

# OREGON CITY SWIM TEAM

## Standing Rules/Board Policies

### A. Finances:

1. **Fiscal Year:** The operational year of the Oregon City Swim Team, Inc., "Team", for the purposes of tax records and bookkeeping, shall be a fiscal year of October 1 - September 30. The treasurer shall close the books for the fiscal year not later than October 31.
2. **Monthly Financial Review/Audit:** An Auditor or Audit Committee shall provide oversight of team financials on a monthly basis to ensure accuracy in record keeping. The Board may hire an accountant to act as Auditor or elect an Audit Committee of members in good standing to perform the duties of Auditor.
3. **Annual Financial Review/Audit:** An annual financial review/audit will be conducted if deemed necessary by the Board, or requested by membership with a majority vote of members in attendance at a general meeting. The Board may hire an accountant or appoint an Audit Committee of up to three (3) members in good standing to perform the financial review/audit. A financial review/audit report shall be submitted to the Board of Directors immediately upon completion and shall be presented by the Treasurer to membership at the next general meeting.
4. **Budget:** The Treasurer shall be responsible for the preparation of a proposed annual budget and proposed changes to the budget for Board approval. The proposed annual budget or proposed changes to the annual budget that are approved by the Board, will be presented to members for membership approval at any General Membership Meeting. Annual budgets and significant revisions must be approved by membership by a majority vote of members in attendance. Significant revisions will be considered any revision greater than 10% of expenses or the addition of a new expense line item.
5. **Taxes:** Taxes for the team will be filed yearly in accordance to the State of Oregon and Federal Government (IRS).
6. **Payroll:** Payroll services may be outsourced to a payroll service provider as approved by the board.
7. **Bank Account:** Authorized signers on the Team's bank account(s) shall include the President, Treasurer and others as authorized by the Board.
8. **Coaches Expenses for Away Meets:** Coaches attending swim meets out of the Portland Metro area will receive a per diem of \$30. Accommodation expenses will be covered if approved by the Board prior to the event. Auto mileage subsidy will be calculated at the current IRS rate.
9. **Billing:** Fees, credits, unfulfilled service hours and miscellaneous charges may be added to accounts between the 1st and 24th of the month by the Treasurer. Automated monthly dues and all automated discounts will be applied on the 1st of the month for swimming in the current month (September dues will be added to the account September 1st). All meet fees will be added as soon as possible after a final meet fee report is submitted to the Treasurer by host team and reviewed by coaches. Yearly Renewal of USA Swimming Registration for Athletes will be added to accounts automatically on November 1 for all active athletes. New membership and mid year USA Swimming Registration fees will be charged to the new member at time of online registration.
10. **Payments/Credits starting September 1st, 2017:** Starting September 1, 2017, It is the responsibility of each family to pay all dues and fees utilizing an electronic payment option, which is on file in Team Unify. The family may choose to have a checking/savings account on file or a debit/credit card on file for recurring draft/charges of outstanding balances on the 1st of each month. OCST does NOT send monthly invoices out until the first of the month, but will send out an email to account members as a reminder near the end of the month to check balances to be paid electronically. Members must make timely payments in order to stay in good standing.
  - a. Credit Card/Debit Card - If selected to pay monthly fees, the debit/credit card will be charged outstanding fees on the 1st of each month. In addition to payment of outstanding dues on the 1st, a member may also use a credit card or debit card to make on demand payments at any time during the month. Full instructions can be obtained under the policy tab on Team Unify.
  - b. Auto-Pay - ACH Draft - Payments are drafted automatically out of a checking/savings account on the 1st of the month. This option can not be used for on demand payments during the month.
  - c. Miscellaneous Credits: Miscellaneous discounts or credits can be added by the Treasurer or the Treasurer's designee to correct billing errors.

### B. Fees:

1. **Meet Entry Fees:** The Team prepays meet entry fees for all swimmers declaring attendance by the meet registration deadline. Meet entry fees are not refundable once the Team has paid the meet host on behalf of the swimmer. Meet Entry Fees along with Relay Fees will be added to member accounts in Team Unify by the Treasurer or the Treasurer's designee based on the final meet entry report. Charges can appear as late as two weeks following a meet and are due by the 1st of the next month.
2. **Swim Meet Relay Fees:** Relay teams will be determined by the coaches. Any swimmer entered in a meet may be chosen to participate a relay team unless they request in their comments section of their declaration not to be assigned to a relay. Relay fees will be pre-paid by the Team and then charged to the swimmer accounts. Swimmers are assigned by coaches and notified during warmups at the meet (or prior if possible) if they are part of a relay. All relay fees are not refundable. A relay member's family will be charged the full amount of the relay team if they choose not to show at the time of the race, making it impossible for their teammates to race.
3. **New Member Registration Fee:** A non-refundable fee of \$30.00 will be charged all new member families joining OCST for the first time. New swimmers shall receive a Team t-shirt and latex swim cap with Team logo. Returning swimmers that have been away from the team for more than one year may also be charged the non-refundable \$30 fee.
4. **USA Registration Fees for Athletes:**
  - a. **Year-Round or Outreach Athlete USA Registration** - Year-Round or Outreach Athlete USA Registration is required of all swimmers participating in OCST practices or events (except Masters)
    - i. New Athletes - all new swimmers joining OCST must complete the USA Swimming Registration as part of their online registration.
    - ii. Outreach Athletes - any swimmer wishing to register or renew as an Outreach Athlete must meet the requirements set by Oregon Swimming for eligibility. Verification of eligibility is completed annually by the OCST Board and a credit equal to the difference in the current Year Round Athlete Fee and the current Outreach Athlete fee will be applied to the family account after verification.
    - iii. New to USA Swimming - Athletes new to swimming that have have not previously been USA Swimming Registered may participate in OCST practices on a trial basis in accordance to the rules of USA Swimming. Swimmers USA Registration must be processed and verified within thirty (30) days of them entering the water with OCST. Trial periods must not last more than two (2) weeks before new member registration with payment shall be completed.
    - iv. Transfer - Athletes new to OCST that have current USA Swimming Registration with another team must have their registration transferred to OCST. These swimmers must submit a completed copy of their Transfer form to Oregon Swimming and OCST. Transferring swimmers will swim Unattached for a period of time before being attached to OCST. Swimmers can participate in OCST practices and events as unattached as long as their USA Registration does not expire.
    - v. Active Athletes Renewal - Year Round and Outreach Athlete Registration renewal fees shall be charged at the yearly rate set by USA Swimming, Inc. to all active OCST swimmer accounts that have not submitted a withdrawal by October 30th. The USA Registration fees are NOT refundable. OCST Coaches, Board Members, Officials, Chaperones, Meet Directors, etc as specified by USA Swimming, Inc are required to be USA Swimming Registered. Renewals will be paid before December 31.
    - vi. Inactive Athletes - Athletes returning to the team from any leave must have their USA Swimming Registration verified as current by a coach or board member before attending practices or events. Athletes without current USA Registration may not participate in OCST practices or events. Returning swimmers will be charged USA Registration renewal fees if not current and must wait for processing and verification before participating in OCST practices or events.
  - b. **Non-Athlete Registrations** - Coaches, Officials, Officials in Training, Board Members, Officers, Directors, Chaperones, etc must be USA Swimming Registered as Non-Athletes. All Non-Athletes must be up to date in all certifications, background checks, etc. specified for their role as set by Oregon Swimming and USA Swimming Inc. Fees for USA Swimming Registration will be paid as noted below:
    - i. Officers and Directors - The Team shall pay or reimburse all fees associated in registering Board Members and the Meet Director with USA Swimming, Inc. and Oregon Swimming, Inc.
    - ii. Chaperones - The Team shall pay or reimburse all fees associated in registering as a Chaperone with USA Swimming, Inc. and Oregon Swimming, Inc. for members requested by a coach to register in order to Chaperone for an away meet. Chaperones not requested by Coaches shall pay all their own fees to be registered as a Chaperone but are eligible for reimbursement if the coaches utilize them as a Chaperone.
    - iii. Officials - The Team shall pay or reimburse all fees associated in registering as an Official with USA Swimming and Oregon Swimming, Inc. as long as they are fully certified and officiate one or more meets for OCST per year.
    - iv. Officials in Training- The Team shall pay or reimburse all fees associated in registering as an Official in training with USA Swimming and Oregon Swimming, Inc. However, if an official in training does not become

certified within 18 months after first registering with USA Swimming as an official, then the team may request reimbursement for fees paid during the training period.

- v. Coaches - The Team shall pay or reimburse all fees associated in registering OCST Coaches with USA Swimming, Inc. and Oregon Swimming, Inc and shall also pay for any needed training or renewing of certifications required by USA Swimming and Oregon Swimming Inc. in their position as a coach with OCST.

- c. **Team Registration** - OCST will be registered with USA Swimming Inc. and Oregon Swimming, Inc. Application for renewal will be completed by the President and Head Coach with the assistance of the Vice President. Application with payment will be sent annually to Oregon Swimming by November 1.

- 5. **Membership Dues:** Membership dues will be charged to families based on swimmer's assigned group (see chart below).
- 6. **Family Multi-Swimmer Discount for Membership Dues:** If you have more than one swimmer in your immediate family swimming in Novice through Performance, you will be automatically eligible for a multi-swimmer discount. You will receive \$10 per month off for your 2nd swimmers dues. If you have a 3+ swimmers you will receive 75% off the 3+ swimmer's dues with the lowest monthly dues in your family. There is no discount for masters swimmers.

- 7. **Service Hours:** OCST depends on families to serve in order to operate. Families are to fulfill their required service hours per family per fiscal year (October 1-September 30) according to the swimmer in their family on the highest ranking squad. This is a per family requirement not a per swimmer requirement.

Prior to October 1, 2017: Explore, Sprint, Race, Train, Performance = 20 hours

Starting October 1, 2017 : Novice (Pre-Comp) = 8 hours, Explorer (Red) -Performance (Gold) = 24 hours (see chart in 9. below)

Service hours not fulfilled by September 30 will be charged to the family account at a rate of \$20/hour on October 1. In order to get credit for service hours the family must record their hours in the volunteer hours record book located in the gear room. Hours not recorded in the volunteer hours book by September 15 (or a later date determined by the Board) will not be counted. Service hours will be **not be** prorated for swimmers moving to a group with a higher volunteer hour commitment mid-year. **If the new volunteer hour commitment is higher, the new volunteer hour commitment will become effective on October 1 following the date of move-up. If a swimmer moves mid-year to a group with a lower volunteer hour commitment, the volunteer hour commitment will be prorated for the year of the move.** Families joining OCST between July 1st and September 30th will not be assigned volunteer hours until October 1st.

- 8. **Swim-a-thon Fundraising Obligation:** Each Swimmer (except Masters) is required to participate in the annual Swim-a-thon and to raise a minimum of \$100 per swimmer. Only swimmers on Medical Leave or Extended Leave of absence during the Swim-a-thon may have this obligation waived. Swimmers on a one month leave will still be required to fundraise \$100 even if they are not able to participate in the swimming portion of the fundraiser. This is not a per family requirement but per swimmer (families with 3 swimmers will need to raise \$300).

**9. Chart of Swim Group Dues, Service Hour Obligations and Swimathon Obligations (effective October 1st, 2017)**

College Summer Swimmers (that swam during their last two years of high school with OCST) - no charge for swimming, but they must be USA Swimming Registered. College Summer Swimmers (that did not swim during their last two years of high school with OCST) - \$175 for the summer, and they also must be USA Swimming registered.

Group Assignment	AUTOMATED ON-GOING MONTHLY DUES	Yearly Volunteer Hour Obligation per Family (\$20/hr)	Swim-a-thon Fundraising Obligation per Swimmer
Novice (Pre-Comp)	\$68.00	8	\$100.00
Explore (Red)	\$79.00	24	\$100.00
Sprint (White)	\$96.00	24	\$100.00
Race (Blue)	\$106.00	24	\$100.00
Train (Silver)	\$117.00	24	\$100.00
Performance(Gold)	\$131.00	24	\$100.00
Fitness	\$82.00	0	\$100.00

Challenge	\$97.00	0	\$100.00
College Summer Swimmer	\$0-\$178	0	\$0.00
Masters	\$56.00	0	\$0.00

**C. Practice Policies:**

1. Only Team members in good standing will be allowed to participate in any OCST practices and events.
2. Attendance expectations will vary depending on the swim group in which the swimmer is assigned. Attendance expectations for each group will be set by the OCST Coaches.
3. Swimmers should not be on the pool deck unless it is their scheduled practice time.
4. OCST and its members are guests of the OC Pool when at the pool. Every member of OCST, including coaches swimmers, family members and siblings need to do everything possible to respect this privilege. Noisy or unsafe behavior on the pool property or failure to listen to pool staff may cause OCST or a particular swimmer to lose privileges at the OC Pool.
5. Any damage to the pool property caused by an OCST member will be the responsibility of the member's family and may result the the removal of a member or member family from the Team.
6. Conversations with coaches may occur before and after practice, or by appointment with the coach. The coaches' attention should remain on the Swimmers during practices.

**D. Coaches:**

1. The President, with the assistance of the Vice President will negotiate employment contracts with Coaches and will fill vacancies with the approval of the Board.
2. The Head Coach with the assistances of the other coaches shall establish and supervise the entire swim program including but not limited to swimmer groups, group assignments, training techniques and programs, training schedules, meets in which OCST will participate, swimmer's eligibility for meets, and which events swimmers will compete in at a meet including relays.
3. Clinics: The Board shall send Coaches to pre-approved clinics and certification clinics when budget allows.
4. Coaches shall give a written evaluation of each individual swimmer regarding their progress at least once (1) per year. A copy of the evaluation shall be made available to the swimmer's family.

**E. Board:**

1. **Nominations:** All members in good standing are eligible to be nominated. Nominations can be submitted to the board at anytime prior to or at the Spring General Membership Meeting. The board may appoint a Nominating Committee of three (3) or more members in good standing to evaluate nominees if more than one nominee for a position has expressed interest in the same position 30 or more days in advance of the Spring General Membership Meeting. to determine their slate of nominees.
2. **Elections:** Officers and elected representatives are to be elected at the annual Spring General Membership meeting. Notice that elections will be held at a meeting shall be given fourteen (14) days in advance in the call to meeting email to members. Positions being elected and nominees that have been brought to the board prior to the call to meeting may be listed in the call to meeting.
3. **Athlete Representative:** The Athlete Representative(s) shall be active club swimmers nominated and elected by peers. Athlete representatives shall be over 14 years of age. Elections will be held on an as-needed basis as determined by the Head Coach.
4. **Terms of Office for the Board:** Board members terms shall be two consecutive years beginning on June 1 of the election year and commencing on May 31 of the second (2) year. President will be elected and Treasurer appointed in even numbered years. Vice President and Secretary will be elected in odd numbered years. Outgoing Board members must assist incoming board members for three (3) months after the end of their term to ensure a smooth transition but will have no voting rights on the Board during this transition time
5. **Safety Officer:** The Coach shall fill the position of Safety Officer as required by Oregon Swimming, Inc. and USS.

6. **Ombudsman:** The Ombudsman will be the parent/guardian of an active club swimmer. This person will serve as a liaison between the Board and the General membership and may be called upon to settle disputes between those two groups.

**F. Swimmer/ Swim Family Responsibilities**

1. **Required paperwork:** Each swimmer must have the following forms processed and on file with OCST before participating in OCST activities. New swimmers are given a 30 day grace for processing USA swimming registration; however, returning swimmers must have their USA Swimming Registration Renewal or Transfer form processed before entering the water or participating in OCST activities.
  - a. **Current Account/Medical Form**
  - b. **Financial Obligation Form**
  - c. **Liability Release & Photo Release Form**
  - d. **Terms and Conditions Form**
  - e. **USA Swimming Inc registration or transfer form**
2. **Family Files:** Each family will have a family file located in the “gear room” off the pool deck. In this file you will receive any written correspondence from the team, new swimmer t-shirt & cap, ribbons, award certificates, etc. It is the swimmer and swim family’s responsibility to check this regularly.
3. **Fees & Dues:** All swim families are expected to pay their dues and fees on time. If there is a problem with a bill from OCST, it is the family’s responsibility to notify the OCST Treasurer immediately by email at [treasurer@ocst.net](mailto:treasurer@ocst.net). The OCST Board will notify a member if their account is past due and may apply the following past due policy. If an account is past due, the family is given 21 days to enroll in electronic payment (if not already enrolled) and make payment electronically through Team Unify utilizing a debit/credit card. If payment is not made within 21 days, then the swimmer(s) will no longer be allowed to participate in practices or meets until the account is current via electronic payment. If the past due account is not current within 45 days, then the family will be removed from the team.
4. **Swim Meets:** A swimmer may represent OCST at swim meets as long as the swimmer is a member in good standing (all dues and fees current.) Swimmer(s) must be current with USA Swimming prior to meet entry due date and must declare their intent to compete on time in Team Unify. Swimmers are expected to be on time and compete in all races, relays, and warm-ups at meets. Swimmer(s) or swim family members must notify a coach immediately if they are unable to compete in an event or relay. Meet fees are not refundable.
5. **Withdrawal from the Team and Leave of Absence:** Any swimmer who wishes to take a leave of absence or to withdraw from the team must **submit a 15 day written and dated notice to OCST**. Forms for leave of absence or withdrawal can be found on the OCST website under policy.. Exceptions to the 15 day notice may be made by the board in cases of injury or emergency. Awards, certificates, ribbons, etc left in the family file of a swimmer that has withdrawn from the team may be discarded by OCST.
6. **Returning Swimmers/Transfers:** Any swimmer that has been previously registered with USA Swimming must have current USA Swimming registration or a transfer form processed by Oregon Swimming before participating in any OCST activity.
7. **Service Hours:** Each swim family with at least one swimmer in Explore, Sprint, Race, Train and Performance groups are required to complete a minimum of 20 hours of service for the team (24 starting on October 1, 2017). In addition effective October 1, 2017 each swim family with a novice swimmer that does not have the 24 hour service requirement will have an 8 hour service requirement. It is essential that OCST have parent involvement and enough volunteer help in order to host sanctioned meets and operate as a team. All service hours completed must be recorded in the volunteer book located in the equipment room prior to September 15th (or a later date as set by the Board). The hours will be entered into Team Unify quarterly. It is a family’s responsibility to track and record their service hours. Families not completing their required annual hours of service will be charged \$20/hour for all unfulfilled hours on October 1st of the following year.
8. **Meetings:** Swim families are required to have one adult member attend the General Meetings in Fall and Spring and it is expected that members will have one adult member attend all OCST monthly board meetings. OCST meetings allow members to give input, connect with parents and learn valuable information. Attendance at board meetings and general meetings counts toward each family’s service hour requirement. It is also essential that swim family members read the meeting minutes of meetings they are not able to attend in order to stay current with information and changes to the team.

9. **Policies:** Swimmers and swim families are expected to understand and adhere to all OCST policies. Policies are subject to change by board or membership vote at meetings of the organization. It is a family's responsibility to keep current on all policy changes by reviewing meeting minutes.
10. **Communication:** Swimmers and swim families are expected to read and respond as necessary to all email correspondence from OCST. Email and the Team Unify website are the Team's main communication tool. Swim families are expected to update their contact information in their account or to notify OCST of a change in email, phone numbers, status, etc by emailing their changes to [ocstboard@gmail.com](mailto:ocstboard@gmail.com) or by making these changes to their account in Team Unify.