check "Married, but withhold at higher Single rate."

City or town, state, and ZIP code

4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. ☐

5 Total number of allowances you're claiming (from the applicable worksheet on the following pages)

6 \$

7 I claim exemption from withholding for 2018, and I certify that I meet **both** of the following conditions for exemption.  
• Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability, **and**  
• This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.  
If you meet both conditions, write "Exempt" here

7

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature  
(This form is not valid unless you sign it.)

Date

8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 9, and 10 if sending to State Directory of New Hires.)

9 First date of employment

10 Employer identification number (EIN)





**Employment Eligibility Verification**  
**Department of Homeland Security**  
**U.S. Citizenship and Immigration Services**

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
Expires 08/31/2019

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [ ][ ] - [ ][ ] - [ ][ ][ ][ ]		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>
Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.  1. Alien Registration Number/USCIS Number: _____ <b>OR</b> 2. Form I-94 Admission Number: _____ <b>OR</b> 3. Foreign Passport Number: _____ Country of Issuance: _____
QR Code - Section 1 Do Not Write In This Space

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

**Preparer and/or Translator Certification (check one):**

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
*(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)*

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code



Employer Completes Next Page







**Employment Eligibility Verification**  
**Department of Homeland Security**  
**U.S. Citizenship and Immigration Services**

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
Expires 08/31/2019

**Section 2. Employer or Authorized Representative Review and Verification**

*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")*

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): \_\_\_\_\_ (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State ZIP Code

**Section 3. Reverification and Rehires** *(To be completed and signed by employer or authorized representative.)*

A. New Name (if applicable)			B. Date of Rehire (if applicable)
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)

**C.** If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
--	---------------------------	---



## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.



Employee Direct Deposit Authorization

Instructions \_\_\_\_\_

Employee: Fill out and return to your employer.

Employer: Save for your files only.

This document must be signed by employees requesting automatic deposit of paychecks and retained on file by the employer. Employees must attach a voided check for each of their accounts to help verify their account numbers and bank routing numbers.

Account 1 \_\_\_\_\_

Account 1 type:      ☐ Checking      ☐ Savings

Bank routing number (ABA number): \_\_\_\_\_

Account number: \_\_\_\_\_

Dollar amount to be deposited to this account: \_\_\_\_\_

Account 2 (remainder to be deposited to this account) \_\_\_\_\_

Account 2 type:      ☐ Checking      ☐ Savings

Bank routing number (ABA number): \_\_\_\_\_

Account number: \_\_\_\_\_

*attach a voided check for each account here*

Authorization (enter your company name in the blank space below) \_\_\_\_\_

This authorizes \_\_\_\_\_ (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries. I agree that the ACH transactions authorized herein shall comply with all applicable U.S. Law. This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.

Authorized signature: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_



# ***Williston Sea Lions Head Coach Evaluation***

## **1 WSL Head Coaches Evaluation**

### **Frequency**

- 1 - never
- 2 - occasionally
- 3 - half of the time
- 4 - most of the time
- 5 - always

### **Quality**

- 1 - poor
- 2 - acceptable
- 3 - good
- 4 - very good
- 5 - exceptional

### **a. On Deck**

#### **Coach-athlete interaction**

- |                                  |                               |
|----------------------------------|-------------------------------|
| • Uses encouragement             | • Uses praise                 |
| • Works with certain individuals | • Uses constructive criticism |
| • Works with all individuals     | • Uses goal setting           |
| • Works with groups              | • Uses appropriate discipline |
| • Works with the team            |                               |

#### **Teaching Skills**

- |                       |                                     |
|-----------------------|-------------------------------------|
| • Uses demonstrations | • Uses questions as a teaching tool |
| • Uses presentations  | • Provides constructive feedback    |

#### **Practice Management**

- Arrives early
- Workout is organized and well planned
- Workout begins on time
- Keeps athletes engaged in productive activity

### **Meet Management**

- Arrives early
- Structures individual warmups
- Supervises warmup
- Attends meetings
- Observes swims
- Provides encouragement
- Uses Constructive criticism
- Handles disputes with officials

### **Other**

- Dresses appropriately
- Positive role model

### **b. Administrative**

Meets, handles or oversees:

- Entry procedure
- Disbursement of meet information
- Posting or announcement of meet results
- Meet publicity
- Team travel

### **Office**

- Maintains availability to discuss issues
- Handles or oversees best times
- Handles or oversees team files
- Works with Records committee on team records

### **Communication**

- Provides written reports to the Board
- Conducts effective parent meetings
- Participate in providing content of newsletter
- Provides input regarding planning/fund raising/financial
- Oversees production of team roster
- Directs/participates in team long range planning
- Establishes and maintains contact with media
- Participates in fund-raising
- Initiates frequent informal meetings with Parents and other stake holders
- Participates in developing the budget for the Finance Committee

### **Team Growth - actively promotes team growth by:**

- Initiating and directing special programs, for example:  
clinics, SwimAmerica Learn to Swim, summer club recruiting, masters/triathlon clinics,  
mentor, etc.
- Shows knowledge about the sport

- Continues to pursue professional education

### **c. People/Personal**

- Integrity
- Respect
- Accepts Input
- Consistency of Approach
- Dependable
- Appropriate dress and grooming
- Fairness
- Approachability
- Directs parent education programs

### **d. Written comments:**

Evaluation forms are available from the ASCA office and by email at [gedson@swimmingcoach.org](mailto:gedson@swimmingcoach.org).

## **2. Reporting**

The best idea for the coach in cementing this relationship is to offer regular and complete reporting to the club board. Call ASCA for a report form. The best idea for the club board is to communicate honestly to the coach any things that they feel need improvement and then provide a budget and appropriate time to make these corrections.

## **3. Continuing Education**

The WSL Board provides a yearly budget to aid in continuing education for the Coaching Staff. The Head Coach is responsible for seeking out educational opportunities and reporting to the board.





## ***Williston Sea Lions Coach Evaluation***

### **1 WSL Coaches Evaluation**

#### Frequency

1 - never

2 - occasionally

3 - half of the time

4 - most of the time

5 - always

#### Quality

1 - poor

2 - acceptable

3 - good

4 - very good

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#### **a. On Deck**

##### Coach-athlete interaction

- Uses encouragement

- Works with certain individuals

- Works with all individuals

- Works with groups

- Uses praise

- Uses constructive criticism

- Uses goal setting

- Works with the team

- Uses appropriate discipline

#### Teaching Skills

- Uses demonstrations

- Uses questions as a teaching tool

- Uses presentations

- Provides constructive feedback

#### Practice Management

- Arrives early

- Workout begins on time

- Workout is organized and well planned

- Keeps athletes engaged in productive activity

#### Meet Management

- Arrives early

- Observes swims

- Structures individual warmups

- Provides encouragement

- Supervises warmup

- Uses Constructive criticism

- Attends meetings

- Handles disputes with officials

#### Other

- Dresses appropriately

- Positive role model

#### **b. Administrative**

Meets, handles or oversees:

- Entry procedure

- Meet publicity

- Disbursement of meet information
- Posting or announcement of meet results

- Team travel

#### Office

- Maintains reliable office hours

- Handles or oversees team files

- Handles or oversees best times

- Handles or oversees team records

#### Communication



- Provides written reports to the Board
- Conducts effective parent meetings
- Oversees production and content of newsletter
  - Planning/fund raising/financial
- Oversees production of team roster
  - Directs/participates in team long range planning
- Establishes and maintains contact with media
  - Directs/participates in fund raising
- Initiates frequent informal meetings with
  - Directs/participates in the budget process key Board personnel

Team Growth - actively promotes team growth by:

- Initiating and directing special programs, for example:  
clinics, SwimAmerica Learn to Swim, summer club recruiting, masters/triathlon clinics, etc.
- Knowledge
- Continues to pursue professional education

### **c. People/Personal**

- |                           |   |
|---------------------------|---|
| • Integrity               | • Gracefully accepts input                          |
| • Respect                 | • Dependable  |
| • Courtesy                | • Handles relationships with parents professionally |
| • Consistency of approach | • Appropriate dress and grooming                    |
| • Fairness                | • Directs parent education programs                 |
| • Approachability         |   |

### **d. Written comments:**

Evaluation forms are available from the ASCA office and by email at [gedson@swimmingcoach.org](mailto:gedson@swimmingcoach.org).

## **2. Reporting**

The best idea for the coach in cementing this relationship is to offer regular and complete reporting to the club board. Call ASCA for a report form. The best idea for the club board is to

communicate honestly to the coach any things that they feel need improvement and then provide a budget and appropriate time to make these corrections.

### **3. Continuing Education**

The education fund for the coach is one of the best investments a club can make. It shows a real commitment of the club to the improvement of the coach and conveys a sense of confidence that is irreplaceable.



## **WSL Insurance**

### **Section 6**



# ***Insurance Coverages***

***"Frequently Asked Questions"***



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## USA Swimming Insurance Programs

### What Coverages Do I Have?

One of the most frequently asked questions by USA Swimming members is, "What coverages do I have under the USA Swimming Insurance Programs?" Hopefully, the following will clarify the matter of coverages provided for the various types of membership.

#### What Is Covered:

**General Liability Insurance-** Provides coverage for **claims alleging** bodily injury and property damage, products/completed operations, personal injury and sexual misconduct occurring during an "Insured Activity."

**Excess Liability Insurance** – Provides additional liability limits in the event the General Liability limits are not adequate.

**THESE COVERAGES ARE EXCESS TO ANY OTHER LIABILITY INSURANCE THAT MAY BE AVAILABLE TO ANY INSURED.**

A. (1) **Named Insured** includes USA Swimming and USA Swimming Local Swimming Committees and USA Swimming Foundation. (2) **Other Insured(s)** include USA Swimming member clubs whose athletes or participants and coaches are members of USA Swimming; group members, member coaches, officials and volunteers of USA Swimming while acting at the direction of and within the scope of their duties for a **Named Insured** for "Insured Activities."

B. **Insured Activities** include USA Swimming sanctioned or approved meets, practices, tryouts, dryland training, USA Swimming Foundation contracted Swim-a-thons®, Swimjitsu events, officials attending observed meets, STSC, CPR and Lifeguard Certification of USA Swimming member coaches done by USA Swimming member coaches that are member representatives of one of the approved agencies listed on the USA Swimming STSC In-Water Skills checklist and approved social and fund-raising activities.

#### C. Limits of Insurance

General Aggregate Limit (Other than Products-Completed Operations)	No Limit
Products-Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence Limit (Bodily Injury/Property Damage)	\$1,000,000
Damage to Premises Rented to You Limit	\$1,000,000 any one premises
Medical Expense Limit	\$5,000 any one person
Legal Liability to Participants	\$1,000,000
Sexual Molestation Each Occurrence/Aggregate	\$1,000,000/5,000,000
Excess Liability Each Occurrence/Aggregate	\$5,000,000/5,000,000

#### D. Definitions:

**Bodily Injury** means bodily injury, sickness, or disease sustained by any person which occurs during the policy period, including death at any time resulting therefrom."

**Property Damage** means physical injury to tangible property not owned by the insured including all resulting loss of use of that property."

**Personal Injury** means injury arising out of false arrest, detention or imprisonment, malicious prosecution, wrongful eviction, invasion of privacy, oral or written material that



slanders or libels a person or organization or a person's organization's goods, products or services or violates a person's right of privacy, the use of another's advertising idea, infringing upon another's copyright, trade dress or slogan. (continued on next page)

**Sexual Molestation** means injury to any person for sexual abuse, sexual molestation, sexual exploitation or sexual injury. There is no coverage for the person that personally participated in committing any sexual abuse or molestation or who failed to take action to prevent recurrence after having personal knowledge of any sexual abuse or molestation, exploitation or injury.

#### **What Is Not Covered (Limited Listing)**

- ♦ Intentional Acts
- ♦ Diving boards or from other than USA Swimming regulation starting platforms
- ♦ Climbing walls, amusement device including rides, slide, water slide, bounce houses or bungee operation or equipment
- ♦ Concerts or theatrical events
- ♦ Automobile Liability
- ♦ Workers Compensation
- ♦ Directors & Officers Liability (wrongful acts/decisions not resulting in bodily Injury or property damage)
- ♦ Crime (employee or volunteer dishonesty)
- ♦ Employment/Employer related activities.

**Excess Accident Medical/Dental Coverage** is provided for all USA Swimming members for insured activities including travel to and from practice, meets, etc., if at the direction of the club coach or member of the club's Board of Directors.

**Options that clubs or members should consider purchasing to supplement the coverage provided by the USA Swimming Program:**

#### **Coach Members**

Workers Compensation  
Health Insurance  
Disability Insurance  
Automobile Liability

#### **Non-Athlete Members**

Automobile Liability

#### **Athlete Members**

Automobile Liability

#### **Local Member Clubs**

Same as recommended for coach members plus Directors & Officers Liability, Employment Practices Liability, Property Insurance if club has an office or own equipment, General Liability for offices and lesson programs or activities involving participants who are not members of USA Swimming.



## **Non-Owned and Hired Auto Liability Insurance:**

**USA Swimming has entered an agreement with National Car Rental/Enterprise Car Rental which allows a club to rent a vehicle from these rental agencies at a reduced cost and provides liability and physical damage coverage for the rental vehicle.** The program discount code is XZ12940 and applies to all Enterprise or National locations and types of vehicles.

Most of the coverage not provided by the USA Swimming program may be purchased from Risk Management Services, Inc., or the USA Swimming Marketplace (IOA) at the web site [www.usasmarketplace.com](http://www.usasmarketplace.com) or a local agent. Risk Management Services has a program where a club can purchase Non-Owned and Hired Auto Liability Insurance Policy which is required by some facilities. IOA has a Workers Compensation program for member clubs.

## **\*Directors and Officers Liability/Employment Practices Liability Coverage**

There appears to be confusion between what coverage USA Swimming provides for Directors & Officers of local member clubs under the General Liability insurance and what coverage is provided by Directors & Officers Liability insurance.

Directors and Officers is an optional coverage that may be purchased from a local agent, USA Swimming Marketplace at [www.usasmarketplace.com](http://www.usasmarketplace.com) under club section or Risk Management Services, Inc. See their web site at [www.rmsswimminginsurance.com](http://www.rmsswimminginsurance.com).

The Directors & Officers/Employment Practices Liability insurance provides coverage for wrongful acts or decisions not resulting in a bodily injury or property claim. e.g. wrongful termination of an employee; not filing a report of occurrence on a timely basis causing additional expense to a swimmer's family; mismanagement of investments; or disciplinary action against an athlete whose parents allege the action prevented the athlete from making a "Q" time or elite team.

## **USA Swimming Coach Members and Insurance**

Coach membership requires completion of Safety Training for Swim Coaches (STSC), and CPR as well as completion of a successful background screen, Athlete Protection Training and, if applicable, coach education requirements. All coach members must be 18 years of age. Failure by a coach member to renew the required certifications results in no liability coverage for the coach or potentially for the club.

## **Assisting a Coach**

Article 502.6.4 of the USA Swimming rulebook states that "Anyone who coaches swimmers at a USA Swimming practice or competition must be a coach member of USA Swimming and must have satisfactorily completed safety training, criminal background checks and other coaches' education as required by USA Swimming."

The above article was previously passed by the USA Swimming House of Delegates to clarify that coaching by any person who is not a registered coach member, including USA Swimming athlete members, is not permitted.



An athlete member can demonstrate strokes to age group swimmers, the athlete being in the water and the coach on deck; however, no athlete can provide instruction or do any coaching without being a USA Swimming registered coach member. Remember, a coach member of USA Swimming must be at least 18 years of age.

There is now an exception for individuals who are not doing any coaching in the water but who are only providing dry land training activities. In those instances, if the person and the club for whom the individual is providing services want the benefit of USA Swimming's insurance coverage, then he or she must register as a non-athlete member of USA Swimming, complete USA Swimming's background screening and Athlete Protection Training.

## **Dryland Training – An Insured Activity**

**Is dryland training considered an insured activity under the USA Swimming Insurance program?** The USA Swimming insurance program does cover most dryland training activities. Dryland training may include general fitness types of exercises, such as calisthenics, weight training, running and biking, as long as the activity is under the direct supervision (direct line of sight) of a USA Swimming member coach. It can incorporate specialized equipment, such as surgical tubing, paddles, and the swim bench. **Running and biking are restricted to off road training only unless a specific event is granted approval.**

### **Who may Coach or Supervise a Dryland Training practice?**

Rule 502.6.4 of the USA Swimming rulebook states that "Anyone who coaches swimmers at a USA Swimming practice or competition, must have satisfactorily completed safety training, criminal background checks and other coaches' education as required by USA Swimming." Coaching by any other person who is not a registered coach member, including USA Swimming athlete members is not permitted.

There is now an exception for individuals who are not doing any coaching in the water but who are only providing dry land training activities. In those instances, if the person and the club for whom the individual is providing services want the benefit of USA Swimming's insurance coverage, then he or she must become a non-athlete member of USA Swimming, also complete the required background screen check (level I) and take the Athlete Protection Training test. The insurance company is not requiring that the individual become a registered coach member because the person [is not coaching athletes at swim meets or practices] is only doing dry land training.

### **What types of dryland training activities are not insured?**

The USA Swimming insurance program does not provide coverage for participation in biathlons or triathlons, or similar types of activities. Why? The USA Swimming coach has no way of actively supervising a group of athletes who will, by necessity, spread throughout the field and may become mixed in with other competitors.

## **Tryout Issues**

The USA Swimming Insurance Program provides **General Liability** coverage for the club, coaches and USA Swimming members when a non USA Swimming member is swimming with a club during a tryout period. However, coverage is only valid if: (a) all the coaches



on deck are USA Swimming members and; (b) the tryout period is limited to 30 consecutive days within a twelve month period for any one individual and clinics sponsored by a USA Swimming entity (such as LSC or USA Swimming club). **Tryout period only applies to individuals who were never a member of USA Swimming.**

**Note:** The non-member is not provided any coverage under the USA Swimming program. If said individual was injured or caused an injury, he/she would have to look to his/her family medical and/or family liability insurance.

## **People on Deck**

Anyone on deck during a swim team practice must be a registered USA Swimming coach or USA Swimming registered athlete member. Our insurance company advises that athlete members who are NOT actively involved in the practice or swim meet should not be on deck due to problems with crowding and supervision. For USA Swimming's insurance to be in effect for the coach and the club, the coach must maintain direct line of sight and supervision at all times.

While some of the coaches enroll their toddlers as athlete members, for safety reasons, they should not be on deck. Most places of employment will not allow you to take your toddler to work, why would a swim coach think they should be able to do so? Professionalism on the part of a coach includes insuring that the athlete members will be recipients of the coach's undivided attention. Obviously, this is impossible if a coach's child is running around on deck. By allowing the toddler (or infant in some instances) on deck at any time seriously jeopardizes the safety of the athlete and potentially, the assets of the coach, club, and board members.

The question has also arisen regarding spectators in the "on deck" area. If having spectators in the area is not a distraction to the coaching staff, USA Swimming's insurance is not affected. Each local member club should make their own determination as to whether it is appropriate to allow people other than coaches in the "on deck" area. If allowed, there should be a separate area designated as the deck area for the spectators. At meets, because of the number of people at a swim meet, we strongly suggest that the LSC implement a policy as to who can be on deck during a swim meet. Deck space is limited and only those individuals who are directly involved with the meet should be on deck.

## **USA Swimming Insurance Coverage for the Club**

**Question:** What must a club do to have the benefit of USA Swimming's insurance coverage?

**Answer:** A club's USA Swimming insurance coverage is in effect when all three of the following conditions are met:

1. The club is a member in good standing of USA Swimming.
2. All participants swimming for the club are athlete members of USA Swimming (*exception: see Tryouts*)
3. All coaches, whether they are full-time or part-time, are coach members of USA Swimming with current certifications, education and background checks as required by USA Swimming.



If all three of these conditions are met, the USA Swimming club has the benefit of USA Swimming's liability coverage for insured activities.

## **"Unattached" Coaches and Insurance**

Occasionally a current coach member, not attached to a USA Swimming club, who is coaching member athletes will ask, "Will I have the benefit of USA Swimming's insurance coverage? Can I provide the facility an insurance certificate as proof that I am covered?" USA Swimming's insurance coverage is a benefit of membership and both the USA Swimming coach and the member athletes would be covered under USA Swimming's General Liability insurance. However, insurance certificates are only issued on behalf of a USA Swimming member club. Therefore, the coach would be unable to get an insurance certificate on behalf of himself/herself (the individual) nor would the coach be able to request an Additional Insured Endorsement for the facility.

## **Insurance Coverage for Independent Contractors or Vendors**

USA Swimming Headquarters has received questions regarding independent contractors, not including coaches, that perform services on a fee for service basis, e.g. an individual or entity that provides dryland training programs. USA Swimming provides no insurance coverage for an individual or entity that provides services on a fee for service basis. The individual or entity should provide liability and property insurance for their business operations and should provide evidence of such insurance to the USA Swimming organization that is utilizing the services of the independent contractor. The fact that an individual is a member of USA Swimming does not alter the no insurance coverage situation.

Other examples of "independent contractor" exposure would be a swim coach who, during meets when he/she was not coaching, sells merchandise at the venue for his/her personal financial benefit or outside vendors who sell swimming apparel or food. Again, the USA Swimming insurance will not provide any insurance coverage for the swim coach for his/her business pursuits.

## **Membership and Insurance - The Link**

"Can we become a member club of USA Swimming if only a portion of our athletes or participants are members of USA Swimming? If so, does the club have insurance coverage in this situation?"

The Club may become a member, but there is no liability insurance if non-USA Swimming members are allowed to participate in USA Swimming activities other than tryouts. Non-member athlete participation is an insured activity only in a "tryouts" situation which is subject to certain time and supervisory conditions. In the event of a claim, the insurance company will verify that all in the water at the time the claim occurred were USA Swimming members and that all the coaches are USA Swimming members.

What about the situation where, because of duplicate coverage, the club does not care about USA Swimming insurance protection? Perhaps the club and its athletes are insured by a YMCA or municipality.



As a general rule of thumb: "When participating in a 'USA Swimming insured activity', a club must meet the definition of a USA Swimming member Club for insurance purposes." Let's look at an example involving a dual YMCA-USA Swimming club member.

1. When the YMCA/USA Swimming member club swims in a USA Swimming sanctioned meet, all swimmers and all coaches must be USA Swimming members. The YMCA may have 100 swimmers, but when it goes to a USA Swimming sanctioned event with 75 of its swimmers, all coaches and all 75 swimmers must be USA Swimming members.
2. When swimming as a YMCA team in YMCA competition, there is no USA Swimming insurance coverage.
3. In a non-hosted "approved" meet, where all the team members are USA Swimming members, all coaches are USA Swimming members, the USA Swimming insurance is excess coverage to that provided by the "Y" or other non-USA Swimming organization. If the USA Swimming team hosts the "approved" meet, the USA Swimming coverage will apply **subject to specific terms, conditions and exclusions.**

## Coverage for Summer Leagues

During the summer months many USA Swimming member clubs recruit new athletes who want to join the team for a four-month season only. Other USA Swimming clubs operate only during the three or four month summer season so this is their only opportunity to perform. (continued on next page)

Insurance requirements for seasonal member clubs are the same as those for year-round teams. For a seasonal club to be covered by USA Swimming General Liability coverage, the following conditions must be met:

1. The club must be a USA Swimming member in good standing.
2. All coaches must be USA Swimming coach members.
3. All athletes must be USA Swimming members.

Frequently, year-round USA Swimming member clubs ask about holding a meet for a non-USA Swimming summer league. The club may wish to use the meet as a fundraiser and as a means to introduce new athletes to year-round competitive swimming. USA Swimming member clubs in this situation have three options for running the meet:

1. **Conduct as sanctioned meet.** This requires that all league swimmers purchase USA Swimming memberships, either year-round or seasonal.
2. **Conduct as an approved meet.** Have the summer league or USA Swimming club request an approval for the event. USA Swimming members participating in the meet are covered if USA Swimming coaches are supervising. Non- USA Swimming members do not have the benefit of USA Swimming excess accident or liability insurance.
3. **Obtain insurance outside of the USA Swimming program.** If your club wants to run an event not covered by one of the above definitions, you may purchase separate event coverage for your particular situation.

If the USA Swimming member club wishes to participate in dual meets or championship



meets that they are not hosting, both general liability and excess accident coverage is provided for this activity as long as all of the athletes are USA Swimming members and USA Swimming member coach accompanies them to the meet.

## **Fundraising and Social Activities**

Did you know your club has coverage for **approved** fundraisers or social activities. Each fundraising or social activity is judged individually for approval. The following are examples of typical activities that would be approved:

### **Socials:**

1. USA Swimming member club is having an outing at a water park.

### **Fundraisers:**

1. USA Swimming member club is selling hot dogs and soft drinks at a fair booth to raise funds.
2. USA Swimming member club has a yard sale at the local flea market.

Activities that would **not** be considered "approved" would be, white water rafting; triathlons; ongoing bingo games; lesson programs for non USA Swimming members.

Club coaches and administrators should use common sense when considering a social or fund raising activity. "Is this an activity that I would consider normal to our operation? Does it present an unusual or unacceptable risk to our swimmers? To our chaperones?"

**It is suggested that you receive prior approval for your club's social and fund raising activities.**

## **Open Water Swimming**

The same requirements apply for open water swimming practices and sanctioned meets as apply for pool practices and sanctioned meets.

**Practices** must be under the direct supervision of a USA Swimming coach or coaches and those in the water must be USA Swimming or USMS members, unless a tryout situation exists.

**Meets-Sanctioned.** All participants must be USA Swimming or USMS members. In order for insurance to be in place for both organizations, sanctions must be obtained from both organizations.

## **Facilities**

### **Where does the USA Swimming insurance begin/end versus the facility's insurance beginning/ending?**

The USA Swimming program provides coverage for USA Swimming activities, primarily in the water activities. The program does not provide coverage for facility maintenance issues (i.e. over-chlorination, potholes on the premises, failure to salt icy walkways, etc). When a facility is added to the USA Swimming General Liability policy as an Additional Insured, coverage is provided for the facility for claims resulting from the USA Swimming entity's



negligence. In other words, including a facility as Additional Insured on the USA Swimming policy does not include coverage for premises issues (sole negligence). We urge you to review the contracts you have with the facilities you use to be sure that you are not agreeing to provide coverage for premises/ maintenance claims. There is no coverage for these claims.

Example: Mary Smith, a non-member parent of USA Swimming, comes to watch her son, Bobby, swim at a practice. When she is leaving the pool area, she steps in a gopher hole breaking her ankle. A claim is submitted to USA Swimming and is denied. The facility is responsible for the maintenance of the area around the pool.

## **Hired, Non-Owned Auto Liability Explained**

Did you know...There is **no**\* coverage provided under the USA Swimming insurance program for any type of automobile liability exposure.

The primary purpose of the USA Swimming insurance program is to "get the swimmers in the water while maintaining reasonable costs." Therefore, the coverage provided by the program centers around the water activities.

When a coach, parent, or swimmer provides transportation for others to a club function, any accidents and resulting claims would be the responsibility of owner and/or operator of the vehicle (*see also page 13 regarding Team Traveling*).

When a team is out of town for a meet or function and they rent a vehicle for transporting team members or others, the same situation would exist. The individual renting and/or operating will be the responsible party.

The only coverage provided for claims resulting from an automobile accident is the Excess Medical Accident coverage. The transportation must be authorized by a club coach or club official in order for the coverage to be valid.

There are three ways for a member club to address the automobile liability exposure. (1) To purchase a Hired and Non-Owned Automobile Liability policy from a local agent; or (2) To be sure that anyone providing transportation for others carry adequate limits of liability on their auto policy. (Discuss with your local agent); (3) To have athletes' parents transport only their own children.

**\*USA Swimming has entered an agreement with National Car Rental/Enterprise Car Rental which allows a club to rent a vehicle from these rental agencies at a reduced cost and provides liability and physical damage coverage for the rental vehicle.** The program discount code is XZ12940.

## **Report of Occurrence/Online Reporting**

How is USA Swimming notified when an accident occurs? The Online Report of Occurrence form, available on the USA Swimming website at this link: [www.usaswimming.org/ROO](http://www.usaswimming.org/ROO), is used for this purpose. Reporting all incidents, no matter how minor, is important to put both USA Swimming and its insurer on notice of accidents and potential claims.

A Report of Occurrence form should be submitted any time an injury occurs at a USA



Swimming function, whether or not it involves a USA Swimming member. To summarize, injuries involving spectators should also be reported. The form should be filled out by a meet director or by any club personnel responsible at the time of the incident; *the parents of the injured athlete should not be asked to complete the report form.*

After receiving the report, USA Swimming National Headquarters enters information about the incident into the USA Swimming database for future safety education and insurance references. When a Report of Occurrence form indicating an athlete or non-athlete participant is a USA Swimming registered athlete, information about the Excess Accident Medical Insurance Policy and claim forms are sent to the injured party('s) family. This program is excess to other primary insurance in place through the member's employment, school or family. The deductible is the greater of the total of other collectible benefits from primary insurance sources applicable to the injury or \$100 when there is no primary insurance.

If, through technical reasons, a form cannot be submitted online at the time of the incident, you may document the details on the paper copy of the form found on the USA Swimming website and then you, or someone from your club, may enter them into the online system as soon as possible. The paper copy is found by clicking on [www.usaswimming.org/ROO](http://www.usaswimming.org/ROO). The online link and the paper copy of the form can both be accessed at this location.

Contact information if you have a problem submitting the incident reports:

USA Swimming Risk Management  
Colorado Springs, CO 80909  
Phone: (719) 866-4578 Email: George Ward at [gward@usaswimming.org](mailto:gward@usaswimming.org)

### **Worker's Compensation - Do We Need It?**

Worker's Compensation Insurance is the policy that pays for medical and rehabilitation expenses when an employee is injured on the job. The USA Swimming Insurance program does not provide any type of Worker's Compensation coverage for USA Swimming Clubs or their coaches.

In part, to avoid paying Worker's Compensation premiums or taxes, many USA Swimming Member Clubs consider their coaches to be "independent contractors" rather than employees. This strategy can backfire on the club, however, should a coach who is really an employee of the club become injured or disgruntled.

If a club is found to have "misabeled" a coach as an independent contractor, the club (and therefore its Board of Directors) may become liable for medical and rehabilitative expenses in case of an injury and substantial penalties for failure to pay premiums as required by law. In addition to Worker's Compensation implications, the IRS is closely monitoring independent contractor versus employee situations to ensure that taxes are being filed and paid as required. The relationship between the club and its coaches should be carefully examined to ensure the club is not in violation of state and federal law.

The following test, devised by the Social Security Administration, may be used to assist USA Swimming member clubs in determining whether their club's coach is an employee or independent contractor. This test is also by various Worker's Compensation administration agencies as well as the Internal Revenue Service.



### **Factors that support employee status...**

- ◆ Does the employer have the power to hire or fire the individual?
- ◆ Does the employer furnish tools, equipment and a place to work?
- ◆ Does the employer train the individual in question?

Is the individual required to follow the employer's instructions?

- ◆ Does the employer require the individual to personally perform the assigned work?
- ◆ Does the employer set the hours and conditions of work?
- ◆ Does the employer pay business and travel expense?
- ◆ Does the employer pay the individual by the hour, week or month?
- ◆ Does the individual have the authority to hire, supervise or pay an assistant?

### **Factors that support independent contractor status...**

- ◆ Does the individual make a profit or suffer a loss as a result of this work?
- ◆ Does the individual agree to do a specific job and is that individual subject to penalty for failure to do so?
- ◆ Does the individual work for a number of different entities/people at the same time (e.g., high school coach, swim club coach, "Y" coach)?
- ◆ Does the individual advertise to the general public?
- ◆ Does the individual pay his own business expenses, provide his own equipment or allocate work space?

If the club answers "yes" to several of the first set of factor questions, the coach is likely to be an employee and should be accounted for as such. A local employment specialist or tax attorney can best advise the club.

Even if Worker's Compensation coverage is not required by the state due to a "minimum number of employees" clause or other condition, USA Swimming member clubs may wish to purchase it on behalf of their coaches. Coverage can be purchased through the USA Swimming Marketplace. See [www.usasmarketplace.com](http://www.usasmarketplace.com) under club insurance for the application or contact JD Wallum at [jd.wallum@ioausa.com](mailto:jd.wallum@ioausa.com) or [Marilyn.Janczy@ioausa.com](mailto:Marilyn.Janczy@ioausa.com).

Consider how a coach might pay for employment-related injuries. Is he covered by another medical insurance program? If not, a Worker's Compensation policy may be in order even if it's not mandatory.

## **SOME MORE FREQUENTLY ASKED QUESTIONS AND ANSWERS**

### **Automobile Liability Coverage**

**Question:** Does a USA Swimming club have automobile liability coverage under the USA Swimming program?

**Answer:** No. If a parent or coach uses their car to transport athletes or other club members to/from a practice or meet, the club has coverage under the car owner's policy. This is also true when the club rents a vehicle. Whoever signs for the rental vehicle is the individual whose insurance would respond for the club if an accident occurred and people in the vehicle were injured. Exception: When a club rents a vehicle from Enterprise or National under the USA Swimming Program Code XZ12940.



In the first example, the parent's or coach's insurance is the primary coverage. In the second example, the rental agency's insurance would be the primary coverage with the parent's/coach's insurance coming into play on an excess basis. Risk Management Services can apply for Non-Owned and Hired Auto Liability Insurance Policy for a club through K&K Insurance Services. Contact Risk Management Services at 1-800-777-4930, x10 (Kim Tate) or x13 (Debbie Williams) or x12 (Sandi Blumit).

### **Team Traveling and Insurance Coverage**

**Question:** *My team is planning to travel to Hawaii for a very important swim meet. I would like to know what insurance coverage the team has while traveling, while at the meet, and while sightseeing under USA Swimming. Every member of our team is a USA member.*

**Answer:** Coverage is same no matter where/how far traveling. All participants must be USA Swimming members and coach or parent must be supervising. Parent volunteers are covered while in an official capacity with team. The travel itself is not covered. We do not provide any auto coverage at any time. Drivers of cars/vans would have to look to their own insurance company for coverage in event of an accident or the team can purchase the additional insurance when renting the car/van.

The general liability coverage and excess accident medical coverage is in effect for the USA Swimming members.

Sightseeing is covered. Please use common sense and caution.

Accidental damage to hotel/dorms may be insured by the liability insurance program.

**USA Swimming has entered an agreement with National Car Rental/Enterprise Car Rental which allows a club to rent a vehicle from these rental agencies at a reduced cost and provides liability and physical damage coverage for the rental vehicle.** The program discount code is XZ12940.

### **Starting Block**

**Question:** *Does a USA Swimming club have liability coverage if they design and build their own starting blocks or make changes to existing blocks?*

**Answer:** Yes. The club may build or alter starting blocks to suit their needs. The blocks must comply with standards as stated in USA Swimming Rules and Regulations. The club is not covered for alterations performed on blocks for other clubs or facilities.

### **Supervision**

**Question:** *What level of supervision is required for the liability insurance to apply in the event of a claim?*

**Answer:** There must be direct supervision for in water or out of water activities for coverage to be in place. Direct supervision has been defined as meaning "line of sight" between the supervising coach and the athletes involved in the activities.



**Question:** *What if the coach is in the water swimming with the athletes?*

**Answer:** If the coach were in the water swimming, there is no way the athletes are under his/her "direct supervision or direct line of sight." Therefore the insurance would be void.

**THE SITUATION: An athlete has joined a USA Swimming club many miles away from where he lives.** The coach faxes/e-mails workouts to this swimmer.

**QUESTION:** *Does the swim club have an exposure if the member gets hurt while doing the prescribed workouts?*

**ANSWER:** Yes, the club would have an exposure if the club is aware that the coach is sending workouts to the swimmer. The swimmer would have NO liability coverage as he/she is not under the supervision (direct line of sight) of a USA Swimming member coach.

### **Non-Member**

**Question:** *What happens to my club's insurance if non USA Swimming members are in the water at the same time as USA Swimming members. e.g., at a USA Swimming practice?*

**Answer:** This is not an insured activity **unless:**

- a. There is a distinct lane separation (USA Swimming members are in lanes 1-3 and non-USA Swimming members are in lanes 4-6). One coach cannot supervise both groups at the same time.
- b. An individual(s) is involved in a USA Swimming tryout.
- c. The non-USA Swimming members are USMS members.

In order for the General Liability coverage to be in place for a USA Swimming Local Member Club, see page 7 for the requirements.

### **Parents Working Out Same Time as Team**

**Question:** *Some parents want to workout (laps) while their children are at swim team practice.*

**Answer:** Two different situations. If they want to swim with their kids in the same lanes while the kids are practicing, they have to join USA Swimming as an athlete member. If they are swimming in separate lanes and are not being coached by the USA Swimming club coach, they don't have to join. However, this activity is not an insured activity.

### **Masters Swimmers at Practice**

**Question:** *A member of the United States Masters Swimming, Inc. practices with a USA Swimming team. What is the status of the liability insurance for the USA Swimming member club and its members?*

**Answer:** This would be an insured activity. There is an agreement between USA



Swimming and USMS allowing their members to practice with either organization as long as a USA Swimming member coach is on deck.

### **Officiating at Masters Meet**

**Question:** *A USA Swimming member acts as an official or in a volunteer capacity at a USMS event. How is the USA Swimming member insured for this USMS activity?*

**Answer:** USA Swimming coverage does not apply. Coverage for a USMS activity would be provided by the USMS insurance program.

### **Parents on Deck/Locker Rooms During Practice**

**Question:** *Should parents be allowed on deck and/or in locker rooms during practice?*

**Answer:** Parents being allowed on deck during practice is a liability and safety issue. The policy is in place to prevent distractions for the coach(es) as well as the athletes. The only individuals that should be on deck during a practice are the USA Swimming coach members and those individuals the coach(es) deems necessary to assist in conducting the practice, e.g. senior swimmers helping with age group swimmers; volunteers acting as timers. Should parents should be allowed in the locker room during a practice? Our suggestion would be that there should be some sort of monitoring/guidelines in place for the locker room in line with Safe Sport recommendations. Common sense should dictate what those guidelines/procedures should be. If parents are asked to be monitors, there should be two parents in the locker room, and, of course, they should be of the same gender as the locker room they are monitoring. Be advised that if a parent is monitoring locker rooms on a regular basis, they would probably need to become a member of USA Swimming and be subject to the required background check and the Athlete Protection Training test.

### **Case Illustrations**

There is no simple answer to the question, "Do we have insurance coverage?" It depends solely on the facts of each particular incident. One must also distinguish between accident coverage and liability coverage, although both are present in most cases.

1. A USA Swimming club is allowing non-member swimmers to practice and train with the club swimmers who are all USA Swimming members. Do they have insurance?

This is not an insured activity. Non-member athlete participation is an insured activity only for **"tryouts"** under certain time and supervisory conditions. If a non-USA Swimming member athlete were injured, he would not be entitled to accident medical insurance coverage. The insurance company would either reserve its rights to deny or deny coverage to the member club.

2. A YMCA club or high school team wishes to host a swim meet in which one or more USA Swimming member clubs will also be participating.

This meet can only be "approved." USA Swimming insurance will follow the participating USA Swimming athlete members if USA Swimming member club coaches are present and supervising them. USA Swimming insurance will also cover those USA Swimming officials designated to be present to attest to conformation to USA Swimming rules. USA



Swimming will not insure the non-USA Swimming clubs or swimmers. The primary insurance coverage must be that of the YMCA or whomever is sponsoring the meet.

3. USA Swimming swimmer is member of USA Swimming Club A. He is also member of non-USA Swimming Club B (e.g., High School Team). Each club has different coaches. Club B enters non-USA Swimming meet (e.g., YMCA meet). LSC approves the meet. There is no insurance coverage for the USA Swimming swimmer.
4. USA Swimming athlete individually enters a meet, not sanctioned but approved. His USA Swimming coach is not present. No insurance coverage, either accident or liability. The USA Swimming athlete must be under direct supervision at any meet by a USA Swimming Coach.
5. Same as No. 4, but the swimmer's USA Swimming coach is present during the approved meet and supervises him. Both accident and liability would be applicable.
6. A swimmer on a college team wants to participate in USA Swimming-sanctioned competition. His college team has purchased a club membership in USA Swimming; however, not all of the team members are registered USA Swimming. Therefore the college team is not a club member of USA Swimming for insurance purposes. What, if any, insurance coverage does the college team/USA Swimming club have?

This particular situation requires a very careful answer, because it involves not only schools (including colleges) but also YMCAs and other allied members.

As a general rule of thumb: "When participating in an 'insured activity', a club must meet the definition of a USA Swimming Member Club for insurance purposes."

- a. When the college team, as a USA Swimming club, swims in a USA Swimming sanctioned meet, all swimmers and all coaches must be USA Swimming members to even have the right to participate at all; insurance coverage follows. The college team may have 100 swimmers, but when it goes to a USA Swimming sanctioned event with 75 of its swimmers, all coaches and all 75 swimmers must be USA Swimming members.
- b. When swimming as a College Team in college competition, there is no USA Swimming insurance coverage (because not all are USA Swimming members).

These answers apply also to the YMCA and other organizations with USA Swimming members.

7. USA Swimming club holds an **approved** fund-raising event, supervised by club officials. Liability and excess accident insurance are applicable. (Approval from Risk Management Services, Inc. required).
8. Socials or fund-raising activities where alcoholic beverages are **sold are not approved** and are not an insured activity.
9. USA Swimming club owns its own pool facility. It must carry independent insurance at its own expense to cover premises liability. No coverage under USA Swimming program.
10. Dryland Training. The USA Swimming insurance covers member swimmers and member coaches during supervised dry-land exercises. The key word is "supervised." The same requirements of supervision must be observed whether the swimmers are in or out of the pool during training periods.



11. When does coverage begin and end?

Coverage begins and ends when it can reasonably be said that the coach or authorized club official has taken control or should have taken control of the swimmers and when they are no longer under his control. This will vary always with particular cases. It will extend into the locker room/bleacher area as well as the pool. The situation we are trying to avoid is the gathering (and perhaps gratuitous and unilateral commencement of practice) of swimmers without supervisory control, and the abandonment of swimmers by coaches or authorized club personnel when practice or training is over.

12. Do personal assistants for swimmers with a disability need to be members of USA Swimming to be on deck?

No, but personal assistants should be on deck only when their services are actually needed by the swimmer, and with permission from the meet director or meet referee.

*In summary:*

The key is USA Swimming member coach controlled supervision and the club is engaged in a USA Swimming covered activity.

There are going to be situations in which the dividing line is extremely difficult to draw, particularly in liability situations. Complete the Report of Occurrence form or contact the USA Swimming National Headquarters at once whenever an accident occurs, no matter how minor you might think it is. The online and paper forms can be found at [www.usaswimming.org/ROO](http://www.usaswimming.org/ROO).



**WSL Coaching**  
**Test Sets and Common Language**  
**Section 7**



## ***Williston Sea Lions Common Language***

The Williston Sea Lions Swim Club has adopted the following terms as a common language used between coaching staff.

### 1 Common Language Terms

- Equipment
- Kick Board
- Pull Buoy
- Short fins
- Positive Drive Fins
- Agility Paddles
- Streamline boards
- Sculling Paddles
- Lane Rope/Line
- Pace Clock
  - Start on the top
  - Start on the bottom

#### 1.1 Workout Vocabulary and Structure

- Warm-up
  - SKPS
  - SKIMPS
- Kick Set
- Drill Set
- Main Set
  - Distance Set
  - Sprint Set
  - IM Set
  - Test Set
- Cool Down
- Drills
  - Body Swimming
  - Masken
  - Loops
- Sweet Spot



Side glide right/left  
Shark Fin  
Skater  
4 up/4 down  
Distance Per Stroke (DPS)  
Build

Build up/Build down by...

Broken 200

Ladder

Team Structure  
The Board

Group	Prerequisites	Commitment	Skills Taught	Test Sets	Advancement
Prep					
5/6	5 or 6 years old Complete a 25 freestyle with side breathing or 25 backstroke without assistance. (Passing Level 3 swim lessons preferred) Must enter pool without out assistance or coaxing. Must be coachable - A good listener, trying to apply what the coach ask swimmers to try.	1 - day per week/45 minutes a day	Freestyle and Backstroke (head position, body position, kick, arms) Introduce body dolphin Introduce breaststroke kick Starts and streamlines Build confidence in the water and develop healthy encouraging relationships with team mates	5-minute swim - How far can you swim in 5 minutes Streamline Competitions Intersquad races	Swimmers in Prep 5/6 will advance to Prep 7/8 when they age up. They may advance to 7/8 before turning 7 based on coach's discretion.
7/8	Ages 7 and 8 Complete a 25 freestyle with side breathing or 25 backstroke without assistance. (Passing level 3 swim lessons preferred) Must enter pool without out assistance or coaxing. Must be coachable - A good listener, trying to apply what the coach ask swimmers to try.	2 - days per week/45 minutes a day Compete in Home Meets.	Freestyle and Backstroke (head position, body position, kick, arms) Introduce body dolphin Introduce breaststroke kick Starts and streamlines Build confidence in the water and develop healthy encouraging relationships with team mates	5-minute swim - How far can you swim in 5 minutes Streamline Competitions 10 x 25 freestyle @ 1:00	Swimmers in Prep 7/8 will advance to Prep 9 and up when they age up. They may advance to Level 1 when they are: consistently swimming 200 freestyle with flip turns. 100 backstroke with flip turns, finishing on back, Standing racing start from the wall or the blocks. Backstroke Start - selection to AG 1 is based on AG coaching staff.
9 and up	Ages 9 and up Complete a 25 freestyle with side breathing or 25 backstroke without assistance. Must enter pool without out assistance or coaxing. Must be coachable - A good listener, trying to apply what the coach ask swimmers to try.	3 - days a week/45 minutes a day Compete in Home Meets.	Freestyle and Backstroke (head position, body position, kick, arms), Fly(body dolphin), Breaststroke (kick and timing) Starts and streamlines Build confidence in the water and develop healthy encouraging relationships with team mates	5-minute swim - How far can you swim in 5 minutes Streamline Competitions 10 x 50 freestyle @ 2:00	Swimmers in Prep 9+ will move to Level 1 when they are: consistently swimming 200 freestyle with flip turns. 100 backstroke with flip turns, finishing on back -Standing racing start from the wall or the blocks. Backstroke Start, desire and ability to train 4 days a week/1 hour per day. Selection to AG 1 is based on AG coaching staff.
Age Group					
Level 1	At least 8 years old 200 freestyle with flip turns. 100 backstroke with flip turns, finishing on back - Standing racing start from the wall or the blocks. Backstroke Start - selection to AG 1 is based on AG coaching staff.	3 - 4 - days a week/1 hour a day Compete in Home Meets and at least 1 away meet	Aerobic Development in all four strokes, Stroke technique in all four strokes, Flip turns/open turns, racing starts and relay starts. Build confidence off the block and into the breakout, Basic use of the pace clock (Descending sets, sets on the :30 and 1:00), develop healthy and encouraging relationships with team mates and coaches	10 - minute swim - How far can you swim in 10 minutes repeat, 25, 50, 100s 200 yards timed kick set descending sets	Swimmers in AG 1 will advance to AG 2 when they complete the IM Ready Challenge (should be legal in all four strokes and turns), Starts off the block. Swimmer's will be moved based on the recommendation of coaching staff.
Level 2	At least 9 years old -Legal in the four competitive strokes -Standing start from the blocks - Can do a flip turn and open turn - Competition Mindset - Swimmers may or may not have qualified for state, but they are practicing with a mindset to compete at the State Level.	4-5 days a week/1.15 hours a day, attend all home meets and at least 1 away meet.	Aerobic Development in all four strokes, develop race strategies, Distance Per Stroke, Interval swimming, breathe control Build confidence in the water and develop healthy encouraging relationships with team mates	10 - minute swim - How far can you swim in 5 minutes Repeat 25s, 50s, 100s, 200s 400 yards timed kick set descending sets	Swimmers in AG 2 will advance to AG 3 when they are able to complete the IMX Challenge, Level 3 swimmers should be able to complete a 500 skimps in under 10 minutes, complete 10 x 100 at 2:00, 6 x 100 flutter kick @ 3:00 and complete 3 x 200 IM on 4:00. Swimmers will be advanced based on the coach's discretion. Swimmers should demonstrate an elevated level of commitment workouts and swim meet attendance.

Level 3	At least 11 years old Swimmers should be proficient in 100 and 200 Freestyle and Backstroke, 100 breaststroke and Fly, and 200 IM. Proficient in freestyle and backstroke flip turns, reading a pace clock and following instructions for stroke drills. Level 3 swimmers should be able to complete a 500 skimps in under 10 minutes, complete 10 x 100 at 2:00, 6 x 100 flutter kick @ 3:00 and complete 3 x 200 IM on 4:00. Swimmers will be assigned to Intermediate or Advanced levels based on interval times, and physical and mental maturity. Swimmers in Level 3 are training for State Championships	4-5 days a week/1.5 hours a day, attend all home meets and at least 2 away meets.	Aerobic Development with a focus will be on race strategies - Distance Per Stroke, Interval swimming, breathe control Build confidence in the water and develop healthy encouraging relationships with team mates . Swimmers in Level 3 are training with a mindset for competition on the state and regional level. Level 3 swimmers will be taught to swim with set goals for improvement in practice and in competition.	Adopted from M. Murray, Victor Swim Club <b>200 Pace Prep Test (2PT)</b> - 2x/mo. Only after december, add rest and remove repeats as you move closer to focus meets. 3 x (5x200) Broken @ 50 @ 4:00 EN3/SP1 1st round rest: 05; 05; 05 - add splits 2nd round rest 05; 10; 05 - add splits 3rd round rest 10; 10; 10 - add splits Rotate Free, IM, Stroke by monthly cycle <b>Lactate Test Sets:</b> 5 week cycle, 1 week off, 7th week from beginning with new stroke! Concluded 1 month before season culminating competition. Week 1: 4 x 400 @ 10:00 Week 2: 5 x 200 @ 8:00 Week 3: 8 x 100 @ 5:00 Week 4: 8 x 50 @ 3:00 Week 5: 12 x 25 @ 1:30 <b>Aerobic/Anaerobic Best Average Test (AABAT)</b> - 1 time every other week, Alt. IM, Best Stroke, Free by test 10 x 100 @ :10r, maintain best average 1 x 200 loosen @ 4:00 8 x 100 @ :20r, Maintain best average AABAT test sets continue into the rest phase of the season, with more rest added and less repeats required.	Swimmers should complete a 500 skimps in under 10 minutes, complete 10 x 100 at 1:45, 6 x 100 flutter kick @ 2:45 and complete 3 x 200 IM on 3:30 Swimmers should be setting goals to reach PB and goal meets times. Swimmers should read pace clock, know thier best times, lead cheers, demonstrate Commitment, Confidence, Concentration, and Character
Senior	Ages 13 and up Swimmers who are skilled and experienced athletes committed to training and competing at a level in preparations for advancement to college level swimming. Goal meets are State Championships, sectionals, zones, nationals Swimmers should complete a 500 skimps in under 10 minutes, complete 10 x 100 at 1:45, 6 x 100 flutter kick @ 2:45 and complete 3 x 200 IM on 3:30 Swimmers should be setting goals to reach PB and goal meets times. Swimmers should read pace clock, know thier best times, lead cheers, demonstrate Commitment, Confidence, Concentration, and Character	5 days a week/2 hours per day attend all home meets, away meets, State meet, Zones, Nationals when eligible	Practice sessions will focus on technique in all four strokes, maximizing distance per stroke, pace work, and racing strategy.		





## ***Williston Sea Lions Test Sets***

The Williston Sea Lions Swim Club has adopted the following Test Sets.

### **1 Test Sets**

Test Sets for Prep - Age Group Intermediate used to indicate progression to a next level, and as a benchmark indicating how a swimmer is progressing with their stroke fluency and strength indicated by a drop in time.

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#### **1.1 Age Group Developmental - Intermediate**

##### ***Warm-up***

500 skimps

##### ***Test Set***

6 x 100 Free on 2:00

6 x 100 Flutter Kick on 2:45

3 x 200 IM

---

##### ***Cool Down***

200 nice and easy stroke choice

#### **1.2 Age Group Developmental - Beginner**

##### ***Warm-up***

100 swim/100 k/100p/100 swim

4 x 50 IM order 25 drill/25 swim

##### ***Test Set***

4 x 100 Free on 2:00

4 x 100 Flutter kick on 2:45

1 x 200 IM Legal with turns

##### ***Cool down***

200 nice and easy stroke choice

## 1.3 Prep Group Advanced

### **Warm-up**

100 kick/100 pull/100 swim  
4x25 working good streamline

### **Test Set**

4 x 25 :30  
200 Free (with flip turns)  
100 Back

---

### **Cool Down**

100 nice and easy stroke choice

---

## 1.4 Prep Group - Intermediate

### **Warm-up**

50 Kick 50 Pull 50 swim  
4 x 25 working good streamline

### **Test Set**

200 Free  
100 Back  
Front and back flip turn

### **Cool Down**

100 nice and easy stroke choice

---

## 2 Test Sets

Test Sets for Senior Elite/Performance and Age Group Performance Intermediate/Advanced used to indicate progression to a next level, and as a benchmark indicating how a swimmer is progressing in technique in all four strokes, maximizing distance per stroke, pace work, and racing strategy, technique fluency and strength indicated by a time drop. The following sets are incorporated into the main set of a full workout.

---

### 2.1 400 Yard Kick Set for Time

400 yd continuous kick for time that swimmers in these levels are required to complete monthly. Times are logged and compared. Goal is to strengthen overall kick strength and ability and reduce time over the course of the season.

## 2.2 100 Pacing Set

12 x 100 @ intervals based on 80% effort of personal best 100 SCY or LCM competition time. Senior Elite/Performance swimmers must keep consistent pacing within :03-:05 seconds of the first 100 with minimal rest (:05). Age Group Performance Intermediate/Advanced swimmers do a 10 x 100 set at 80% effort of PR with goal of consistent pacing within :03-:05 of first hundred with rest between :15-:30.

1 x 300 Pull  
2 x 100 Kick

## 2.3 50 Pacing Set

10 x 50 free @ 1:00 goal is to get :15 rest or swim within a consistent time no more than :5 above or below your first 50.

1 x 200 easy pull or kick

## 2.4 25 Pacing Set

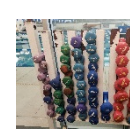
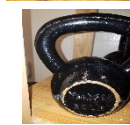
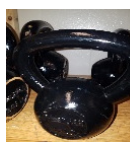
10 x 25 @ :30 goal is to get :10 rest or swim within a consistent time no more than :1-2s above or below your first 25.





## **WSL Inventory**

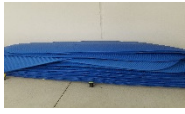

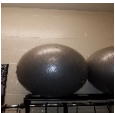





### **Section 8**

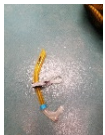
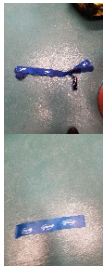


Item	Quantity	Picture	Value	Cost	Condition	Date	Comment
BOSU Ball	2		UNK	UNK	Good	10/6/2016	None
Kettle Ball 10#	2		UNK	UNK	Good		
Kettle Ball 15#	2		UNK	UNK	Good		
Kettle Ball 20#	2		UNK	UNK	Good		
Kettle Ball 30#	2		UNK	UNK	Good		
Hand Weight 2#	13		UNK	UNK	Good		
Hand Weight 3#	18		UNK	UNK	Good		
Hand Weight 4#	14		UNK	UNK	Good		
Hand Weight 5#	10		UNK	UNK	Good		

	Hand Weight 6#	12	UNK	UNK	Good	
	Hand Weight 8#	6	UNK	UNK	Good	
	Green Buckets with Straps	8	UNK	UNK	Good	
	In Water Stretch Cords	6	UNK	UNK	Good	1 broke. 5 are usable
	Ab Roller	1	UNK	UNK	Good	
	Step Ups	6	UNK	UNK	Good	
	Misc. Stretch Cords	1	UNK	UNK	Good	
	Unknown	1	UNK	UNK	Good	
	Step Ups (Double)	2	UNK	UNK	Good	
	iFit Balance Boards	2	UNK	UNK	Good	



	Weighted Jump Ropes	2	UNK	UNK	Good
	Exercise Mats (Blue)	26	UNK	UNK	Good
	Chairs	25	UNK	UNK	Good
	Cart	1	UNK	UNK	Good
	Exercise Balls	6	UNK	UNK	Good
	Hand Fins (Blue)	15	UNK	UNK	Good
	JR Hand Fins (White)	22	UNK	UNK	Good
	Hand Fins (Red)	22	UNK	UNK	Good
	Hand Fins (Green)	20	UNK	UNK	Good
	Positive Drive Fins (Lg)	10	UNK	UNK	Good



Positive Drive Fins (Med)	14	UNK	UNK	Good	
Positive Drive Fins (SM)	8	UNK	UNK	Good	
Monofins (Blue)	1	UNK	UNK	Good	
Monofins (Black)	2	UNK	UNK	Good	
Monofins (Orange)	2	UNK	UNK	Good	
Ankle Straps (Blue)	16	UNK	UNK	Good	
Plastic Stretch Cords	3	UNK	UNK	Good	
Snorkels (Black)	14	UNK	UNK	Good	
Snorkels (Yellow)	4	UNK	UNK	Good	
Rings and Batons	0	UNK	UNK	Good	Misc. items



Resistance Bands

20

UNK

UNK

Good

New in package



Bell Copper

1

UNK

UNK

Good

Bell Red

1

UNK

UNK

Good

Bell White

2

UNK

UNK

Good



Daktronics Equipment

UNK

UNK

Good

PC 2001

1

UNK

UNK

Good

OMNI Sport 2000 Timer

1

UNK

UNK

Good



Speakers

8

UNK

UNK

Good



Printer HP

1

UNK

UNK

Good

Clipboards

15

UNK

UNK

Good







Storage Box Misc Items

1

UNK

UNK

Good



Kick Boards Small Blue

10

UNK

UNK

Good

Kick Boards Med Blue

19

UNK

UNK

Good

Kick Boards TYR Black

1

UNK

UNK

Good

Kick Board w/ hand hole

1

UNK

UNK

Good

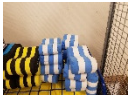
Kick Board Yellow

9

UNK

UNK

Good



Pull Buoys (Blue/White)

18

UNK

UNK

Good



Pull Buoys (Yellow/Black)

7

UNK

UNK

Good

Pull Buoys (Blue/Black)

2

UNK

UNK

Good



Coolers

2

UNK

UNK

Good



Volo Fins

4

##### \$ 29.95 New

2/13/2017



Volo Fins

4

##### \$ 32.95 New

2/13/2017



Volo Fins

4

##### \$ 34.95 New

2/13/2017

headliner

1

\$ 19.95 \$ 19.95 New

2/13/2017

IPAD

1

##### ##### New

1/18/2017

OTTERBOX

1

\$ 44.99 \$ 44.99 New

1/23/2017

SPORTI KICKBOARD (BLUE)

5

\$ 44.95 \$ 8.99 New

11/14/2016

SPORTI KICKBOARD (YEL)

16

##### \$ 7.34 New

11/5/2016 Less \$8.95 credit for non-

POSITVIE DRIVE FINS (SM)

5

\$ 89.70 \$ 17.94 New

10/18/2016

POSITIVE DRIVE FINS (MD)

5

\$ 89.70 \$ 17.94 New

10/18/2016

POSITIVE DRIVE FINS (LG)

5

\$ - New

10/18/2016

FINIS JUNIOR PULL BUOY

20

##### \$ 11.85 NEW

12/3/2016

TYR Pull Strap

12

##### \$ 10.45 New

10/12/2017

Hula Hoops	12	\$ 38.72	\$ 3.23	New	11/5/17
Noodles	10	\$ 31.99	\$ 3.20	New	11/5/17
Rings and Batons	18	\$ 11.30	\$ 0.63	New	11/5/17
43" TV	1				8/27/2019
Apple TV and Remote	1				8/27/2019
Switch Box					8/27/2019
Underwater Camera					8/27/2019
Above Water Camera					8/27/2019
TV Stand					8/27/2019





**SAFETY**

## **Section 9**



# **Minor Athlete Abuse Prevention Policy**

**Williston Sea Lions  
June 23, 2019**



### **THIS POLICY APPLIES TO:**

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes.

### **GENERAL REQUIREMENT**

USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

### **ONE-ON-ONE INTERACTIONS**

#### **I. Observable and Interruptible**

One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.

#### **II. Meetings**

- a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
- b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- c. Meetings must not be conducted in an Applicable Adult or athlete's hotel room or other overnight lodging location during team travel.

#### **III. Meetings with Mental Health Care Professionals and/or Health Care Providers**

If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring; and
- d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the Williston Sea Lion Safety Chair and/or Head Coach.

#### **IV. Individual Training Sessions**

Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

### **SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS**

#### **I. Content**

All electronic communication from Applicable Adults to minor athletes must be professional in nature.

#### **II. Open and Transparent**

Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must





copy the minor athlete's legal guardian on any electronic communication response to the minor athlete.

When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

III. Requests to Discontinue

Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the Williston Sea Lions, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours

Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication

Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" the Williston Sea Lions official Facebook, Crew app and/or LSC's official page.

Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

**TRAVEL**

I. Local Travel

Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).

Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.

Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

II. Team Travel

Team travel is travel to a competition or other team activity that the organization plans and supervises.

- a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.

When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.

Team Managers and Chaperones who travel with the Williston Sea Lions or LSC must be USA Swimming members in good standing.

- b. Unrelated Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with a minor athlete.



Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age.

- c. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

#### **LOCKER ROOMS AND CHANGING AREAS**

I. Requirement to Use Locker Room or Changing Area

The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

II. Use of Recording Devices

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.

III. Undress

An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.

IV. One-on-One Interactions

Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.

V. Monitoring

The Williston Sea Lions and ARC staff must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

- a. Conducting a sweep of the locker room or changing area before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during periods of use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.

VI. Legal Guardians in Locker Rooms or Changing Areas

Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

#### **MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES**

- I. Definition: In this section, the term "Massage" refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).



II. General Requirement

Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

III. Additional Minor Athlete Requirements

- a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to the Safety Chair for the Williston Sea Lions.
- b. Legal guardians must be allowed to observe the Massage.
- c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.
- d. Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan.





## **BOARD MEETING MINUTES**

### **Section 10**

## **Williston Sea Lions**

Meeting Minutes  
Tuesday May 1, 2018

### **Opening**

The regular meeting of the Williston Sea Lions was called to order at 6:30 on Tuesday May 1, 2018 at Diamond Resources by Joanna Baltes.

### **Present**

Shane Peterson, Karen Guglich, Sammie Roberts, Lindsey Johnson, Rae Carter, Colin March, Kari Kringen, Christina Luthy

### **Approval of Minutes**

There were no prior minutes to be approved.

### **Financial Status**

As of April 30, 2018

Total Liabilities & Equity      \$82,567.90

Net Income                              \$ 5,009.08

See attached Balance Sheet & Profit & Loss

### **Open Issues**

1. Non-Athlete form submission for Lindsey, Colin, & Rae submitted by Christina.  
The business 101 class has been assigned.
2. LSC meeting in Fargo May 6, 2018; there will be 5 WSL members attending.  
USA Swimming will be sending a representative and holding a Business 201 class.
3. Long Course starts Monday May 7, 2018
  - \* 63 swimmers as of May 1<sup>st</sup>
    - \* 11 Seniors
    - \* 12 Level 3
    - \* 16 Level 2
    - \* 9 9 & Older
    - \* 15 8 & Under
  - \* 2 week sessions will be available for those who are not able to commit to the full season but still want to swim this summer
    - \* Practice times are to be scheduled
    - \* Coaches: Karen, Joanna, Kim, & Jonathon Babcock
    - \* Mandatory Parent Meeting to be held on Monday May 14<sup>th</sup> at 5:30 at the ARC

\* No dryland will be held until school is over with then Cassie Gorder will handle dry land practices

\* Swim Meet Saturday June 9, 2018

4. Fundraisers that are currently scheduled are:

\* June 8 & 9 burgers at the Moose

5. Fundraisers that we are currently looking at doing:

\* August 19<sup>th</sup> @ Bakken Trek sell WSL items

\* Swim-a-Thon-main fundraiser possibly the 3<sup>rd</sup> week in

January

\* Gala

\* Bingo Night

\* Sell items outside of the ball park at the Babe Ruth tournament in July

### **New Business**

1. Club recognition with USA Swimming

\* Clubs are recognized for their level of skills (4 different levels)

\* WSL still trying to achieve Level 1

2. Sammie will be working on how to implement safe swimming. Items discussed were safe locker rooms. Code of Conduct will be given at the Parent's Meeting.

### **Adjournment**

Meeting was adjourned at 8:15 by Joanna Baltes. The next general meeting will be at 6:30 on May 29, at Diamond Resources Company.

Minutes submitted by: Lindsey Johnson



**Williston Sea Lions**  
**Balance Sheet**  
As of April 30, 2018

	Apr 30, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
ASB Checking	28,994.37
EJ Money Market	42,559.55
WSL INC Scoreboard Campaign	10,613.98
Total Checking/Savings	82,167.90
Other Current Assets	
Petty Cash on Hand	400.00
Total Other Current Assets	400.00
Total Current Assets	82,567.90
<b>TOTAL ASSETS</b>	<b>82,567.90</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	47,092.70
Retained Earnings	12,394.42
Net Income	23,080.78
Total Equity	82,567.90
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>82,567.90</b>

12:52 PM

05/01/18

Accrual Basis

**Williston Sea Lions**  
**Profit & Loss YTD Comparison**  
**April 2018**

	Apr 18	Oct '17 - Apr 18
<b>Income</b>		
Apparel Sales	527.38	6,455.58
Credit Card Processing Fees	421.59	1,775.53
Donations	587.50	587.50
Fundraisers	672.50	41,302.38
Home Swim Meet	5.00	16,649.50
Interest Income	1.21	13.65
Other Income	0.00	2,190.00
Out-of-Town Meet Athlete Fees	1,523.00	21,308.50
Stroke Clinics	0.00	798.00
Swim Season Registration Fees	14,125.64	50,285.42
USA Swimming Fee	300.00	8,980.00
<b>Total Income</b>	<b>18,163.82</b>	<b>150,346.06</b>
<b>Gross Profit</b>	<b>18,163.82</b>	<b>150,346.06</b>
<b>Expense</b>		
Advertising & Club Registration	0.00	42.55
Apparel Expense	0.00	7,975.21
Awards Banquets	260.58	1,555.08
Background Checks	0.00	114.00
Bank Fees	409.60	4,086.25
Charitable Contribution	952.31	18,862.65
Club Registration Fee to NDLS	0.00	150.00
Club Scholarship	0.00	530.90
Coaches\CPR Training	170.00	239.00
Corporate Filing Fees	0.00	10.00
Discounts	752.20	3,024.14
Equipment and Software Purchase	0.00	851.03
Fundraiser Expense	0.00	1,506.29
Gifts	0.00	475.00
Home Meet Expenses	810.53	6,175.12
Insurance	0.00	449.23
Office Supplies	34.04	240.19
Out-of-Town Athlete Registratio	320.00	16,537.00
Payroll	5,751.00	28,492.00
Payroll Expenses	95.00	95.00
Payroll Taxes	-776.94	-3,793.69
Pool Rental	0.00	10,450.00
Professional Fees	925.00	1,400.00
Scoreboard Campaign	0.00	469.65
Taxes	376.42	6,887.05
Travel Expenses	3,075.00	10,520.00
USA & NDLS Registration Fees	0.00	9,768.00
Website	0.00	153.63
<b>Total Expense</b>	<b>13,154.74</b>	<b>127,265.28</b>
<b>Net Income</b>	<b>5,009.08</b>	<b>23,080.78</b>

## **Williston Sea Lions**

### **Meeting Minutes**

**Tuesday June 5, 2018**

#### **Opening**

The regular meeting of the Williston Sea Lions was called to order at 6:30 on Tuesday June 5, 2018 at Diamond Resources by Joanna Baltes.

#### **Present**

Shane Peterson, Karen Guglich, Sammie Roberts, Lindsey Johnson, Rae Carter, Joanna Baltes, Diane Nelson, Barb Peterson, Kari Kringen

#### **Approval of Minutes**

Joanna Baltes made a motion to approve the May 1<sup>st</sup> meeting minutes and a second by Kari Kringen. Motion passed unanimously.

#### **Financial Status**

As of May 31, 2018

Total Liabilities & Equity      \$86,490.22

Net Income                              \$ 3,772.03

See attached Balance Sheet, Profit & Loss, and Check Detail

#### **Open Issues**

1. Negotiations on ARC contract-freeze on 3% increase for next year
  - a. Will negotiate room reservations separately at a WSL favorable rate 2088-2018 \$15,950
  - b. Motion by Shane Peterson to approve contract with a second by Kari Kringen. Motion passed unanimously with Joanna to sign the contract for Board
2. ProIT will conclude work to install audio cables to Scoreboard laptop
  - a. Quote is \$800
  - b. Motion by Kari Kringen to approval with a second by Rae Carter. Motion passed unanimously
3. Head Coach discussion for Karen-Joanna made a motion to approve Karen Guglich as Head Coach for WSL program with a second by Shane Peterson & Rae Carter
  - a. Discussion of reiterating consistency between all levels & help with Club Recognition program
4. Karen Guglich-coaching update
  - a. Joe Kemp coaching level 1 & 2's



- b. Karen coaching level 3's
  - c. Joanna coaching Seniors
  - d. Jonathon Babcock & Hannah helping with level 1's
  - e. Coaches are coordinating and discussing issues and writing workouts
  - f. All coaching at the same time and can easily be covered
- 5. Shane Peterson-Update with officials
  - a. Continuing to look for officials
- 6. WSL June 9<sup>th</sup> home meet update
  - a. 4 teams including WSL
  - b. About 90 swimmers
  - c. Starts at 10
  - d. Concessions-only serve hotdogs, bars, fruit, & water
  - e. To sell apparel with hot press
- 7. Collin March-not able to attend but Kari visited about Booster Chair
  - a. Timers still needed
  - b. Moose Fundraiser-still need workers
- 8. Rae Carter-Spirit Chair
  - a. Meet with Dana @ Shirtworks for state shirts and warm ups for embroidery
  - b. Look at gearbubble.com
    - i. Sammie created an account
    - ii. Profit margin is very large on each item
    - iii. Motion by Joanna Baltes to have Rae continue looking at gearbubble.com for swim wear with a second by Kari Kringen.  
Motion passed unanimously
- 9. Kari Kringen-Treasurer's report
  - a. Scoreboard campaign to be used for anything that will stay with the ARC
  - b. Fundraising was upped \$40,000 from previous year to cover expenses
  - c. At July's meeting a committee will be formed to look at fee prices and payments
  - d. Williston Sea Lion's checking Accounts #7361 & #8414 are held at American State Bank & Trust. Currently Cindy Babcock & Kari Kringen are signers. New signers on the checking account should consist of Kari Kringen & Joanna Baltes. A motion by Rae Carter and a second by Lindsey Johnson for the removal of Cindy Babcock & addition of Joanna Baltes. Unanimously approved.
    - i. Direct Deposit with ASBT-1 employee would like this and for a small fee each month this was approved unanimously with a motion by Rae Carter & second by Lindsey Johnson

- e. Reimbursement of new coaches for training & test as well as paying Cassie, Hannah, & Jonathon \$16/hour. A motion by Rae Carter & a second by Lindsey Johnson to pay Cassie, Hannah, & Jonathon \$16/hour as well as reimburse them for training and tests. Motion passed unanimously.
  - i. Previous minutes show that assistant coaches are paid \$12-\$18/hour-up to head coach how to pay based on experience
- 10. Barb Peterson-Fundraising update
  - a. Would like to do Passive fundraising
    - i. Smileamazon-advertise more
    - ii. Swim-a-thon #'s were down last year-try to amp this up
    - iii. Bingo to be held at the ARC instead of REC Center
    - iv. Looking into Script
    - v. Looking into tiered alumni fundraising
    - vi. Carwash & sell snow cones
    - vii. Look at a plan for fundraising
- 11. Sammie Roberts-Vice President & Safety Chair
  - a. To work on accomplishments with WSL
  - b. Work on advertising for the scholarship fund & professional development fund to send swimmers whose family isn't able to send a swimmer to meets or camps
- 12. Diane Nelson-Communications Chair
  - a. Monthly newsletter
    - i. Kids featured
    - ii. Coach's corner
  - b. Diane to post on Facebook
    - i. Smileamazon
  - c. Communicate to newspaper and community about upcoming events or who qualified for state
  - d. Highlight upcoming events
  - e. Outreach to parents-parents meeting, registration, etc.
  - f. Joanna to send PDF of out of town meets as well as a document from home meets to Diane to have for newsletters and/or media
  - g. Look at updating the calendar on teamunify.com

### **Adjournment**

Meeting was adjourned at 8:35 by Joanna Baltes. The next general meeting will be at 6:30 on July 10, at Diamond Resources Company.

Minutes submitted by: Lindsey Johnson

3:30 PM  
06/04/18  
Accrual Basis

**Williston Sea Lions**  
**Balance Sheet**  
As of May 31, 2018

	May 31, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
ASB Checking	32,915.95
EJ Money Market	42,559.55
WSL INC Scoreboard Campaign	10,614.72
Total Checking/Savings	86,090.22
Other Current Assets	
Petty Cash on Hand	400.00
Total Other Current Assets	400.00
Total Current Assets	86,490.22
<b>TOTAL ASSETS</b>	<b>86,490.22</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	47,092.70
Retained Earnings	12,544.42
Net Income	26,853.10
Total Equity	86,490.22
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>86,490.22</b>



3:29 PM

06/04/18

Accrual Basis

**Williston Sea Lions**  
**Profit & Loss YTD Comparison**  
**May 2018**

	May 18	Oct '17 - May 18
<b>Income</b>		
Apparel Sales	0.00	6,455.58
Credit Card Processing Fees	91.51	1,867.04
Donations	0.00	587.50
Fundraisers	11.10	41,313.48
Home Swim Meet	0.00	16,649.50
Interest Income	1.97	15.91
Other Income	0.00	2,190.00
Out-of-Town Meet Athlete Fees	0.00	21,308.50
Stroke Clinics	0.00	798.00
Swim Season Registration Fees	5,639.84	55,925.26
USA Swimming Fee	228.00	9,208.00
<b>Total Income</b>	<b>5,972.42</b>	<b>156,318.77</b>
<b>Gross Profit</b>	<b>5,972.42</b>	<b>156,318.77</b>
<b>Expense</b>		
Advertising & Club Registration	385.56	428.11
Apparel Expense	0.00	7,975.21
Awards Banquets	201.62	1,756.70
Background Checks	0.00	114.00
Bank Fees	581.97	4,668.22
Charitable Contribution	0.00	18,862.65
Club Registration Fee to NDLSC	0.00	150.00
Club Scholarship	0.00	530.90
Coaches/CPR Training	0.00	239.00
Corporate Filing Fees	0.00	10.00
Discounts	290.90	3,315.04
Equipment and Software Purchase	40.08	891.11
Fundraiser Expense	0.00	1,506.29
Gifts	0.00	475.00
Home Meet Expenses	0.00	6,175.12
Insurance	0.00	449.23
Office Supplies	9.99	250.18
Out-of-Town Athlete Registratio	0.00	16,537.00
Payroll	0.00	28,492.00
Payroll Expenses	0.00	95.00
Payroll Taxes	0.00	-3,793.69
Pool Rental	0.00	10,450.00
Professional Fees	225.00	1,625.00
Scoreboard Campaign	0.00	469.65
Taxes	0.00	6,887.05
Travel Expenses	213.27	10,733.27
USA & NDLSC Registration Fees	252.00	10,020.00
Website	0.00	153.63
<b>Total Expense</b>	<b>2,200.39</b>	<b>129,465.67</b>
<b>Net Income</b>	<b>3,772.03</b>	<b>26,853.10</b>

**Williston Sea Lions**  
**Check Detail**  
May 1 through June 4, 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		05/31/2018			ASB Checking	-581.97	-581.97
					Credit Card Processi...	-581.97	581.97
TOTAL						-581.97	581.97
Check	ePay	05/18/2018	Visa		ASB Checking	-211.61	-211.61
					Office Supplies	-9.99	9.99
					Food	-201.62	201.62
TOTAL						-211.61	211.61
Check	6954	05/07/2018	Basin Printers		ASB Checking	-385.56	-385.56
					Registration Event E...	-385.56	385.56
TOTAL						-385.56	385.56
Check	6955	05/07/2018	Verizon Wireless		ASB Checking	-40.08	-40.08
					Equipment and Soft...	-40.08	40.08
TOTAL						-40.08	40.08
Check	6956	05/07/2018	Brady, Martz And A...		ASB Checking	-225.00	-225.00
					Payroll Preparation	-225.00	225.00
TOTAL						-225.00	225.00
Check	6957	05/14/2018	Luthy, Christina an...		ASB Checking	-213.27	-213.27
					Travel Expenses	-213.27	213.27
TOTAL						-213.27	213.27
Check	6958	05/14/2018	NDLSC		ASB Checking	-252.00	-252.00
					Non-Athlete	-252.00	252.00
TOTAL						-252.00	252.00

Williston Sea Lions  
Check Detail  
May 1 through June 4, 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	6959	06/01/2018	Aquastorm - AQST		ASB Checking	-480.00	-480.00
					Out-of-Town Athlete ...	-480.00	480.00
TOTAL						-480.00	480.00
Check	6960	06/04/2018	Buttons By Fish		ASB Checking	-2,026.69	-2,026.69
					Trophies and Awards	-2,026.69	2,026.69
TOTAL						-2,026.69	2,026.69
Check	6961	06/04/2018	NDLSC		ASB Checking	-494.00	-494.00
					Athlete	-494.00	494.00
TOTAL						-494.00	494.00
Check	6962	06/04/2018	OK Distributing		ASB Checking	-22.55	-22.55
					Spirit Items	-22.55	22.55
TOTAL						-22.55	22.55
Check	6963	06/04/2018	Verizon Wireless		ASB Checking	-40.08	-40.08
					Equipment and Soft...	-40.08	40.08
TOTAL						-40.08	40.08



# **Williston Sea Lions**

## **Meeting Minutes Tuesday July 10, 2018**

### **Opening**

The regular meeting of the Williston Sea Lions was called to order at 6:30 on Tuesday July 10, 2018 at Diamond Resources by Joanna Baltes.

### **Present**

Shane Peterson, Karen Guglich, Sammie Roberts, Lindsey Johnson, Rae Carter, Joanna Baltes, Diane Nelson, Barb Peterson, Kari Kringen, Christina Luthy. Collin March absent.

### **Approval of Minutes**

Shane Peterson made a motion to approve the June 5<sup>th</sup> meeting minutes and a second by Rae Carter. Motion passed unanimously.

### **Financial Status**

As of July 10, 2018

Total Liabilities & Equity     \$78,707.62

Net Income                         \$ -6,404.43

See attached Balance Sheet, Profit & Loss, and Check Detail

### **Open Issues**

1. Kari Kringen-Treasurer's report
  - a. Swim meet held June 9<sup>th</sup> we had a positive balance after all bills paid
2. Rae Carter-Spirit Chair
  - a. Met with Dana @ Shirtworks for state shirts
    - i. Sea Lions pays for shirts for swimmers who qualify for state
    - ii. Parents, teammates, & families can order but must pay, in the past \$18-20 per shirt
  - b. Pep Rally & mandatory parents meeting on Tuesday July 24<sup>th</sup> @ 6:00
  - c. Award Night-Sunday August 26<sup>th</sup>
    - i. Job signup to bring water & powerade/Gatorade to event
3. Diane Nelson-Communications Chair
  - a. To post on Facebook for Pep Rally & mandatory parents meeting
  - b. Post on Facebook for families who would like to be a part of the Concession Committee with Rae & Lindsey
  - c. Newsletter-work on setting up & advertising AmazonSmile
4. Christina Luthy-Registration & Technical Planning Chair

- a. Working on Team Unify website
    - i. Update to Team Unify-one-time fee \$295 which will make it easier to navigate the website and add additional features
      - 1. Shane Peterson made a motion to sign up with Team Unify and pay the one-time fee of \$295. Sammie Roberts second with it being passed unanimously
  - b. All WSL policies can now be located on the Team Unify website
  - c. Bylaws & Handbook are on website
  - d. Board Members information has been updated
  - e. And monthly minutes are now on website
5. Barb Peterson-Fundraising update
- a. Smileamazon-advertise more
  - b. Script fundraising-you buy the gift cards electronically
6. Sammie Roberts-Vice President & Safety Chair
- a. Club recognition
    - i. Currently at 76 points need 102 points
      - 1. Needing to complete tax reviews
      - 2. Need a contract for head coach
  - b. IMX program
    - i. Points based on swimmers completing 5 events in 1 season
    - ii. WSL current score is 23%=2 points
    - iii. Scores updated August 31<sup>st</sup>
    - iv. Kids are recognized & compete with other kids
      - 1. Great way to help kids get motivated and push each other
    - v. USA Swimming-dashboard to find your swimmer
  - c. Communication Policy
    - i. Reviewed the policy
    - ii. Shane Peterson made a motion to adopt the communication policy. Kari Kringen second. Unanimously passed
7. Karen Guglich-coaching update
- a. Would like the Board to consider hiring an 8U coach
    - i. Board discussed and would like Karen to write up a job description for this 8U coach
8. Shane Peterson-Officials chair
- a. Continuing to look for officials
  - b. LSC update
    - i. Working with a consultant from USA Swimming for planning
      - 1. Clubs will have invite and do strategic planning
  - c. Zones
    - i. Coach Thomas Whelan

- ii. Qualify with AAA time-2 swimmers only
  - iii. Teams & Swimmers will not know if they are going to Zones if they do not have a AAA time until after State
- 9. Collin March-not able to attend but sent email for update for Booster Chair
  - a. Thank you email was sent to everyone who volunteered for the Summer Invitational and Moose Fundraiser
  - b. Moose Fundraiser-Collin sent a nice letter to Dennis Bauste apologizing that we did not clean up like he wanted us to

### **Adjournment**

Meeting was adjourned at 8:35 by Joanna Baltes. The next general meeting will be at 6:30 on August 7, at Diamond Resources Company.

Minutes submitted by: Lindsey Johnson



**Williston Sea Lions**  
**Balance Sheet**  
As of July 10, 2018

	Jul 10, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
ASB Checking	25,133.35
EJ Money Market	42,559.55
WSL INC Scoreboard Campaign	10,614.72
Total Checking/Savings	78,307.62
<b>Other Current Assets</b>	
Petty Cash on Hand	400.00
Total Other Current Assets	400.00
Total Current Assets	78,707.62
<b>TOTAL ASSETS</b>	<b>78,707.62</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	47,092.70
Retained Earnings	12,544.42
Net Income	19,070.50
Total Equity	78,707.62
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>78,707.62</b>

2:01 PM

07/10/18

Accrual Basis

**Williston Sea Lions**  
**Profit & Loss YTD Comparison**  
**July 1 - 10, 2018**

	Jul 1 - 10, 18	Oct 1, '17 - Jul 10, 18
<b>Income</b>		
Apparel Sales	87.00	6,763.58
Credit Card Processing Fees	0.00	1,877.68
Donations	0.00	533.57
Fundraisers	0.00	42,210.48
Home Swim Meet	0.00	19,936.00
Interest Income	0.00	17.38
Other Income	0.00	2,190.00
Out-of-Town Meet Athlete Fees	860.00	23,868.50
Stroke Clinics	0.00	408.00
Swim Season Registration Fees	546.23	58,579.04
USA Swimming Fee	0.00	9,208.00
<b>Total Income</b>	<b>1,493.23</b>	<b>165,592.23</b>
<b>Gross Profit</b>	<b>1,493.23</b>	<b>165,592.23</b>
<b>Expense</b>		
Advertising & Club Registration	0.00	428.11
Apparel Expense	0.00	7,975.21
Awards Banquets	0.00	3,783.39
Background Checks	38.00	152.00
Bank Fees	0.00	4,949.37
Charitable Contribution	0.00	18,862.65
Club Registration Fee to NDLSC	0.00	150.00
Club Scholarship	0.00	530.90
Coaches\CPR Training	0.00	296.00
Corporate Filing Fees	0.00	10.00
Discounts	0.00	3,315.04
Equipment and Software Purchase	1,139.08	2,070.27
Fundraiser Expense	0.00	1,506.29
Gifts	0.00	475.00
Home Meet Expenses	0.00	7,583.12
Insurance	0.00	449.23
Office Supplies	0.00	260.17
Out-of-Town Athlete Registratio	686.50	18,675.50
Payroll	5,816.00	37,755.50
Payroll Expenses	0.00	95.00
Payroll Taxes	-681.92	-4,761.34
Pool Rental	0.00	10,450.00
Professional Fees	0.00	1,625.00
Scoreboard Campaign	0.00	469.65
Spirit Items	0.00	151.72
Taxes	0.00	6,887.05
Travel Expenses	900.00	11,633.27
USA & NDLSC Registration Fees	0.00	10,590.00
Website	0.00	153.63
<b>Total Expense</b>	<b>7,897.66</b>	<b>146,521.73</b>
<b>Net Income</b>	<b>-6,404.43</b>	<b>19,070.50</b>

# Williston Sea Lions

7/10/2018 2:04 PM

Register: ASB Checking

From 06/01/2018 through 07/10/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/01/2018	6959	Aquastorm - AQST	Out-of-Town Athlete R...		480.00	X		32,435.95
06/02/2018			-split-	Deposit		X	2,193.55	34,629.50
06/04/2018	6960	Buttons By Fish	Awards Banquets:Trop...	inv#44	2,026.69	X		32,602.81
06/04/2018	6961	NDLSC	USA & NDLSC Regist...		494.00	X		32,108.81
06/04/2018	6962	OK Distributing	Spirit Items		22.55	X		32,086.26
06/04/2018	6963	Verizon Wireless	Equipment and Softwa...	ACCOUNT #8...	40.08	X		32,046.18
06/04/2018	6964	NDLSC	-split-		363.00	X		31,683.18
06/06/2018			-split-	Deposit		X	123.84	31,807.02
06/06/2018	6965	Hannah Reichman	-split-		158.85	X		31,648.17
06/06/2018	6966	Joanna P Baltes	-split-		794.21	X		30,853.96
06/06/2018	6967	Jonathan Babcock	-split-		679.29	X		30,174.67
06/06/2018	6968	Joseph D Kemp	-split-		759.43	X		29,415.24
06/06/2018	6969	Karen Guglich	-split-		826.99	X		28,588.25
06/07/2018	6970	Williston Parks & Re...	Stroke Clinics	Yoga Class for ...	390.00	X		28,198.25
06/09/2018			-split-	Deposit		X	2,080.00	30,278.25
06/10/2018			-split-	Deposit		X	41.48	30,319.73
06/13/2018	6971	Williston Parks & Re...	Home Meet Expenses:...	Yoga Class for ...	250.00	X		30,069.73
06/13/2018	6972	Dakota Prints	Home Meet Expenses:...		307.50	X		29,762.23
06/14/2018	6973	NDLSC	-split-		500.50			29,261.73
06/18/2018	ePay	Visa	-split-		113.92	X		29,147.81
06/19/2018			-split-	Deposit		X	2,568.50	31,716.31
06/19/2018	6974	OK Distributing	Spirit Items		129.17	X		31,587.14
06/19/2018	6975	NDLSC	USA & NDLSC Regist...		63.00	X		31,524.14
06/21/2018	6976	Minot Swim Club	Out-of-Town Athlete R...		972.00			30,552.14
06/22/2018			-split-	Deposit		X	1,100.00	31,652.14
06/27/2018			-split-	Deposit		X	165.32	31,817.46
06/30/2018			Interest Income:ASB C...	Interest		X	1.47	31,818.93
06/30/2018			Bank Fees:Credit Card ...	Service Charge	281.15	X		31,537.78
07/01/2018	ePay	Team Unify	Equipment and Softwa...	Processing Fees	1,099.00			30,438.78
07/02/2018	6977	Verizon Wireless	Equipment and Softwa...	ACCOUNT #8...	40.08			30,398.70
07/02/2018	6978	Red River Valley Wa...	Out-of-Town Athlete R...		40.00			30,358.70
07/02/2018	6979	FM Gators Swim Team	Out-of-Town Athlete R...	March 8-9, 201...	25.00			30,333.70
07/02/2018	6980	West Fargo Flyers	Out-of-Town Athlete R...		48.50			30,285.20
07/03/2018			-split-	Deposit			843.23	31,128.43
07/03/2018	6981	Hannah Reichman	-split-		655.24			30,473.19
07/03/2018	6982	Joanna P Baltes	-split-		1,651.40			28,821.79
07/03/2018	6983	Jonathan Babcock	-split-		671.70			28,150.09
07/03/2018	6984	Joseph D Kemp	-split-		774.90			27,375.19
07/03/2018	6985	Karen Guglich	-split-		2,118.30			25,256.89
07/03/2018	6986	Mandan Marlins	Out-of-Town Athlete R...		573.00			24,683.89



# Williston Sea Lions

7/10/2018 2:04 PM

Register: ASB Checking

From 06/01/2018 through 07/10/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
07/04/2018			-split-	Deposit		650.00	25,333.89
07/10/2018	6987	Kassandra Gorder	-split-		162.54		25,171.35
07/10/2018	6988	Kari Kringen	Background Checks		38.00		25,133.35

# **Williston Sea Lions**

## **Meeting Minutes**

**Tuesday August 7, 2018**

### **Opening**

The regular meeting of the Williston Sea Lions was called to order at 6:42 on Tuesday August 7, 2018 at Sammi Robert's house by Joanna Baltes.

### **Present**

Karen Guglich, Sammi Roberts, Lindsey Johnson, Rae Carter, Joanna Baltes, Barb Peterson, Kari Kringen, Christina Luthy, Collin March. Shane Peterson & Diane Nelson absent.

### **Approval of Minutes**

Kari Kringen made a motion to approve the July 10<sup>th</sup> meeting minutes and a second by Christina Luthy. Motion passed unanimously.

### **Financial Status**

As of August 7, 2018

Total Liabilities & Equity      \$76,784.74

Net Income                              \$ 2,620.76

See attached Balance Sheet & Profit & Loss

### **Open Issues**

1. Kari Kringen-Treasurer's report
  - a. Waiting to work on budget due to payroll
  - b. SOP for collections
    - i. To work on implementing a collection policy
  - c. Board reviewed IRS Form 990 prior to April 2018
  - d. Board reviewed the Insurance Policy on August 7, 2018
  - e. Touchpads-\$2,500 donation to ARC
2. Rae Carter-Spirit Chair
  - a. Award Night-Tuesday August 28<sup>th</sup>
    - i. ARC-still working on fee
    - ii. 5:30 Social
    - iii. 6:00 Dinner
    - iv. Awards after dinner
  - b. Swim caps & t-shirt size to be included in in registration sign up
  - c. Back to school t-shirts

- i. Select a date at September meeting to have all WSL swimmers wear their Sea Lions shirt
3. Diane Nelson-Communications Chair-absent but texted Lindsey information
  - a. Newsletter-work in progress
4. Christina Luthy-Registration & Technical Planning Chair
  - a. WSL growing
    - i. Short course increased by 10 (2017 117 vs 2018 127) swimmers
    - ii. Long course increased by 19 (2017 57 vs 2018 76) swimmers
  - b. Registration for 2018-2019 short course will open August 28<sup>th</sup> & remain open until October 12<sup>th</sup>
    - i. Tryouts to be completed by October 12<sup>th</sup> by Karen
  - c. Short Course to start Monday November 5<sup>th</sup> for Levels 1, 2, & 8 and under
  - d. Short course to start September 15<sup>th</sup> for level 3 & Seniors
5. Barb Peterson-Fundraising update
  - a. WHS has home swim meet on Saturday August 25<sup>th</sup> with 5 teams at 11-looking for concessions
    - i. Rae & Lindsey volunteered to have concessions if WHS needs someone
6. Sammi Roberts-Vice President & Safety Chair
  - a. Club recognition
    - i. Currently at 85 points need 102.4 points
  - b. IMX program
    - i. 7 swimmers will receive certificates for completion of IMX
    - ii. A presentation/description of IMX will be ran on scoreboard during practices & meets
    - iii. To be discussed at Long Course awards night
  - c. SOP status, background checks, CPR, athlete protection are in place
  - d. Christina & Sammi submitted a grant application for the Robert E Herman Charitable Trust for \$157,500
    - i. Grant recipients will be notified September 1<sup>st</sup>
7. Karen Guglich-coaching update
  - i. Needing to write up job description for 8 & Under coach
  - ii. Dickinson is hosting Fitter & Faster Camp with Olympian Kierra Smith November 16<sup>th</sup> & 17<sup>th</sup>
    1. Will have a total of 4 2 hour sessions
    2. Pick & choose which sessions or attend all of them
8. Shane Peterson-Officials chair absent
9. Collin March- Booster Chair
  - a. September 1<sup>st</sup> a reset of booster hours will occur
  - b. Several families have not completed their service hours



- i. Coaches to review list
  - c. Bakken X Trek-Needing 4-5 swimmers to help out at obstacle-squirting runners with water
- 10. Joanna Baltes-President
  - a. Zones
    - i. 4 WSL swimmers qualified
    - ii. January 19-21 Winter Invitational in Minneapolis
      - 1. To look into sending swimmers
    - iii. 4 Home meets this short course season
      - 1. Orange & Blue meet will be sanctioned and all swimmers
        - a. Thursday November 15<sup>th</sup>
      - 2. WSL/Minot meet
        - a. Saturday December 8<sup>th</sup>
      - 3. Winter Invitational
        - a. Saturday & Sunday February 2<sup>nd</sup> & 3<sup>rd</sup>
      - 4. Last Splash
        - a. Sunday March 3<sup>rd</sup>
      - 5. State Meet-West Fargo
        - a. March 15, 16, 17
      - 6. Midwest Regionals
        - a. March 23<sup>rd</sup> & 24<sup>th</sup>

### **Adjournment**

Meeting was adjourned at 8:55 by Joanna Baltes. The next general meeting will be at 6:30 on September 4, at Diamond Resources Company.

Minutes submitted by: Lindsey Johnson

1:23 PM

08/07/18

Accrual Basis

# Williston Sea Lions

## Balance Sheet

As of August 7, 2018

	Aug 7, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
ASB Checking	23,210.03
EJ Money Market	42,559.55
WSL INC Scoreboard Campaign	10,615.16
Total Checking/Savings	76,384.74
Other Current Assets	
Petty Cash on Hand	400.00
Total Other Current Assets	400.00
Total Current Assets	76,784.74
<b>TOTAL ASSETS</b>	<b>76,784.74</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	47,092.70
Retained Earnings	12,544.42
Net Income	17,147.62
Total Equity	76,784.74
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>76,784.74</b>

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08/07/18

Accrual Basis

**Williston Sea Lions**  
**Profit & Loss YTD Comparison**  
**August 1 - 7, 2018**

	Aug 1 - 7, 18	Oct 1, '17 - Aug 7, 18
<b>Income</b>		
Apparel Sales	701.99	7,440.57
Credit Card Processing Fees	16.38	1,902.96
Donations	0.00	533.57
Fundraisers	587.58	42,798.06
Home Swim Meet	664.50	20,600.50
Interest Income	0.00	19.07
Other Income	0.00	2,190.00
Out-of-Town Meet Athlete Fees	690.32	27,508.82
Stroke Clinics	0.00	328.00
Swim Season Registration Fees	224.99	58,945.69
USA Swimming Fee	0.00	9,208.00
<b>Total Income</b>	<b>2,885.76</b>	<b>171,475.24</b>
<b>Gross Profit</b>	<b>2,885.76</b>	<b>171,475.24</b>
<b>Expense</b>		
Advertising & Club Registration	0.00	428.11
Apparel Expense	0.00	9,144.73
Awards Banquets	0.00	3,783.39
Background Checks	0.00	190.00
Bank Fees	0.00	5,200.35
Charitable Contribution	0.00	18,862.65
Club Registration Fee to NDLS	0.00	150.00
Club Scholarship	0.00	530.90
Coaches\CPR Training	0.00	471.27
Corporate Filing Fees	0.00	10.00
Discounts	0.00	3,315.04
Equipment and Software Purchase	0.00	2,576.76
Fundraiser Expense	175.00	1,681.29
Gifts	0.00	475.00
Guest Coaching Expenses	0.00	354.67
Home Meet Expenses	90.00	7,730.87
Insurance	0.00	449.23
Office Supplies	0.00	260.17
Out-of-Town Athlete Registratio	0.00	21,010.50
Payroll	0.00	37,755.50
Payroll Taxes	0.00	-4,594.34
Pool Rental	0.00	10,450.00
Professional Fees	0.00	2,640.25
Scoreboard Campaign	0.00	469.65
Spirit Items	0.00	151.72
Taxes	0.00	8,666.28
Travel Expenses	0.00	11,420.00
USA & NDLS Registration Fees	0.00	10,590.00
Website	0.00	153.63
<b>Total Expense</b>	<b>265.00</b>	<b>154,327.62</b>
<b>Net Income</b>	<b>2,620.76</b>	<b>17,147.62</b>



# **Williston Sea Lions**

## **Meeting Minutes Sunday September 16, 2018**

### **Opening**

The Strategic Plan Meeting of the Williston Sea Lions was called to order at 2:00 on Sunday September 16, 2018 at Diamond Resources by Joanna Baltes.

### **Present**

Joanna Baltes, Diane Nelson, Lindsey Johnson, Dan Branham, Kari Kringen, Collin March, Barb Peterson, Shane Peterson, Rae Carter, Christina Luthy, Sammi Roberts, & Karen Guglich.

### **Committees**

Executive Committee members will be Joanna, Kari, Sammi, & Rae. Sammi made a motion with a second by Rae. Motion carried unanimously.

Fundraising Committee members are Barb as chair and she will find 2 other non-board members. Lindsey made a motion with a second by Christina. Motion carried unanimously.

Finance Committee members are Kari & Diane. Shane made a motion with a second by Lindsey. Motion carried unanimously.

Records Committee members are Lindsey & Sammi. Kari made a motion with a second by Shane. Motion carried unanimously.

### **LSC Overview**

Shane gave an overview about consultants are available with USA Swimming. Consultants are visiting with clubs and stating they should have a mission & a vision statement and that every board meeting should start out with these statements. Demi Peterson is on the LSC national board which now opens up a student representative. This representative does need to be at least 13 years old. Joanna made a motion with Sammi making a second and motion passed unanimously that Marissa Branham is the new student representative.

### **Vision statement**

Compete. Succeed. Lead.  
One stroke at a time.

**Mission statement**

To inspire our athletes to achieve success in swimming and in life.

**Handbook**

- Update new mission & vision statements
- Add Character development
- Explain level move-ups
- Explain USA Swimming
- New billing information
- Apparel
  - What to wear to swim meets
  - Practice gear
- Nutrition
- IMX challenge

**Head coach agreement**

- Karen to look at samples

**Yearly budget**

- Robert E. Herman trust, should find out if we are a recipient soon

**Fundraising**

- Thursday January 24<sup>th</sup> Swim-a-Thon
- Lindsey, Barb, Colin, & Diane to learn Daktronics scoreboard for advertisements & well wishes
  - Lindsey to make form
  - Training to be held on Thursday September 27 at 4:30 at ARC
- Swim meet sponsorships for programs

**Board initiative**

- Recruiting officials

**Parents meeting**

- Tuesday October 30<sup>th</sup> at 6:00 at ARC

**Scholarships awarded**

- Executive committee can decide, if any questions than brought to board

**SOP No. 2 & 3**

- Barb made a motion with Shane making a second to approve SOP No. 2 as is. Motion passed unanimously.

**Adjournment**

Meeting was adjourned at 5:15 by Joanna Baltes. The next general meeting will be at 6:30 on October 2, at Diamond Resources Company.

Minutes submitted by: Lindsey Johnson



# **Williston Sea Lions**

## **Meeting Minutes Tuesday October 30, 2018**

### **Opening**

The regular meeting of the Williston Sea Lions was called to order at 7:19 on Tuesday October 30, 2018 at Teen Room at ARC by Joanna Baltes.

### **Present**

Karen Guglich, Sammi Roberts, Lindsey Johnson, Rae Carter, Joanna Baltes, Kari Kringen, Christina Luthy, Colin March, Diane Nelson, & Barb Peterson. Shane Peterson absent.

### **Approval of Minutes**

Barb Peterson made a motion to approve the October 2, 2018 meeting minutes with an and a second by Rae Carter. Motion passed unanimously.

### **Financial Status**

As of October 30, 2018

Net Income                      \$ 8,390.59

See attached Balance Sheet & Profit & Loss.

### **Open Issues**

1. Kari Kringen-Treasurer's report
  - a. See Above under Financial Status.
2. Rae Carter-Spirit Chair
  - a. Swag campaign all season
    - i. Check is mailed monthly from Squad Locker
  - b. Swim Caps
    - i. Closes November 5<sup>th</sup>
      1. To order additional caps to have on hand
3. Diane Nelson-Communications Chair
  - a. Newsletter-work in progress
  - b. Any information we want in newsletter give to Diane by the 20<sup>th</sup> of each month
4. Christina Luthy-Registration & Technical Planning Chair
  - a. Registration for 2018-2019 short course
    - i. Currently 141 swimmers registered
5. Barb Peterson-Fundraising
  - i. Barb has her Fundraising committee set up

- ii. Taco Johnson November 1<sup>st</sup>
  - iii. Selling Sponsorships for programs & scoreboard
  - iv. 50/50 chuck-a-duck
  - v. Silent Auction at February meet-Torrie Vader to head up
  - vi. BINGO February 28
- 6. Sammi Roberts-Vice President & Safety Chair
  - a. Club recognition
    - i. Club Recognition Level 1 has been reached
      - 1. Christina & Sammi working on getting logo for Level 1 to put on our website
      - 2. Level 2
        - a. Need job descriptions for all coaches & board
        - b. Hold 4 parent education meetings
          - i. Discussion held to start these meetings and hold monthly
    - ii. Safe Sport Development:
      - 1. Need to work on:
        - a. Locker room policy
        - b. Photography policy
  - b. Records committee consisting of Lindsey Johnson & Sammi Roberts will need to go through a box of old records
    - i. We need to keep the last 3 years of swim meets
    - ii. Record retention policy will need to be put in place. Lindsey & Sammi will work on this and bring to board when completed
  - c. Christina & Sammi submitted a grant application for the Robert E Herman Charitable Trust for \$157,500
    - i. Should hear around December 1 on grant
- 7. Karen Guglich-coaching update
  - a. 9 coaches
  - b. 141 registered swimmers
- 8. Shane Peterson-Officials chair-absent but Joanna visited with him in regards to:
  - i. 4 potential officials
  - ii. Mentor at all home meets
- 9. Collin March- Booster Chair
  - a. Orange & Blue meet
    - i. Start 11/14/18 for signups
  - b. Dual with Minot
    - i. Start 11/21/18 for signups
- 10. Joanna Baltes-President
  - a. Concussion training is required by all coaches & board

**Adjournment**

Meeting was adjourned at 9:10 by Joanna Baltes. The next general meeting will be at 6:30 on December 4<sup>th</sup>, at the ARC.

Minutes submitted by: Lindsey Johnson





**Williston Sea Lions**  
**Balance Sheet**  
As of October 31, 2018

	<u>Oct 31, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
ASB Checking	30,535.08
EJ Money Market	42,559.55
WSL INC Scoreboard Campaign	8,085.83
Total Checking/Savings	<u>81,180.46</u>
Accounts Receivable	
Accounts Receivable	450.00
Total Accounts Receivable	<u>450.00</u>
Other Current Assets	
Petty Cash on Hand	400.00
Total Other Current Assets	<u>400.00</u>
Total Current Assets	<u>82,030.46</u>
<b>TOTAL ASSETS</b>	<b><u>82,030.46</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	47,092.70
Retained Earnings	26,547.17
Net Income	8,390.59
Total Equity	<u>82,030.46</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>82,030.46</u></b>





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10/29/18

Accrual Basis

## Williston Sea Lions

### Profit & Loss

October 2018

	Oct 18
<b>Income</b>	
Credit Card Processing Fees	302.05
Swim Season Registration Fees	7,535.00
USA Swimming Fee	4,144.00
<b>Total Income</b>	<u>11,981.05</u>
<b>Gross Profit</b>	11,981.05
<b>Expense</b>	
Apparel Expense	629.92
Awards Banquets	-315.00
Club Scholarship	359.75
Coaches\CPR Training	202.50
Discounts	519.44
Equipment and Software Purchase	224.87
Gifts	183.98
Professional Fees	615.00
USA & NDLSC Registration Fees	1,170.00
<b>Total Expense</b>	<u>3,590.46</u>
<b>Net Income</b>	<u><u>8,390.59</u></u>



# **Williston Sea Lions**

## **Meeting Minutes**

**Tuesday October 2, 2018**

### **Opening**

The regular meeting of the Williston Sea Lions was called to order at 7:19 on Tuesday October 2, 2018 at Diamond Resources by Sammi Roberts.

### **Present**

Karen Guglich, Sammi Roberts, Lindsey Johnson, Rae Carter, Joanna Baltes, Kari Kringen, Christina Luthy, Colin March, & Shane Peterson. Barb Peterson & Diane Nelson absent.

### **Approval of Minutes**

Shane Peterson made a motion to approve the September 16, 2018 meeting minutes with an addition to the SOP No. 3 being added to the SOP No. 2 and a second by Christina Luthy. Motion passed unanimously.

### **Financial Status**

As of September 30, 2018

Total Liabilities & Equity	\$72,857.54
Year End	\$13,220.42
Net Income	\$ 3,725.64

See attached Balance Sheet & Profit & Loss.

The Budget for 2018-2019 fiscal year had a motion by Colin March and a second by Lindsey Johnson to approve as is. Motion passed unanimously.

### **Open Issues**

1. Kari Kringen-Treasurer's report
  - a. Orange & Blue meet
    - i. Charge each swimmer a \$10 fee. Last year no fee was charged. Shane made a motion with a second by Rae. Motion passed unanimously.
2. Rae Carter-Spirit Chair
  - a. Back to school t-shirts
    - i. They came late and wrong. Rae will be looking into why they are not the correct t-shirt
  - b. Swim caps
    - i. Set up as event on website. Each swimmer must order 2.
    - ii. Silicone & Latex will both be offered.

- c. Swag campaign
    - i. Rae is looking at different websites to have our Sea Lions gear ordered from and delivered right to the swimmers door
- 3. Diane Nelson-Communications Chair-absent but texted Lindsey information
  - a. Newsletter-work in progress
  - b. Any information we want in newsletter give to Diane by the 15<sup>th</sup> of each month
- 4. Christina Luthy-Registration & Technical Planning Chair
  - a. Registration for 2018-2019 short course remains open until October 12<sup>th</sup>
    - i. Currently 78 swimmers registered
    - ii. 30 kids tried out last week and only turned away 1 child and those swimmers have not all registered
  - b. Short Course to start Monday November 5<sup>th</sup> for Levels 1, 2, & 8 and under
- 5. Barb Peterson-Fundraising update emailed to Lindsey
  - i. Barb has her Fundraising committee set up
  - ii. Looking into getting corporate sponsors for both the programs and to add to the Scoreboard Message campaign that Lindsey, Colin, Barb, & Diane are working on
- 6. Sammi Roberts-Vice President & Safety Chair
  - a. Club recognition
    - i. Currently at 93 points need 102.4 points
    - ii. Hoping to reach Level 1 by the end of October
    - iii. Will write a SOP for multi-swimmers in the same family & scholarships awarded
  - b. Records committee consisting of Lindsey Johnson & Sammi Roberts will need to go through a box of old records
    - i. We need to keep the last 3 years of swim meets
    - ii. Record retention policy will need to be put in place. Lindsey & Sammi will work on this and bring to board when completed
  - c. Christina & Sammi submitted a grant application for the Robert E Herman Charitable Trust for \$157,500
    - i. Still have not heard if WSL received a portion of the grant
- 7. Karen Guglich-coaching update
  - a. 3 coaches are CPR Certified & on the 4<sup>th</sup> they are taking the water safety certification
  - b. Pre-season starts tomorrow, October 3<sup>rd</sup>
    - i. 30 swimmers signed up
    - ii. Joanna, Karen, & Kim will be the coaches
  - c. Tryouts were great last week and have one more week of tryouts



- d. Coaching staff consists of: Karen, Joanna, Dan, Austin, Cassie, Kim, Melissa, & Stephanie
- e. Scholarship requests were received from 2 different families for a total of 5 swimmers
  - i. Motion made by Shane and second by Karen to approve to pay these 5 swimmers fees for the entire season. Motion passed unanimously.
- 8. Shane Peterson-Officials chair
  - a. Attended the USA Swimming conference last week
    - i. USA Swimming really looking at the out-reach membership
  - b. Recruiting more officials-push in newsletter and at parent meeting
  - c. While at the conference, the student representatives attended and did different types of community services. Demi did attend.
  - d. LSC fall meeting will be held on Sunday October 21, 2018
    - i. Need to send 2 members as this important for voting
    - ii. Barb & Kari may attend
- 9. Collin March- Booster Chair
  - a. Parent Meeting
    - i. Update slides & visit about how booster hours will work
- 10. Joanna Baltes-President
  - a. Meeting with Mike Amundson for maintenance
    - i. Joanna, Sammi, & Christina will meet with him and give him a list they are aware of that needs improvement

### **Adjournment**

Meeting was adjourned at 9:10 by Joanna Baltes. The next general meeting will be at after parent meeting on October 30, at the ARC.

Minutes submitted by: Lindsey Johnson

4:57 PM

10/01/18

Accrual Basis

**Williston Sea Lions**  
**Balance Sheet**  
As of September 30, 2018

	Sep 30, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
ASB Checking	21,362.50
EJ Money Market	42,559.55
WSL INC Scoreboard Campaign	8,085.49
<b>Total Checking/Savings</b>	72,007.54
Accounts Receivable	
Accounts Receivable	450.00
<b>Total Accounts Receivable</b>	450.00
Other Current Assets	
Petty Cash on Hand	400.00
<b>Total Other Current Assets</b>	400.00
<b>Total Current Assets</b>	72,857.54
<b>TOTAL ASSETS</b>	<b>72,857.54</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	47,092.70
Retained Earnings	12,544.42
Net Income	13,220.42
<b>Total Equity</b>	72,857.54
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>72,857.54</b>

**Williston Sea Lions**  
**Profit & Loss YTD Comparison**  
**September 2018**

	Sep 18	Oct '17 - Sep 18
<b>Income</b>		
<b>Apparel Sales</b>		
Apparel Sales	0.00	6,007.78
Equipment	0.00	17.00
Swim Cap Sales	0.00	1,415.79
<b>Total Apparel Sales</b>	0.00	7,440.57
<b>Credit Card Processing Fees</b>	289.35	2,258.18
<b>Donations</b>	0.00	533.57
<b>Fundraisers</b>		
AmazonSmil Rewards	0.00	75.21
Applebee's	0.00	279.62
Bingo	0.00	4,085.50
Holiday Lights Drive	0.00	302.03
Live Auction Donations	0.00	1,929.50
Moose Feed	0.00	777.00
Other	0.00	120.00
Raffle Tickets	0.00	845.00
Scoreboard Campaign	0.00	17,500.00
Sport About/Shirt Worx Apparel	0.00	225.29
Swim-a-Thon	0.00	15,343.57
Taco Johns	0.00	744.52
United Way	0.00	587.50
<b>Total Fundraisers</b>	0.00	42,814.74
<b>Home Swim Meet</b>		
Athlete Registration Fees	0.00	13,951.50
Concessions	0.00	4,807.00
Program Sales	0.00	1,842.00
<b>Total Home Swim Meet</b>	0.00	20,600.50
<b>Interest Income</b>		
ASB Checking	0.76	14.88
Interest Income - Other	0.00	6.64
<b>Total Interest Income</b>	0.76	21.52
<b>Other Income</b>		
Booster Fee	0.00	1,290.00
Equipment Rent	450.00	1,350.00
<b>Total Other Income</b>	450.00	2,640.00
<b>Out-of-Town Meet Athlete Fees</b>	570.00	28,078.82
<b>Stroke Clinics</b>	0.00	328.00
<b>Swim Season Registration Fees</b>	4,875.00	65,409.67
<b>USA Swimming Fee</b>	3,780.00	13,618.00
<b>Total Income</b>	9,965.11	183,743.57
<b>Gross Profit</b>	9,965.11	183,743.57
<b>Expense</b>		
<b>Advertising &amp; Club Registration</b>		
Advertising and Banners	0.00	27.00
Registration Event Expenses	0.00	401.11
Advertising & Club Registration - Other	109.84	109.84
<b>Total Advertising &amp; Club Registration</b>	109.84	537.95
<b>Apparel Expense</b>		
Apparel Purchase Costs	0.00	7,316.19
Swim Cap Purchase Costs	0.00	1,828.54
<b>Total Apparel Expense</b>	0.00	9,144.73

# Williston Sea Lions

## Profit & Loss YTD Comparison

### September 2018

	Sep 18	Oct '17 - Sep 18
<b>Awards Banquets</b>		
Food	-2.00	1,564.70
Room Rental	0.00	340.00
Trophies and Awards	0.00	2,026.69
<b>Total Awards Banquets</b>	-2.00	3,931.39
<b>Background Checks</b>	0.00	190.00
<b>Bank Fees</b>		
Credit Card Processing Fees	174.45	5,580.52
<b>Total Bank Fees</b>	174.45	5,580.52
<b>Charitable Contribution</b>	0.00	21,393.20
<b>Club Registration Fee to NDLS</b>	0.00	150.00
<b>Club Scholarship</b>	0.00	530.90
<b>Coaches\CPR Training</b>	0.00	471.27
<b>Corporate Filing Fees</b>	0.00	10.00
<b>Discounts</b>	108.10	3,452.04
<b>Equipment and Software Purchase</b>	340.08	3,129.70
<b>Fundraiser Expense</b>		
Bingo Expense	0.00	829.33
Misc. Fundraising Expenses	0.00	100.00
Swim-A-Thon	0.00	751.96
<b>Total Fundraiser Expense</b>	0.00	1,681.29
<b>Gifts</b>	0.00	475.00
<b>Guest Coaching Expenses</b>	0.00	354.67
<b>Home Meet Expenses</b>		
Bag Tags	0.00	472.65
Concessions	0.00	87.22
Meet Sanction Fee	0.00	290.00
Misc. Meet Expenses	0.00	1,097.17
NDLSC Athlete Fees	0.00	1,930.50
Pool Rental for Meet	0.00	750.00
Program Expenses	0.00	910.90
Trophies and Awards	0.00	2,192.43
<b>Total Home Meet Expenses</b>	0.00	7,730.87
<b>Insurance</b>	0.00	449.23
<b>Office Supplies</b>	0.00	240.19
<b>Out-of-Town Athlete Registratio</b>	0.00	21,010.50
<b>Payroll</b>	0.00	42,814.50
<b>Payroll Taxes</b>		
Federal Withholding	0.00	-1,916.00
Medicare Employee	0.00	-620.82
ND Withholding	0.00	-24.00
Social Security Employee Contri	0.00	-2,654.51
<b>Total Payroll Taxes</b>	0.00	-5,215.33
<b>Pool Rental</b>	5,000.00	15,450.00
<b>Postage and Shipping</b>	0.00	82.00
<b>Professional Fees</b>		
Payroll Preparation	0.00	2,640.25
<b>Total Professional Fees</b>	0.00	2,640.25
<b>Scoreboard Campaign</b>	0.00	469.65
<b>Spirit Items</b>	0.00	151.72
<b>Taxes</b>		
Sales and Use Tax	0.00	517.61
Taxes - Other	0.00	8,148.67
<b>Total Taxes</b>	0.00	8,666.28
<b>Travel Expenses</b>	0.00	13,880.00



4:57 PM

10/01/18

Accrual Basis

**Williston Sea Lions**  
**Profit & Loss YTD Comparison**  
**September 2018**

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	Sep 18	Oct '17 - Sep 18
<b>USA &amp; NDLSC Registration Fees</b>		
Athlete	359.00	9,116.00
Non-Athlete	0.00	1,701.00
Officials fine	150.00	150.00
<b>Total USA &amp; NDLSC Registration Fees</b>	509.00	10,967.00
<b>Website</b>	0.00	153.63
<b>Total Expense</b>	6,239.47	170,523.15
<b>Net Income</b>	<b>3,725.64</b>	<b>13,220.42</b>

# Budget 2018-2019

## Income

Apparel Sales	6000
Credit Card Processing Fees	2000
Donations	
Fundraisers	40000
Home Swim Meet	23000
Interest Income	30
Other Income: Booster Fees	1000
Other Income: Equipment Rental	900
Out-of-Town Meet Athlete Fees	30000
Stroke Clinics	400
Swim Season Registration Fees	65000
USA Swimming Fee	11000

Total Income	179,330.00
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Gross Profit	179,330.00
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## Expense

Advertising & Club Registration	600
Apparel Expense	4500
Awards Banquets	4500
Background Checks	200
Bank Fees	5500
Charitable Contribution	20000
Club Registration Fee to NDLS	150
Club Scholarship	2000
Coaches\CPR Training	500
Corporate Filing Fees	10
Discounts	3500
Equipment and Software Purchase	3000
Fundraiser Expense	2000
Gifts	500
Guest Coaching Expenses	500
Home Meet Expenses	8500
Insurance	500
Office Supplies	250
Out-of-Town Athlete Registratio	25000
Payroll	45000
Payroll Taxes	-6000
Pool Rental	15950
Postage and Shipping	100
Professional Fees	2700
Scoreboard Campaign	0
Spirit Items	200
Taxes	9000
Travel Expenses	15000
USA & NDLS Registration Fees	12000
Website	300

Total Expense	175,960.00
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Net Income	3,370.00
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# **Williston Sea Lions**

## **Meeting Minutes**

Tuesday December 4, 2018

### **Opening**

The regular meeting of the Williston Sea Lions was called to order at 6:31 on Tuesday December 4, 2018 at Teen Room at ARC by Joanna Baltes.

### **Present**

Karen Guglich, Sammi Roberts, Rae Carter, Christina Luthy, Colin March, & Barb Peterson. Shane Peterson, Lindsey Johnson, Joanna Baltes, Kari Kringen, & Diane Nelson absent.

### **Approval of Minutes**

### **Financial Status.**

### **Open Issues**

1. Kari Kringen-Treasurer's report
  - a. Motion made by Colin March with a second by Christina Luthy to authorize a \$1,000 for Swim-A-Thon spending for swag
  - b. Current swimmer's dad lost job and needing scholarship to continue to swim
    - i. Rae Carter made motion to fund swimmer with a scholarship and seconded by Colin March. Motion passed unanimously.
2. Rae Carter-Spirit Chair
  - a. Swim-A-Thon
    - i. Handout flyers & Packets on picture day
  - b. Pep Rally/Awards
    - i. Wednesday March 13 @ pool
    - ii. Swim Caps
  - c. Awards-Sheila Goehring
    - i. April 12<sup>th</sup> Raymond Center
3. Diane Nelson-Communications Chair-absent
4. Christina Luthy-Registration & Technical Planning Chair
  - a. 137 swimmers
  - b. 2 prep groups dropped out
  - c. To get a grid for state qualifying times & the IMX/IMR

5. Barb Peterson-Fundraising
  - i. 50/50 chuck-a-duck
    1. Kayla Lounsbury & Angela Ekblad
  - ii. Concessions
    1. Rae & Lindsey
      - a. Colin will send out reminder emails
  - iii. Silent Auction at February meet-Torrie Vader to head up
  - iv. BINGO February 28
    1. Girl Scouts & Boy Scouts will help with this
6. Sammi Roberts-Vice President & Safety Chair
  - a. Will check for radios so board can use at meets
  - b. Club recognition
    - i. Level 2-working on achieving
      1. Next meeting strategic objectives of what we want to see happen
7. Karen Guglich-coaching update
  - a. Picture Day with shawnathomasphotography
    - i. Karen heading up & in contact with Shawna Thomas
    - ii. Team photo & group photos
8. Shane Peterson-Officials chair-absent
  - a. Orange & Blue meet we had 7 apprentices for officials
  - b. 3 of the officials of docs in
9. Collin March- Booster Chair
  - a. Orange & Blue meet
    - i. Start 11/14/18 for signups
  - b. Dual with Minot
    - i. Start 11/21/18 for signups
10. Joanna Baltes-President
  - a. WSL/Minot dual
    - i. 112 Sea Lions, 48 Minot swimmers
    - ii. Announce no flash photography at starts as this was an issue
    - iii. Need to use crowd control barriers
    - iv. Joe leaving everything set up
    - v. Front doors will open at 8:30
    - vi. Colin to order 3 dozed sandwiches for hospitality room

### **Adjournment**

Meeting was adjourned at 7:55 by Joanna Baltes. The next general meeting will be at 6:30 on January 8<sup>th</sup>, at the ARC.

Minutes submitted by: Rae Carter/Lindsey Johnson



# **Williston Sea Lions**

## **Meeting Minutes**

Tuesday January 15, 2019

### **Opening**

The regular meeting of the Williston Sea Lions was called to order at 6:34 on Tuesday January 15, 2019 at Teen Room at ARC by Sammi Roberts.

### **Present**

Lindsey Johnson, Diane Nelson, Kari Kringen, Rae Carter, Colin March, Sami Roberts.

Absent: Shane Peterson, Joanna Baltes, & Christina Luthy.

### **Approval of Minutes**

Sammi motioned & Kari seconded to approve the December 4<sup>th</sup> minutes with a correction of boarders to barriers. Unanimously approved with correction.

### **Financial Status.**

Net Income: \$2,684.81

Kari to look and see how much scholarships have costed the Sea Lions this year.

- Scholarship fund will have another \$500 deposited soon
- No recent scholarship requests
- No fundraisers have been held yet
- Customized water bottles have been paid for but not billed to WSL families until we receive them

### **Open Issues**

1. Kari Kringen-Treasurer's report
  - a. Thursday January 31<sup>st</sup> from 4-6 apparel exchange for any WSL gear or swim gear. Parents must stay with their gear.
2. Rae Carter-Spirit Chair
  - a. Concession update with Lindsey
    - i. We upped lots of food as there is a basketball tournament on Saturday
  - b. Swim-A-Thon update
3. Diane Nelson-Communications Chair
  - a. Newsletter to be sent out this Friday
4. Christina Luthy-Registration & Technical Planning Chair-absent

5. Lindsey Johnson-Secretary & Concession Co-Chair
  - a. Discussed Concession update with Rae
  - b. Will ask Brad Ekblad to call BINGO
  - c. Will ask Angie Ekblad for BINGO Machine
  - d. Will order daubers & BINGO cards
6. Sammi Roberts-Vice President & Safety Chair
  - a. Will send a Thank You note to Jenn & Amanda for putting on nutritional 101
  - b. Strategic Planning meeting Saturday March 31<sup>st</sup> at 2:00 with location TBD
7. Karen Guglich-coaching update
  - a. Swim-a-Thon FAQ's will be sent out tonight
  - b. 30 plus kids for Category 5 meet
  - c. 39 plus kids for Minot Winter Fun meet
  - d. Posters have been made for State Qualifiers-wet erase
    - i. Next will be grids/posters for IMR & IMX completions
  - e. Awards banquet to be rescheduled for April 28 at 3:00-5:00
    - i. Munchies & desert
8. Shane Peterson-Officials chair-absent
9. Collin March- Booster Chair
  - a. Job sign-up for Swim-a-Thon almost full
  - b. Job sign-up for February 2 & 3 sign-up to be set-up/started soon
  - c. Warm-ups to start at 8:30 both days
10. Joanna Baltes-President-absent
11. Fundraising Chair-TBD

### **Adjournment**

Meeting was adjourned at 7:52 by Sammi Roberts. The next general meeting will be at 6:30 on February 5<sup>th</sup>, at the ARC.

Minutes submitted by: Lindsey Johnson

2:32 PM

01/14/19

Accrual Basis

# Williston Sea Lions

## Balance Sheet

As of December 31, 2018

	Dec 31, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
ASB Checking	23,892.49
EJ Money Market	42,559.55
WSL INC Scoreboard Campaign	8,022.64
Total Checking/Savings	74,474.68
Accounts Receivable	
Accounts Receivable	450.00
Total Accounts Receivable	450.00
Other Current Assets	
Petty Cash on Hand	400.00
Undeposited Funds	1,000.00
Total Other Current Assets	1,400.00
Total Current Assets	76,324.68
<b>TOTAL ASSETS</b>	<b>76,324.68</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	47,092.70
Retained Earnings	26,547.17
Net Income	2,684.81
Total Equity	76,324.68
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>76,324.68</b>





2:43 PM

01/14/19

Accrual Basis

**Williston Sea Lions**  
**Profit & Loss YTD Comparison**  
**December 2018**

	Dec 18	Oct - Dec 18
<b>Income</b>		
Apparel Sales	330.91	2,468.16
Credit Card Processing Fees	120.71	454.14
Fundraisers	3,400.03	7,598.43
Home Swim Meet	6,684.00	7,764.00
Interest Income	1.99	5.06
Other Income	450.00	450.00
Out-of-Town Meet Athlete Fees	0.00	1,760.00
Swim Season Registration Fees	10,142.91	18,477.91
USA Swimming Fee	210.00	4,844.00
<b>Total Income</b>	<b>21,340.55</b>	<b>43,821.70</b>
<b>Gross Profit</b>	<b>21,340.55</b>	<b>43,821.70</b>
<b>Expense</b>		
Advertising & Club Registration	175.00	175.00
Apparel Expense	1,545.50	2,462.50
Awards Banquets	0.00	432.96
Background Checks	76.00	152.00
Bank Fees	324.10	1,229.48
Charitable Contribution	0.00	64.20
Club Registration Fee to NDLS	0.00	150.00
Club Scholarship	0.00	359.75
Coaches\CPR Training	0.00	202.50
Discounts	396.03	915.47
Equipment and Software Purchase	1,345.00	1,614.95
Gifts	0.00	183.98
Home Meet Expenses	2,353.40	2,453.40
Insurance	0.00	940.00
Office Supplies	58.88	58.88
Out-of-Town Athlete Registratio	570.00	1,578.00
Payroll	5,465.50	8,687.50
Payroll Taxes	-517.11	-733.59
Pool Rental	5,250.00	5,250.00
Professional Fees	355.00	970.00
Taxes	0.00	2,144.91
Travel Expenses	275.00	275.00
USA & NDLS Registration Fees	50.00	11,570.00
<b>Total Expense</b>	<b>17,722.30</b>	<b>41,136.89</b>
<b>Net Income</b>	<b>3,618.25</b>	<b>2,684.81</b>



# **Williston Sea Lions**

## **Meeting Minutes**

Tuesday February 5, 2019

### **Opening**

The regular meeting of the Williston Sea Lions was called to order at 6:32 on Tuesday February 5, 2019 at Teen Room at ARC by Sammi Roberts.

### **Present**

Lindsey Johnson, Diane Nelson, Kari Kringen, Colin March, Sami Roberts, Christina Luthy, Joanna Baltes. Absent: Shane Peterson & Rae Carter.

### **Approval of Minutes**

Lindsey will bring tonight's minutes and last month's minutes to the next board meeting to be approved.

### **Financial Status.**

Net Income: \$24,772.84

### **Open Issues**

1. Kari Kringen-Treasurer's report
  - a. Programs
    - i. We should charge \$10 for a 2 day meet
  - b. Silent Auction over \$2,300
  - c. Swim-a-Thon over \$23,000 this year so far
    - i. 96 swimmers swam
    - ii. Collected over \$4,000 on the 31<sup>st</sup> of January
3. Rae Carter-Spirit Chair-absent
4. Diane Nelson-Communications Chair
  - a. Newsletter to be sent out next week
    - i. To add information on motivational meeting and swim meet photos
5. Christina Luthy-Registration & Technical Planning Chair-absent
6. Lindsey Johnson-Secretary & Concession Co-Chair
  - a. Be sure to run score board sponsors during home swim meets
  - b. Concessions
    - i. Use Colburn's for Hospitality Room
    - ii. Keep pricing same
    - iii. Coffee in Hospitality Room is a must

- c. Lindsey spoke for Rae in regards to swim caps for state qualifiers
- d. April 28 from 3-5 Awards Banquet & Swim-a-Thon awards
- e. BINGO was discussed
  - i. Motion by Kari & seconded by Christina we will table BINGO for now due to the number of home meets and miscellaneous events we have already this year.
- 7. Sami Roberts-Vice President & Safety Chair
  - a. Will order 2 more lap counters
- 8. Karen Guglich-coaching update
  - a. Home meets keep swimmers in lesson pool on bleachers by age group. Went very well
  - b. Less DQ's than previous years
  - c. 2-3 fans in audience to help air circulate
  - d. 2 new officials
  - e. Sami has 1 more meet to apprentice to become a starter
  - f. Looking at getting boys & girls high school season combined in 1 season (fall)
- 9. Shane Peterson-Officials chair-absent
- 10. Collin March- Booster Chair
  - a. Gave update on hours breakdown for volunteers
  - b. Maybe combine or see if we can shorten our list a little for volunteers so we are not overwhelming volunteers
- 11. Joanna Baltes-President
  - a. Meet went great
  - b. Agreed that having swimmers in lesson pool made it look organized
  - c. Swag Bags for state qualifiers
    - i. State t-shirt
    - ii. State swim cap
    - iii. Bag tag
    - iv. Send Rubbermaid container with coaches for snacks and drinks
- 12. Fundraising Chair-TBD

### **Adjournment**

Meeting was adjourned at 8:02 by Sammi Roberts. The next general meeting will be at 6:30 on February 28<sup>th</sup>, at the ARC.

Minutes submitted by: Lindsey Johnson



2:40 PM  
02/05/19  
Accrual Basis

**Williston Sea Lions**  
**Balance Sheet**  
As of February 5, 2019

	Feb 5, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
ASB Checking	63,466.57
EJ Money Market	42,559.55
WSL INC Scoreboard Campaign	7,216.21
<b>Total Checking/Savings</b>	<b>113,242.33</b>
Accounts Receivable	
Accounts Receivable	450.00
<b>Total Accounts Receivable</b>	<b>450.00</b>
Other Current Assets	
Petty Cash on Hand	400.00
<b>Total Other Current Assets</b>	<b>400.00</b>
<b>Total Current Assets</b>	<b>114,092.33</b>
<b>TOTAL ASSETS</b>	<b>114,092.33</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	47,092.70
Retained Earnings	26,547.17
Net Income	40,452.46
<b>Total Equity</b>	<b>114,092.33</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>114,092.33</b>



2:39 PM

02/05/19

Accrual Basis

# Williston Sea Lions

## Profit & Loss YTD Comparison

### February 1 - 5, 2019

	Feb 1 - 5, 19	Oct 1, '18 - Feb 5, 19
<b>Income</b>		
Apparel Sales	709.00	3,182.16
Credit Card Processing Fees	30.85	945.62
Donations		
Scholarship Donation	200.00	200.00
<b>Total Donations</b>	200.00	200.00
<b>Fundraisers</b>		
AmazonSmil Rewards	0.00	10.90
Live/Silent Auction Donations	2,289.00	2,289.00
Memorial	0.00	380.00
Raffle Tickets	259.00	600.00
Scoreboard Advertising/Messages	55.00	3,880.00
Sport About/Shirt Worx Apparel	353.48	353.48
Swim-a-Thon	10,738.25	23,320.25
Taco Johns	0.00	389.03
United Way	0.00	1,175.00
<b>Total Fundraisers</b>	13,694.73	32,397.66
<b>Home Swim Meet</b>		
Athlete Registration Fees	6,773.50	13,621.50
Concessions	2,767.95	4,451.95
Program Sales	674.00	1,549.00
<b>Total Home Swim Meet</b>	10,215.45	19,622.45
Interest Income	0.00	6.69
Other Income	0.00	450.00
Out-of-Town Meet Athlete Fees	0.00	5,256.00
Swim Season Registration Fees	10,625.00	39,782.91
USA Swimming Fee	0.00	4,984.00
<b>Total Income</b>	35,475.03	106,827.49
<b>Gross Profit</b>	35,475.03	106,827.49
<b>Expense</b>		
Advertising & Club Registration	219.00	394.00
Apparel Expense	0.00	4,258.60
Awards Banquets	0.00	432.96
Background Checks	0.00	266.00
Bank Fees	0.00	1,996.38
Charitable Contribution	0.00	870.63
Class Expense/Yoga	0.00	425.00
Club Registration Fee to NDLSC	0.00	150.00
Club Scholarship	0.00	359.75
Coaches\CPR Training	0.00	202.50
Corporate Filing Fees	0.00	10.00
Discounts	458.98	1,702.21
Equipment and Software Purchase	0.00	1,684.90
Fundraiser Expense	0.00	79.92
Gifts	0.00	183.98





2:39 PM  
02/05/19  
Accrual Basis

**Williston Sea Lions**  
**Profit & Loss YTD Comparison**  
**February 1 - 5, 2019**

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	Feb 1 - 5, 19	Oct 1, '18 - Feb 5, 19
Home Meet Expenses		
Concessions	0.00	86.40
Meet Sanction Fee	0.00	300.00
Misc. Meet Expenses	261.60	261.60
NDLSC Athlete Fees	0.00	1,507.00
Pool Rental for Meet	500.00	500.00
Program Expenses	638.40	1,198.40
Total Home Meet Expenses	1,400.00	3,853.40
Insurance	0.00	940.00
Office Supplies	0.00	58.88
Out-of-Town Athlete Registratio	0.00	4,206.50
Payroll	6,403.00	20,516.50
Payroll Taxes	-578.79	-1,783.49
Pool Rental	0.00	5,250.00
Professional Fees	0.00	970.00
Taxes	0.00	3,841.41
Travel Expenses	2,800.00	3,935.00
USA & NDLSC Registration Fees	0.00	11,570.00
Total Expense	10,702.19	66,375.03
Net Income	24,772.84	40,452.46



# **Williston Sea Lions**

## **Meeting Minutes**

Thursday February 28, 2019

### **Opening**

The regular meeting of the Williston Sea Lions was called to order at 6:36 on Thursday February 28, 2019 at Teen Room at ARC by Christina Luthy.

### **Present**

Lindsey Johnson, Diane Nelson, Kari Kringen, Colin March, Karen Guglich, Christina Luthy, Joanna Baltes. Absent: Shane Peterson, Sami Roberts & Rae Carter.

### **Approval of Minutes**

January 15, 2019 & February 5, 2019 minutes were approved unanimously with a motion from Kari Kringen and a second by Colin March.

### **Financial Status.**

Net Income: \$16,217.36

### **Open Issues**

1. Kari Kringen-Treasurer's report
  - a. Scoreboard Campaign
    - i. \$12,500 billed out tomorrow, March 1<sup>st</sup>, for the 3<sup>rd</sup> of the 4 payments
  - b. Pool rent for swim meets is \$250/day
3. Rae Carter-Spirit Chair-absent
4. Diane Nelson-Communications Chair
  - a. Newsletter to be sent out next week
5. Christina Luthy-Registration & Technical Planning Chair
  - a. Coaches clinic April 12-14<sup>th</sup> in Sioux Falls
    - i. Lindsey motioned with a second by Kari to send 2-3 coaches to the April 12-14<sup>th</sup> clinic in Sioux Falls. Approved unanimously
6. Lindsey Johnson-Secretary & Concession Co-Chair
  - a. Be sure to run score board sponsors during home swim meets
  - b. Concessions
    - i. Colburn's for Hospitality Room
    - ii. Rae should be back to help with concessions
  - c. Taco Johns fundraiser is Thursday March 7<sup>th</sup>
  - d. Rae has been working to get t-shirts and swim caps for State Qualifiers

7. Sami Roberts-Vice President & Safety Chair-absent
8. Karen Guglich-coaching update
  - a. Home meet
    - i. Set up 5 bleachers in lesson pool
    - ii. 3 bleachers by diving boards
    - iii. 2 bleachers by flag
    - iv. 2 bleachers by lockers
  - b. 94 kids swimming March 2<sup>nd</sup>
  - c. 3 of Level 1 & 2 coaches will come back from summer sessions as well as Karen & Joanna
    - i. Karen is to ask Joe
  - d. Karen needs to get recertified this year
  - e. Very please with how short season went
  - f. Mentor program was a huge success
  - g. May 1<sup>st</sup> Long Course will start
9. Shane Peterson-Officials chair-absent
10. Collin March- Booster Chair
  - a. 11 families have 0 service hours
    - i. 2 of the 11 families have signed up for hours for this meet
11. Joanna Baltes-President
  - a. Ready for swim meet
12. Fundraising Chair-TBD

### **Adjournment**

Meeting was adjourned at 7:27 by Christina Luthy. The next general meeting will be at 6:30 on April 2<sup>nd</sup>, at the ARC.

Minutes submitted by: Lindsey Johnson



2:47 PM

02/28/19

Accrual Basis

**Williston Sea Lions**  
**Balance Sheet**  
As of February 28, 2019

	<u>Feb 28, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
ASB Checking	54,911.09
EJ Money Market	42,559.55
WSL INC Scoreboard Campaign	7,216.53
Total Checking/Savings	<u>104,687.17</u>
Accounts Receivable	
Accounts Receivable	450.00
Total Accounts Receivable	<u>450.00</u>
Other Current Assets	
Petty Cash on Hand	400.00
Total Other Current Assets	<u>400.00</u>
Total Current Assets	<u>105,537.17</u>
<b>TOTAL ASSETS</b>	<u><b>105,537.17</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	47,092.70
Retained Earnings	26,547.17
Net Income	31,897.30
Total Equity	<u>105,537.17</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>105,537.17</b></u>



2:46 PM

02/28/19

Accrual Basis

# Williston Sea Lions

## Profit & Loss YTD Comparison

### February 2019

	Feb 19	Oct '18 - Feb 19
<b>Income</b>		
Apparel Sales	766.00	3,239.16
Credit Card Processing Fees	75.47	990.24
Donations	200.00	200.00
Fundraisers	14,248.32	32,951.25
Home Swim Meet	11,511.45	20,918.45
Interest Income	0.00	7.01
Other Income	0.00	450.00
Out-of-Town Meet Athlete Fees	2,320.00	7,576.00
Swim Season Registration Fees	11,137.50	40,295.41
USA Swimming Fee	0.00	4,984.00
<b>Total Income</b>	<b>40,258.74</b>	<b>111,611.52</b>
<b>Gross Profit</b>	<b>40,258.74</b>	<b>111,611.52</b>
<b>Expense</b>		
Advertising & Club Registration	219.00	394.00
Apparel Expense	0.00	4,258.60
Awards Banquets	0.00	432.96
Background Checks	0.00	266.00
Bank Fees	410.80	2,407.18
Charitable Contribution	0.00	870.63
Class Expense/Yoga	84.64	509.64
Club Registration Fee to NDLSC	0.00	150.00
Club Scholarship	0.00	359.75
Coaches\CPR Training	0.00	202.50
Corporate Filing Fees	0.00	10.00
Discounts	458.98	1,702.21
Equipment and Software Purchase	40.08	1,724.98
Fundraiser Expense	1,175.01	1,254.93
Gifts	0.00	183.98
Home Meet Expenses	2,772.00	5,475.40
Insurance	668.66	1,608.66
Office Supplies	0.00	58.88
Out-of-Town Athlete Registratio	2,601.00	6,807.50
Payroll	6,403.00	20,516.50
Payroll Taxes	-578.79	-1,783.49
Pool Rental	5,950.00	10,950.00
Professional Fees	882.00	1,852.00
Taxes	0.00	3,841.41
Travel Expenses	2,955.00	4,090.00
USA & NDLSC Registration Fees	0.00	11,570.00
<b>Total Expense</b>	<b>24,041.38</b>	<b>79,714.22</b>
<b>Net Income</b>	<b>16,217.36</b>	<b>31,897.30</b>





# **Williston Sea Lions**

## **Meeting Minutes Sunday March 31, 2019**

### **Opening**

The regular meeting as well as the Strategic Planning meeting of the Williston Sea Lions was called to order at 3:03 on Sunday March 31, 2019 at Joanna Baltes's home by Joanna Baltes.

### **Present**

Lindsey Johnson, Kari Kringen, Karen Guglich, Christina Luthy, Joanna Baltes, Sami Roberts & Rae Carter. Absent: Shane Peterson Diane Nelson, & Colin March.

### **Approval of Minutes**

February 28, 2019 minutes were approved unanimously with a motion from Kari Kringen and a second by Rae Carter.

### **Financial Status.**

Net Income: \$40,659.57

### **Open Issues**

1. Kari Kringen-Treasurer's report
  - a. Outstanding bill with ARC but Joanna will visit with Mike
  - b. Yoga still needs to be billed out but need to receive the attendance first
  - c. Need to find a new Treasurer, someone preferably with Quick Books experience as Kolden will be swimming next year for the High School
  - d. Fundraisers went well for the previous year
  - e. 3<sup>rd</sup> payment on scoreboards has been received
3. Rae Carter-Spirit Chair
  - a. Sport About rocked our State t-shirts
  - b. Squad Locker was great to work with
  - c. Water bottle/coffee mug vendor makes static clings for cars if interested
  - d. Discussed we need a fundraising chairperson
    - i. Unanimously agreed position is needed
    - ii. Advertise this position on Facebook, Newsletter, & any other marketing for WSL
  - e. Banquet will be held on Tuesday April 16<sup>th</sup> @ REC Center @ 5:30
4. Diane Nelson-Communications Chair-absent
5. Christina Luthy-Registration & Technical Planning Chair

- a. Coaches clinic April 12-14<sup>th</sup> in Sioux Falls-no one will be attending this clinic
  - b. Long course registration is ready
- 6. Lindsey Johnson-Secretary & Concession Co-Chair
  - a. Concessions
    - i. Need a committee to help Rae & Lindsey
- 7. Sami Roberts-Vice President & Safety Chair
  - a. Strategic objectives & short-term goals
    - i. Lead Coach
    - ii. Establish a consistent dryland program
    - iii. Develop Mentor program
      - 1. Rae motioned with a second from Sami and approved unanimously to implement a mentor program, establishing a consistent dryland program, & finding a Lead Coach.
- 8. Karen Guglich-coaching update
  - a. Very appreciative of the board
  - b. Thankful & focused on coaching-very great year
  - c. Practices were based on ability group vs. age group
  - d. Parent 101 meetings were a success
    - i. Board agreed to continue with these meetings
      - 1. Parent meeting ideas are what to expect if child(ren) make state, disabilities, & behavioral issues, Swim-a-Thon, etc.
- 9. Shane Peterson-Officials chair-absent
- 10. Collin March- Booster Chair-absent
- 11. Joanna Baltes-President
  - a. Very good year
  - b. WSL is sitting well with equipment & technology
  - c. Analyzing board positions and who's positions will be open for our next Annual Meeting to be held at a later date
- 12. Fundraising Chair-TBD

### **Adjournment**

Meeting was adjourned at 6:00 by Joanna Baltes. The next general meeting will be at 6:30 on May 7<sup>th</sup>, at the ARC.

Minutes submitted by: Lindsey Johnson

2:31 PM

03/29/19

Accrual Basis

**Williston Sea Lions**  
**Balance Sheet**  
As of September 30, 2019

	Sep 30, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
ASB Checking	51,173.09
EJ Money Market	42,559.55
WSL INC Scoreboard Campaign	17,216.80
Total Checking/Savings	110,949.44
Accounts Receivable	
Accounts Receivable	2,950.00
Total Accounts Receivable	2,950.00
Other Current Assets	
Petty Cash on Hand	400.00
Total Other Current Assets	400.00
Total Current Assets	114,299.44
<b>TOTAL ASSETS</b>	<b>114,299.44</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	47,092.70
Retained Earnings	26,547.17
Net Income	40,659.57
Total Equity	114,299.44
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>114,299.44</b>





2:30 PM

3/29/19

Accrual Basis

**Williston Sea Lions**  
**Profit & Loss**  
 October 2018 through September 2019

	Oct '18 - Sep 19
<b>Income</b>	
<b>Apparel Sales</b>	
Apparel Sales	3,200.66
Swim Cap Sales	1,386.25
<b>Total Apparel Sales</b>	4,586.91
Credit Card Processing Fees	1,009.45
<b>Donations</b>	
Scholarship Donation	200.00
<b>Total Donations</b>	200.00
<b>Fundraisers</b>	
AmazonSmil Rewards	66.68
Live/Silent Auction Donations	2,289.00
Memorial	380.00
Raffle Tickets	600.00
Scoreboard Advertising/Messages	3,880.00
Scoreboard Campaign	12,500.00
Sport About/Shirt Worx Apparel	530.37
Swim-a-Thon	23,805.25
Taco Johns	389.03
United Way	1,175.00
<b>Total Fundraisers</b>	45,615.33
<b>Home Swim Meet</b>	
Athlete Registration Fees	21,860.00
Concessions	6,474.45
Program Sales	2,046.00
<b>Total Home Swim Meet</b>	30,380.45
<b>Interest Income</b>	
ASB Checking	8.14
Interest Income - Other	1.60
<b>Total Interest Income</b>	9.74
<b>Other Income</b>	
Equipment Rent	450.00
<b>Total Other Income</b>	450.00
Out-of-Town Meet Athlete Fees	11,706.00
Swim Season Registration Fees	40,905.41
USA Swimming Fee	5,194.00
<b>Total Income</b>	140,057.29
<b>Gross Profit</b>	140,057.29
<b>Expense</b>	
<b>Advertising &amp; Club Registration</b>	
Advertising and Banners	394.00
<b>Total Advertising &amp; Club Registration</b>	394.00
<b>Apparel Expense</b>	
Apparel Purchase Costs	2,506.20
Swim Cap Purchase Costs	1,465.32
Apparel Expense - Other	2,476.24
<b>Total Apparel Expense</b>	6,447.76



2:30 PM

3/29/19

Accrual Basis

**Williston Sea Lions**  
**Profit & Loss**  
 October 2018 through September 2019

	Oct '18 - Sep 19
Awards Banquets	
Food	-315.00
Trophies and Awards	5,352.21
Total Awards Banquets	5,037.21
Background Checks	266.00
Bank Fees	
Credit Card Processing Fees	3,409.70
Total Bank Fees	3,409.70
Charitable Contribution	1,250.48
Class Expense/Yoga	509.64
Club Registration Fee to NDLS	150.00
Club Scholarship	359.75
Coaches\CPR Training	202.50
Corporate Filing Fees	10.00
Discounts	1,702.21
Equipment and Software Purchase	2,121.86
Fundraiser Expense	
Swim-A-Thon	1,254.93
Total Fundraiser Expense	1,254.93
Gifts	183.98
Home Meet Expenses	
Concessions	185.64
Meet Sanction Fee	300.00
Misc. Meet Expenses	261.60
NDLSC Athlete Fees	2,629.00
Pool Rental for Meet	1,000.00
Program Expenses	1,734.67
Total Home Meet Expenses	6,110.91
Insurance	1,608.66
Office Supplies	58.88
Out-of-Town Athlete Registratio	9,796.00
Payroll	26,891.00
Payroll Taxes	
Federal Withholding	-581.00
Medicare Employee	-389.92
ND Withholding	14.00
Social Security Employee Contri	-1,667.24
Total Payroll Taxes	-2,624.16
Pool Rental	10,950.00
Professional Fees	
Payroll Preparation	1,852.00
Total Professional Fees	1,852.00
Taxes	
Sales and Use Tax	323.41
Taxes - Other	3,518.00
Total Taxes	3,841.41
Travel Expenses	6,043.00





2:30 PM

3/29/19

Accrual Basis

**Williston Sea Lions**  
**Profit & Loss**  
**October 2018 through September 2019**

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	Oct '18 - Sep 19
USA & NDLSC Registration Fees	
Athlete	10,480.00
Non-Athlete	1,040.00
Officials fine	50.00
	<hr/>
Total USA & NDLSC Registration Fees	11,570.00
	<hr/>
Total Expense	99,397.72
	<hr/>
Net Income	40,659.57
	<hr/> <hr/>



## **Williston Sea Lions**

### **Meeting Minutes**

**Tuesday May 14, 2019**

#### **Opening**

The regular meeting of the Williston Sea Lions was called to order at 6:58 at the Williston ARC on Tuesday May 14, 2019 by Joanna Baltes.

#### **Present**

Lindsey Johnson, Kari Kringen, Karen Guglich, Christina Luthy, Joanna Baltes, Rae Carter. Absent: Sami Roberts, Shane Peterson, Diane Nelson, & Colin March.

#### **Approval of Minutes**

March 31, 2019 minutes were approved unanimously with a motion from Kari Kringen and a second by Rae Carter.

#### **Financial Status.**

Net Income: \$32,833.26

#### **Open Issues**

1. Kari Kringen-Treasurer's report
  - a. Operating Account: Head coach raise to go to Executive Committee
  - b. Coaches need to attend a coaches clinic
3. Rae Carter-Spirit Chair
  - a. Pep Rally July 23<sup>rd</sup> @ 5:00 @ ARC
  - b. Awards Banquet Thursday August 15 @ 6:00 @ ARC
    - i. State shirts & swim caps
4. Diane Nelson-Communications Chair-absent
  - a. Newsletter will be out next week
5. Christina Luthy-Registration & Technical Planning Chair
  - a. Most of minutes & newsletters have been uploaded to website
  - b. 74 swimmers signed up for long course
6. Lindsey Johnson-Secretary & Concession Co-Chair
7. Sami Roberts-Vice President & Safety Chair-absent
8. Karen Guglich-coaching update
  - a. Very appreciative of the board
  - b. Everything is going great so far
9. Shane Peterson-Officials chair-absent
10. Collin March- Booster Chair-absent

12:02 PM

09/03/19

Accrual Basis

**Williston Sea Lions**  
**Balance Sheet**  
**As of September 30, 2019**

	<u>Sep 30, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
ASB Checking	36,100.78
EJ Money Market	42,559.55
WSL INC Scoreboard Campaign	19,720.36
	<hr/>
Total Checking/Savings	98,380.69
Accounts Receivable	
Accounts Receivable	450.00
	<hr/>
Total Accounts Receivable	450.00
Other Current Assets	
Petty Cash on Hand	400.00
	<hr/>
Total Other Current Assets	400.00
Total Current Assets	<hr/>
	99,230.69
	<hr/>
<b>TOTAL ASSETS</b>	<b>99,230.69</b>
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<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	47,092.70
Retained Earnings	26,547.17
Net Income	25,590.82
	<hr/>
Total Equity	99,230.69
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>99,230.69</b>
	<hr/> <hr/>



12:02 PM

09/03/19

Accrual Basis

**Williston Sea Lions**  
**Profit & Loss**  
 October 2018 through September 2019

	Oct '18 - Sep 19
<b>Income</b>	
Apparel Sales	6,992.91
Credit Card Processing Fees	1,150.33
Donations	200.00
Fundraisers	47,511.28
Home Swim Meet	33,214.45
Interest Income	25.40
Other Income	450.00
Out-of-Town Meet Athlete Fees	18,714.00
Swim Season Registration Fees	61,190.87
USA Swimming Fee	5,460.00
<b>Total Income</b>	<b>174,909.24</b>
<b>Gross Profit</b>	<b>174,909.24</b>
<b>Expense</b>	
Advertising & Club Registration	399.60
Apparel Expense	8,996.19
Awards Banquets	8,945.80
Background Checks	284.00
Bank Fees	5,769.41
Charitable Contribution	1,630.33
Class Expense/Yoga	1,282.03
Club Registration Fee to NDLSC	150.00
Club Scholarship	359.75
Coaches\CPR Training	257.50
Corporate Filing Fees	10.00
Discounts	2,513.42
Equipment and Software Purchase	2,758.56
Fundraiser Expense	1,293.33
Gifts	183.98
Guest Coaching Expenses	439.56
Home Meet Expenses	6,723.62
Insurance	1,608.66
Office Supplies	108.47
Out-of-Town Athlete Registratio	14,599.00
Payroll	45,343.00
Payroll Taxes	-5,144.76
Pool Rental	10,950.00
Postage and Shipping	147.00
Professional Fees	4,178.50
Taxes	9,444.47
Travel Expenses	12,278.00
USA & NDLSC Registration Fees	12,710.00
Website	1,099.00
<b>Total Expense</b>	<b>149,318.42</b>
<b>Net Income</b>	<b>25,590.82</b>

## **Williston Sea Lions**

### **Meeting Minutes**

**Tuesday September 3, 2019**

#### **Opening**

The regular meeting of the Williston Sea Lions was called to order at 6:33 at the home of Joanna Baltes on Tuesday September 3, 2019 by Joanna Baltes.

#### **Present**

Lindsey Johnson, Kari Kringen, Karen Guglich, Christina Luthy, Joanna Baltes, Rae Carter, Sammi Roberts, Diane Nelson, & Colin March. Absent: Shane Peterson.

#### **Approval of Minutes**

May 14, 2019 minutes were approved unanimously with a motion from Colin March and a second by Rae Carter.

#### **Financial Status.**

Net Income: \$25,590.82

#### **Open Issues**

1. Kari Kringen-Treasurer's report
  - a. Operating Account: Head coach raise to go to Executive Committee
  - b. Need to bill out service hours
  - c. Receipts need to be turned in by middle of month
3. Rae Carter-Spirit Chair
  - a. October 29<sup>th</sup> @ 6:00 pm-meeting room with full audio/video for parent meeting
    1. 12 & up required
    2. 1<sup>st</sup> parent meeting items
      - a. Swim cap sign up
      - b. Sell gear out of cages
      - c. Fliers for online store
    - b. To send out email for parent meeting
4. Diane Nelson-Communications Chair
  - a. Newsletter will go out September 30, 2019
5. Christina Luthy-Registration & Technical Planning Chair
  - a. Need to train someone in for registration
    - i. Sammi & Lindsey will assist with this
6. Lindsey Johnson-Secretary & Concession Co-Chair

## **Williston Sea Lions**

### **Meeting Minutes**

Tuesday October 1, 2019

#### **Opening**

The regular meeting of the Williston Sea Lions was called to order at 6:35 at the residence of Kari Kringen on Tuesday October 1, 2019 by Sammi Roberts.

#### **Present**

Lindsey Johnson, Kari Kringen, Jeff Dornfeld, Karen Guglich, Christina Luthy, Sammi Roberts, Rae Carter. Absent: Joanna Baltes, Shane Peterson, Diane Nelson, & Colin March. Guests: Maryssa Branham, Crystal Branham, Sheila Goehring, & Jen Woodward.

#### **Approval of Minutes**

September 3, 2019 minutes were approved unanimously with a motion from Rae Carter and a second by Kari Kringen.

#### **Financial Status.**

Net Income: \$20,751.94

#### **Open Issues**

1. Kari Kringen-Treasurer's report
  - a. Overall 9,000-10,000 made due to 10,000 earmarked for materials/equipment to stay with ARC
  - b. Resignation
    - i. Kari will be around still for help
    - ii. Colin motioned to accept Kari Kringen's resignation and Rae Carter seconded. Motion passed unanimously.
    - iii. Jeff Dornfeld-new treasurer
      1. Lindsey made a motion with a second from Christina to accept Jeff Dornfeld as new treasurer
      2. Lindsey made a motion and a second by Rae to change signers on accounts at ASBT in the name of Williston Sea Lions to Jeff Dornfeld & Sammi Roberts
3. Rae Carter-Spirit Chair
  - i. Swim-a-Thon
    1. Ideas for prizes: limo rides, Safari Trampoline, early bird prizes
    2. Goal of \$30,000

3. Possible raffle or prize to donors
  - a. Christina & Rae to look into raffle tickets
- ii. Team Suits
  1. Karen & Rae talked with Speedo who wants a 4 year contract for sponsorship; need 1,000 on suits to get discounts
  2. Squad Locker does not offer suits
  3. Swim Gear & Suits with Elsmore is who we would go with
  4. Lindsey made a motion with a second by Sammi for Karen & Rae to move forward with Elsmore for a team suit & swim gear with Squad Locker staying for fan gear. Motion passed unanimously.
4. Diane Nelson-Communications Chair-absent
  - a. Newsletter will be out soon
5. Christina Luthy-Registration & Technical Planning Chair
  - a. 35 registered as of today
  - b. Closes October 11<sup>th</sup>
  - c. Sign up list for intent to apply for Girls High School
  - d. Flyers sent home with all students in Williston schools
  - e. Tryouts October 2<sup>nd</sup> & 7<sup>th</sup> from 4-6
  - f. Athlete Protection due every year by December 15<sup>th</sup>
  - g. Christina & Sammi-technical work to get board & coaches athlete protection
6. Lindsey Johnson-Secretary & Concession Co-Chair
7. Sami Roberts-Vice President & Safety Chair
  - a. 18 & Under working for WSL
    - i. Cannot be "coach" no background check
    - ii. USA Swimming has Junior Coach program, but LSC has to adopt it before we can have a Junior Coach
  - b. Senior athlete member can be in pool to demonstrate a stroke but NO coaching can be done and cannot be paid
  - c. Mentors can't coach but can mentor
  - d. Standing Committees will be on every agenda here on out
    - i. Executive Committee-Sammi, Joanna, Rae, Jeff, & Lindsey
    - ii. Financing Committee-Jeff & Diane
  - e. Exec & Finance Committees met and adopted the budget with a yearly process. Budget to be ready by August 31<sup>st</sup> and approved by end of September.
    - i. Also discussed Karen is now salary October 1<sup>st</sup> – September 30<sup>th</sup>
8. Karen Guglich-coaching update