**Helena Lions Swim Team**

**#603**

**SWIM SHOP POLICY**

**Purpose:** HLST operates a small swim shop for the convenience of our members. Swimmers are required to wear a HLST team cap while competing at meets and team suits are strongly encouraged. We have a variety of caps, goggles, practice swimwear and team apparel in stock at the YMCA pool. Merchandise may be sold to anyone whether or not they are members of our team. Items must be paid for at the time they are acquired – no IOU’s will be accepted. For hours the swim shop is open, or to order team suits of team apparel, please visit our website hlst.org. (click on team information tab, then HLST swim shop)

**Swim Shop Guidelines and Procedures**

It is the responsibility of the swim shop manager to see that the swim shop is well stocked; staffed during posted hours; and does not negatively affect the budget of the team. Some decisions regarding inventory can be done at home; otherwise swim shop operated out of the YMCA pool and sets up in an area at local meets.

The responsibilities of the swim shop manager include:

1. Keep the swim shop well stocked and place orders for new supplies when necessary. The manager will need to use his/her credit card to place on-line orders and then he/she should submit receipts to the Treasure for reimbursement.
2. Be available to see merchandise at the pool during regular pre-determined hours and at meets (or assign and train a volunteer to be the “meet swim shop coordinator” for meets.
3. Write duplicate receipts for all purchases, indicating the purchaser AND keep a complete list of items purchased.
4. There will be an assigned amount of cash in the change fund. Once a week, the Swim Shop Manager will prepare a summary/reconciliation report from the receipts and the money to ensure all money is accounted for. Weekly, all amounts above the assigned amount in the change fund will be included in the summary report and put in the locked cash box to be deposited to the team account.
5. Once a season an inventory should be performed. A report will be created by the Swim Shop Manager identifying inventory on hand, inventory purchased and inventory sales. Treasure will reconcile this to receipts and purchases.
6. Keep swim shop locker locked and orderly, and be responsible for the security of the key code.

The Swim Shop Manager and Head Coach will each have the key code to the Swim Shop. **The key code should not be available for multiple users to access.**  Each person with the key code should sign a copy of these policies and procedures stating they understand and will uphold them. The Swim Shop Manager should keep a log of who has the key code.

Signature of person with Swim Shop key code Date

Policy History:

Adopted on:

Revised on: September, 2013

Revised on: 02/08/2017