

I. OPERATIVE POLICIES:

The Coves Swim Team Board is collectively responsible for all policies and operations of the Coves Swim Team. No rule or operating policies of the Coves Swim Team may conflict with the policies of the Northland Swim Conference.

II. ELIGIBILITY REQUIREMENTS:

There are three types of eligibility to be able to swim for The Coves Swim Team.

1. **“Resident”** swimmers (4-18) who live in The Coves/Coves North.
 - a. Resident swimmers must live or have grandparents who live in The Coves/Coves North and must be current on their HOA, USA Swimming & swim dues. (Rental homes are also eligible).
 - b. Resident swimmers will have the ability to register early.
2. **“Legacy”** swimmers (4-18) are former residents of The Coves/Coves North with a combined 3 years on the team.
 - a. Legacy swimmers must swim continuously every year to remain eligible (no team hopping).
 - b. Any siblings of a legacy swimmer will become eligible to swim as a legacy swimmer.
 - c. Legacy swimmers must be current with their USA Swimming & swim dues.
 - d. Legacy swimmers will have the ability to register early.
 - e. Legacy swimmers will not have access to the Coves/Coves North pools outside of practice or swim meets unless accompanied by a resident.
3. **“Little Crocs”** swimmers (3-6) live in The Coves/Coves North.
 - a. Little Crocs must be potty trained (no diapers).
 - b. Little Crocs must be current on their HOA dues.
 - c. Little Crocs will have the ability to register early.
 - d. Little Crocs are not eligible to swim in any USA sanctioned meet.

ELIGIBILITY ADDENDUM: **“Interested Swimmer”** Addendum.

The board may activate this addendum on a year by year basis and must follow the guidelines below. It is designed to help with exceptionally low enrollment thus helping balance the budget and increase parent volunteers. The board will have overall say on when the “Interested Swimmer” addendum will be activated and deactivated.

- a. All Interested Swimmers must pay their USA Swimming & swim dues in full to be considered on The Coves Swim Team.
- b. Interested Swimmers may not register until the board has activated this addendum.
- c. All swimmers and parents will adhere to the same code of conduct signed during registration.
- d. Interested Swimmers do not have a guaranteed spot on the team from year to year.
- e. Parents of Interested Swimmers will be held to the same standards as all other parents.
- f. No parents of Interested Swimmers can run for a board position.
- g. Interested swimmers (and parents) will not have access to the Coves/Coves North pools outside of practice or swim meets unless accompanied by a resident.

III. MEMBERSHIP:

Swimmers must have approved membership with the Coves Swim Team and meet the eligibility requirements stated above.

Full payment of homeowner association dues, swim team fees and a current USA Swimming membership are required before a new or returning swimmer can practice or participate on the swim team.

- a. NEW SWIMMERS and ALL 8 & UNDER SWIMMERS must demonstrate their ability to swim. The coach will set a date in which the swimmer will be required to swim the width of the deep-end of the pool. This requirement is necessary for the safety of the swimmer. The coach, after evaluating the swimmer's ability, will make a recommendation to the board regarding their membership. If any swimmer does not fulfill the requirements, all swim team fees (not including USA Swimming or Northland Conference fees) may be refunded by the treasurer.
- b. REFUND OF FEES:
A parent/guardian of a swimmer may request a refund of team fees through the treasurer. All requests for swim team fee refunds will be accessed by the swim board at the close of the season and granted based on the funds available and the number of weeks the team member participated. The swimmer fees collected on behalf of USA Swimming and the Northland Conference will not be available for refund once fees have been remitted.

IV. COVES SWIM TEAM BOARD:

The Coves Swim Team Board will be comprised of the following elected officers. All board members must be a parent of a resident or legacy swimmer:

- President
- Vice President
- Secretary
- Officials Representative
- Treasurer
- 4 Committee Chairpersons

V. DUTIES OF BOARD MEMBERS:

The board will approve all members of the Coves Swim Team. The board shall ensure that all swimmers entered in meets are members in good standing with the Coves Swim Team and USA Swimming. The board will approve the hiring and set the salaries of all coaches and assistants. The board shall determine the general policies for the control and operation of the activities of the team.

VI. NORTHLAND CONFERENCE REPRESENTATIVES:

Five Coves Swim Team board members will serve as Coves Swim Team Representatives (three standing + two alternates) on the Northland Swim Conference Board (NLC). The Board will determine these representatives by the January NLC meeting and serve throughout the swim season.

Representatives shall attend all Northland Conference meetings and bring any changes or recommendations for change in conference rulings to the Coves Swim Team Board. They shall also attend Coves Swim Team Board meetings and actively participate in all decisions. One representative will serve on the Northland Conference Rules Committee.

VII. ELECTION OF BOARD MEMBERS:

The term of office will be one (1) year, subject to re-election. If a board member resigns during the term of office, the president may appoint a replacement to fulfill the remaining portion of the term. If a replacement cannot be obtained, the remaining board members will be responsible for filling the vacancy for the remainder of the term.

VIII. MEETINGS:

Board meetings can be called at any time by any board member. Time and date of general membership meetings shall be posted for the general membership and attendance.

IX. AMENDMENTS:

Amendments to these by-laws can be recommended by the board and ratified by majority vote of members in attendance at a general membership meeting. One vote will be allowed per family.

PRESIDENT – NLC Rep #1 The President shall conduct all board and general meetings. The president shall execute all contracts for and on behalf of the Coves Swim Team and such other duties as the Board shall prescribe. President shall be the liaison between the coach(s) and the board and appoint a nominating committee to recommend a slate of officers. The President will only vote to break a tie.

VICE PRESIDENT - NLC Rep #2 The Vice President shall perform all the duties of the President in the absence of the President, and such other duties as the Board shall prescribe. Vice-President shall oversee the storage and maintenance of our equipment. He/she shall also have oversight of fundraising and team building events.

SECRETARY - NLC Rep #3 shall keep an accurate record of all Board and general meetings, shall keep copies of Northland Conference Minutes, handle all correspondence, give notice of all meetings to team parents and manage website and social media accounts. He/she shall maintain an up-to-date copy of the Bylaws and Family Handbook.

OFFICIALS – Alternate NLC Rep shall act as the certification chairperson. He/she shall be in charge of organizing for each meet the announcer, the starter, the referee, and the stroke judges. He/she shall recruit parents to fill these jobs and notify parents of certification clinics. He/she shall attend Northland Conference meetings and vote in the absence of another representative or appoint a registered official.

TREASURER - Alternate NLC Rep shall act as Treasurer of the Coves Swim Team by performing the following duties:

- The treasurer will present a proposed seasonal budget to the board for approval. The board will determine swim team membership fees. The board at the close of the season will only reimburse authorized expenditures.
- The treasurer will be responsible for providing a current list of paid swim team members to the coach, all board members and any other persons responsible for entering participants in meets.
- The treasurer shall be a member of any fund-raising committees that may be established.
- The treasurer shall present a financial report at each general membership meeting.
- The treasurer shall apply for membership to USA Swimming for all swimmers who are not current USA Swimming members and for all necessary meet officials, coaches and board members.
- The treasurer shall maintain the team checking account.
- The treasurer shall maintain a record of all swim team members. CHAIRPERSONS (4)

1) VOLUNTEER CHAIRPERSON shall be in charge of organizing runners, timers, across-the-board judges, scoring table workers, the clerk of the course, and hospitality workers for each meet. He/she shall be in charge of organizing meet set-up and clean-up. He/she shall recruit parents to fill these jobs and notify parents of their commitments.

2) SPIRIT CHAIRPERSON shall be in charge of spirit wear, team photo, news releases, meet themes, family fun day, Friday doughnuts, Fun meets, scrapbook, etc. He/she shall recruit parents to fill these jobs and notify parents of their commitments.

3) RIBBONS/AWARDS shall be in charge of ribbons, end of year banquet, plaques, awards, trophies, certificates

4) CONCESSIONS CHAIRPERSON shall be in charge of recruiting parents for concessions for all swim meets. He/she shall purchase all food, drink, and paper items.

Committees/Other jobs that need to be taken care of and assigned to a board member on a year by year basis:

RECORD KEEPING CHAIRPERSON (MEET DIRECTOR) shall maintain a pool records book and a profile book on team members. He/she shall recruit parents to prepare heat sheets and seed all home meets. He/she shall set up the team roster on meet manager software for the coach at beginning of the season.

FUNDRAISING shall be in charge of securing team sponsorship including ads, updating team website with sponsors, organizing the sponsor page for the heat sheet and fundraising programs.

Approved July 20th 2017