



Bridlewaves Swim Team By-Laws

PREFACE

The Bridlewaves Swim Team (“Team”) was founded in 1998 with the support of the Home Owners Association as an enhancement to the development of the community. Since then, the Team has grown into much more than a community swim program – it has become a community unto itself. We've fostered a love of swimming, competing as a team and teaching others via the Guppies program, supported the community and local charities through our fundraising efforts, and exemplified the meaning of good sportsmanship.

The Team participates in the Prince William Swim League (PWSL), whose season runs from the end of May until the beginning of August. The League and Team encourage children to participate regardless of their skill level. The Team is governed by the rules of the Prince William Swim League (PWSL), as written in their By-Laws, which are available on the PWSL website at www.pwswim.com as well as the following Team-specific By-laws.

The Rules of the Team:

1. The Team will be governed by a Board of Directors elected from the Team’s representative membership (Parents/Guardians that currently have swimmers on the Team or past members that currently take an active part in team functions).
2. The Team will provide a basic program of practices, swim meets, and other team activities for all swimmers beginning on the Tuesday following Memorial Day and continuing through the End of Season Banquet (typically no later than the first week of August) in accordance with the schedule set by the PWSL.
3. The Team will place its focus on the good of the swimmer. All Team policies and procedures are centered on providing a safe, fun, and fair program for all swimmers and to emphasize good sportsmanship as a team.

Board of Directors and Governing Procedures

Board of Directors Roles and Terms

1. The Board of Directors will consist of seven Members who will fill the positions of President, Vice President, Secretary, Treasurer, League Representative and two At-Large Members.



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2. In order to maintain continuity of operations, Members will be elected to a 2-year term that runs consecutively. Board terms will begin and end during the scheduled August meeting each year. The mid-term for four of the Members will fall in even numbered years and the mid-term for the other three Members will fall in odd numbered years. If the annual August meeting is not held each year and therefore the elections cannot be held, all Board Members' existing terms will be automatically extended one full year to maintain continuity of operations and elections for those members considered mid-term Members from the prior year will be held at the next August annual meeting.
3. If an annual meeting is held and the election is possible, the first order of business following the election will be to determine who will fill each of the designated positions for the upcoming year. It is not required that any Member who is serving in their second year remain in the position they filled the previous year. The Board can decide among themselves who will serve in each position every election year
4. Should there be other qualified members of the Team's representative membership who have expressed interest in providing assistance to the Team, the Board may choose to invite them to serve as the head of a committee, non-voting adjunct member of the Board, or another volunteer capacity based on availability and Team needs.
5. Every effort short of interfering with the election process will be made to include Bridlewood residents on the Board. If a Bridlewood resident is elected to the Board, that resident can serve in any position during their two-year term. If no Bridlewood resident is elected to the Board, the Board may choose to invite resident(s) to the Board meetings to serve as a non-voting adjunct member of the Board.

Board of Directors Election Procedures

1. At the end of each term, a Member may choose to seek re-election by placing their name on the ballot and must be voted back onto the Board in order to serve another 2-year term.
2. Anyone who is an active part of the Team's representative membership (Parents/Guardians of current swimmers on the Team or past members who currently participate in team functions) is eligible to seek election to the Board. At least two weeks prior to the end-of-year function, a message will be sent out to the Team representative membership asking that anyone interested in running submit their name for inclusion on the ballot.



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3. Interested persons must submit a short summary explaining why they are running and may provide a digital photo for distribution to the team. All info must be submitted to the Board by the end of the day on the Wednesday that precedes the end-of-year function in order to be included on the ballot. Additional space will be allocated on the ballots for write-in candidates and anyone wishing to publicly announce themselves as a write-in candidate may do so at the end-of-year function.
4. The election will be held at the end-of-year team function which is also known as the annual meeting. Each parent, guardian, and team representative membership over the age of 18 in attendance will be given an opportunity to vote. If the annual meeting and therefore the election cannot be held for any reason, the current Board Members' terms will be automatically extended by one year as outlined above in Article 2 of the section titled "Board of Directors and Governing Procedures."
5. The election ballots will be handled by a volunteer not running in the current election. The volunteer will solicit the help of individuals as needed who will count and verify the votes received by each of the candidates. The three individuals who get the most votes in the even numbered election years and the four individuals who get the most votes in odd numbered years will become the new Members of the Board.

Board of Directors Meeting Procedures

1. The Board will use Roberts Rules of Order as a guideline for meeting protocol.
2. Each Member will have one vote on all issues affecting the Team. A quorum shall consist of four Board Members and no official votes can be taken if a quorum is not present. Procedural votes need only a simple majority of the quorum present at the time of the vote and no proxy votes are allowed.
3. All Board meetings are open to the Team's representative membership. Non-Board members wishing to address the Board may do so, preferably by notifying the Team President or Secretary in advance and securing a place on the agenda. The Board reserves the right to go into a closed session if necessary to discuss sensitive issues during any meeting.
4. Members must be given seven days' notice of an upcoming meeting. This can be waived in the event that an emergency situation arises and an immediate meeting is necessary. During such emergency meetings, the only order of business shall be the specific matter requiring the meeting.



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5. All general business of the Board can be conducted in a special meeting of the membership without prior notice of the special meeting to the Team's representative membership. All business matters during these special meetings will be decided by a majority of votes cast by the Board Members. This will allow the Board to continue the operation of all general business and procedural motions should forces outside of the Board's control (i.e. natural disaster, pandemic) cause them to have to meet and decide on matters expeditiously in the interest of the organization.

Board of Directors Non-Voting Members

1. The Board of Directors may charter several standing committees and as the need arises, charter additional committees to make recommendations on issues affecting the Team. The committees will be advisory in nature and do not set the Team policy. They are, however, an integral part of the Team policymaking process and provide critical input to the Board of Directors, who will consider such input but are ultimately charged with policy formulation.
2. The Board of Directors may invite unelected members of the team to serve in an advisory position as a non-voting member of the Board. This may include former Board members and/or committee heads who are unable to serve a full two-year term or who did not receive enough votes in the general election process.

Swim Program and Governing Procedures

Prince William Swim League (PWSL) Adherence

1. As long as the Team is part of the PWSL, it will follow the rules, procedures and guidelines set forth in the PWSL By-Laws, to include General Rules, Competitor Eligibility, Meet Rules and Procedures, Scoring, Records, Awards, and all Miscellaneous Rules. If and when the Team would change swim leagues, a new set of guidelines will be established and followed.
2. The meet schedule is set by PWSL. Any deviation from this schedule will be determined by the Board in conjunction with the Head Coach.

Swim-Related Functions

1. The Head Coach's job is to lead and supervise the competitive swim program, oversee the coaching staff, and manage swim-related functions.
2. The Head Coach will have the final say regarding swimmer participation at functions, practices, and meets.



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3. The Head Coach will ensure swimmers have a safe environment to participate in the season's activities and will report any concerns in this regard to the Board.

Board of Directors Non-Voting Members

1. Committees may be established to conduct and organize non-swimming activities and team functions, including Pep Rallies, Team Breakfasts, Spirit Nights, Fundraisers, etc. Committee chairs will be assigned and given control over those specific functions.
2. Participation is highly encouraged, but team members are never required to attend non-swimming activities.

Swimmer Well-Being and Governing Procedures

Behavior Policy

1. There will be in effect a strictly enforced 'zero-tolerance' behavior policy. Any team member, coach, assistant coach, Board Member, volunteer and/or parent/guardian conducting themselves in an unsportsmanlike or abusive manner will be subject to disciplinary action from the Board, up to and including dismissal from the Team.
2. The Board or Head Coach may immediately suspend a swimmer from team activities in the event of a serious incident or allegation. Before a final action is taken, however, an investigation will be conducted by the President, Vice President and League Representative (the 'Inquiry Committee').
3. The offenders have the right to represent themselves before the Inquiry Committee for a hearing on the offense where all parties involved will have equal time to speak and discuss the situation. The Inquiry Committee will make every effort to complete the hearing and provide a recommendation within 5 days of the occurrence.
4. Any recommendation for action by the Inquiry Committee will be required to carry a unanimous decision of the entire Board. The Board will determine the appropriate penalties, and rulings by the Board will be final.
5. In the event that one of the Members of the Inquiry Committee is involved in the 'zero-tolerance' issue or is not available to participate in a timely hearing, the highest position remaining on the Inquiry Committee will select one of the other Members of the Board to replace the open position on the Inquiry Committee.



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6. If a situation may arise involving a Board Member or Board Member's family, the Member should immediately recuse themselves from any discussion regarding the situation. If warranted, the situation will be referred to the Inquiry Committee for resolution.

Incident Policy

1. If during the course of a swim-related function (at the pool), an incident occurs that requires any medical attention, an incident report shall be filled out by the attending coach or supervisor. The incident report shall be turned in to a Board member or the most senior coach on site at the time.
2. Every effort will be made to inform the parent and/or guardian responsible for the swimmer involved in the incident. The information relayed will include a description of the incident, how it was treated, and an assessment of the concerns – short term and long term.

These By-Laws shall be reviewed annually. Amendments to the By-Laws cannot be proposed and accepted during the same meeting. Amendments must first be proposed and discussed in an open forum at a Board of Directors meeting and then may be accepted at a later meeting, but only by a unanimous decision of the entire Board of Directors.

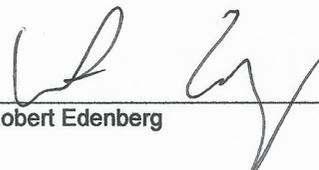


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We the Board of Directors, by signing below, attest that we have amended the Bridlewaves Swim Team By-Laws in accordance with the provisions set forth in paragraph eight of said By-Laws and that each of our signatures below serves as an indicator that we voted in favor of the amendments and shall bear proof that the vote was unanimous.



Brenten Gilbert President Date 2/7/22



Robert Edenberg Vice President Date 2/7/2022



Steve Witt Treasurer Date 2/7/2022



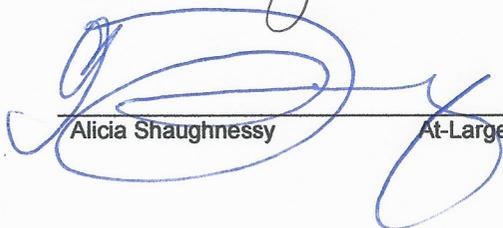
Michelle Terhaar Secretary Date 2/7/2022



Lisa Anders League Rep Date 2/7/2022



Reggie Sheetz Team Manager Date 2/7/2022



Alicia Shaughnessy At-Large Date 2/7/2022