

BYLAWS OF FERGUS FALLS FLYERS SWIM CLUB

Article 1: Purpose

Fergus Falls Flyers Swim Club was established to offer a competitive swim program in Fergus Falls and the surrounding area. The purpose of this club is to encourage and promote swimming excellence while developing sportsmanship, integrity and a passion to do your best.

Article 2: Members

Members are families with individuals involved in the sport of swimming who have, upon registration with Fergus Falls Flyers [FFF], been granted membership in USA Swimming, Minnesota Swimming Inc. [MSI] and paid the dues established by USA Swimming, MSI and FFF.

Each member shall abide by the codes of conduct and ethics, policies, procedures, rules and regulations adopted by USA Swimming, MSI and FFF. Members in good standing shall be entitled to participate in the program of swimming conducted by FFF, MSI, and competitions sanctioned or approved by USA Swimming.

Article 3: Board of Directors

The Board of Directors of this club shall consist of seven appointed members plus the Head Coach of each season. The seven board members must represent a cross section of the individual members: age groups [eight and under, nine through twelve and thirteen and over]; both genders and three time standard groups [C and below, A & B and Champ and above]. The Officers shall be: President, Vice President/Registrar, Secretary, Treasurer, Meet Director, Club Entries Coordinator, and At Large/Community Relations Coordinator. All seven board members and all head coaches shall be voting members of the board. All board members must have a working knowledge of the FFF website. As a board, our responsibility is the safety and security of our swimmers for their future success in the pool.

President

- Prepare agenda and direct all board meetings
- Communicate with Head Coach and board members about calendar items and events, assistant coaches
- Finalize coach contracts and YMCA contracts
- Promote FFF and answer questions about FFF as needed to community with Head Coach
- Assist in registrations
- Communicate with NLC teams
- Attend board meetings as required and assist as needed in operation of the club

Vice President/Registrar

- Job shadow President as needed
- Review FFF meet information for MSI approval with Meet Director
- Forward MSI board minutes to FFF board members
- Update website with Current News
- Oversee club Tasks
- Prepare and distribute registration information via email to existing swim families thru Team Unify and the Flyers registration process. At Large/Community Relations person will distribute fliers to area schools and community outlets.
- Prepare registration information and assist with registration for each season
- Compile and update rosters for coaches and board

- Input and manage online registration information on Team Unify and export files and rosters to MSI
- Learn to navigate the Team Unify registration process
- This position has firm deadlines during the registration process
- Attend board meetings as required and assist as needed in operation of the club

Secretary

- Take minutes at all board meetings and distribute to board members and maintain a record of all minutes
- Prepare Club membership application and Charter signature page and Club for MSI annually; update as needed. Also collect Non Athlete applications.
- Update Board Monthly Planning Calendar as needed.
- Attend board meetings as required and assist as needed in running of the club

Treasurer

- Maintain financial operations for the club including payment of bills and balancing bank statements
- Check PO Box regularly
- Collect monies paid to club for registration fees and meet fees and make bank deposits
- Communicate to those families who owe money
- Keep confidentiality of scholarship families
- Prepare calendar yearend financial reports for accountant for 1099's and tax returns and submit to Fergus Falls Area Youth Activities Inc. [FFAYA] Treasurer
- Represent FFF on FFAYA board
- Prepare fiscal yearend reports for board and monthly reports for board meetings
- Update FFF reimbursement form annually or as needed
- Answer questions and provide customer service to families
- Learn Team Unify and Quick Books

Club Entries Coordinator

- Use Team Unify to manage meet registrations and results for Fergus Falls Flyers swimmers
- Prepare and post Meet Information to the website for each meet the team will be participating in and communicate postings to FFF families
- Confirm meet entries with Coach[es], then forward to the host team
- Communicate with the Treasurer on meet fees to be paid
- Update team records as needed throughout the season
- Prepare awards list based on updated end of year performance report as assigned by Board
- Provide additional reports as necessary including team records and end of the year performance reports
- This position has firm deadlines during the signup process for meets
- Attend board meetings as required and assist as needed in operation of the club

Meet Director

- Must be a registered non athlete of MSI as per guidelines
- Prepare meet information and submit to MSI for FFF Home meet sanctions
- Oversee all aspects of home meets and submit post meet reports to MSI and visiting teams as required
- Oversee Meet Manager who is responsible for Concessions, Meet Awards/Ribbons, Safety, and Officials
- Attend board meetings as required and assist as needed in operation of the club.

At Large/Community Relations Coordinator

- Create flier advertising each season and distribute to local schools per the Publicity document
- Oversee the following tasks: Photographer, Historian, Apparel (caps & tee shirts), Banquet Coordinator
- Oversee club publicity, including creating the flier advertising each season and distributing to local schools per the Publicity document, and other publicity campaigns decided on by the board
- Coordinate fundraising efforts
- Attend board meetings as required and assist as needed in operation of the club

Head Coach/Club Contact for Winter and Summer Seasons

- Face of FF Flyers Swim Club
- Must be MSI/USA qualified as a coach and responsible for maintaining and updating coaching credentials as needed; Communicate to parents and swimmers at least weekly
- Discipline of all FFF swimmers
- Responsible for the performance & work schedule of all assistant coach[es] including coverage for coaching swimmers when head coach is gone
- Contract for pool usage for all practices and meets
- Coach, in accordance with meet rules, all home FFF meets and all away meets FFF goes to as a team or confirm coverage by assistant coach[es]
- Confirm meet entries for FFF swimmers for all meets by stated deadlines
- Organize relays for all meets
- Meet and communicate to board president as needed about seasonal activities
- Provide meet result information to paper and Craig Olson Sports
- Attend board meetings as required and assist as needed in operation of the club

Term Limits: Each of the seven board positions will be a 3 year term. At the conclusion of those three years, board members will be eligible for a second 3 year term or can conclude their service. Board members may not serve more than two consecutive terms in the same position. Board members may move to a new position following their 6 years in the first position.

Notice in writing to the President or Head Coach is required for resignation from the Board of Directors.

Removal: A leader may be removed from leadership with a full consensus of the entire board for significant harm to the organization and/or its members or violation of USA Swimming Rules and Regulations.

Article 4: Amendments

Any amendment to these bylaws requires a three quarters vote of the entire Board of Directors.

Adopted by FFF Boards 1971 to Current, updated 9.10.2013

Approved September 10, 2013

Revised/Approved February 4, 2014

Revised May 6, 2014/Approved May 15, 2014

Revised October 21, 2014/Approved October 23, 2014