

# **DEWING PARK SWIM TEAM OPERATING PROCEDURES**

## **I. General**

1. The name of the swim team shall be the Dewing Park Swim Team (“DPST”). DPST’s mascot shall be the seahorse.
2. DPST shall exist as an official activity of the Dewing Park Recreation Club (“DPRC”). DPST is subject to the Bylaws of DPRC and shall adhere to all rules and regulations established by DPRC. DPST is an entity having no legal standing; it consists of individual DPRC members joined together for the purpose of providing a neighborhood swim team to their children.
3. DPST shall compete in the Walnut Creek Swim Conference (“WCSC”) until such time as 1) the WCSC ceases to exist, or 2) the DPST membership votes to remove itself from the WCSC in accordance with the voting procedures set forth below. As long as it is a member of the WCSC, DPST shall adhere to all rules and regulations established by the WCSC.
4. To be in good standing with DPST, a member must have met all of his/her obligations (financial and other) to both DPST and DPRC. No child may participate on DPST if his or her parents are not in good standing with DPST.
5. As used in this document, the term “member” shall refer to the parent of a DPST swimmer.

## **II. Management Committee**

1. Authority
  - a) DPST shall be governed by a Management Committee (“MC”) in accordance with these Operating Procedures (“Procedures”).
  - b) The MC shall have the authority to take all actions necessary to operate DPST. Its responsibilities shall include the following: establishing and collecting fees for DPST; approving the budget; planning and executing team fundraisers; approving hiring decisions; maintaining bank accounts and working capital; supervising the affairs of DPST; expelling DPST swimmers or members if necessary; approving the team calendar; setting and reviewing policy for DPST each year; establishing rules and regulations for DPST (in addition to any rules and regulations established by DPRC); and such other responsibilities as are necessary to operate DPST.
  - c) The MC shall not take any action in violation of the rules, regulations or Bylaws of DPRC.
2. Structure
  - a) The MC shall consist of a minimum of eight and a maximum of thirteen members. No swimmer shall have more than one parent serving on the MC at one time. No member may serve on the MC unless he or she is in good standing with DPST and DPRC.
  - b) No member may serve on the MC for more than four consecutive years. After serving for four consecutive years, a member must step down from the MC for at least one year before again serving on the MC.
  - c) The MC shall be made up of the Director and additional members holding the positions set forth in Appendix A. Each member holding a MC role shall have the right to serve on the MC provided his or her four-year term limit has not expired. A member who has served on the MC for four consecutive years or who otherwise doesn’t wish to serve on the MC may nonetheless hold a Pre-assigned Job (“Big Job”). If there are not eight members holding MC positions who are willing or able to serve on the MC, MC members may be solicited at large from the general member population. In this event, the number of “At Large” members selected to serve on the MC shall not exceed the difference between

- a) 8, and b) the number of MC members willing to serve on the MC. Efforts shall be made in the selection of MC members to ensure representation of all swim age groups on the MC.
- d) Should more than thirteen (13) MC volunteers wish to serve on the MC, only one of the members sharing a MC position (other than Director) shall serve. In this event, the members sharing the MC position shall decide between themselves who will serve.
- e) The MC shall serve a term of one year, from November 1 to November 1. At the end of each swim season, all MC members, with the exception of the Coach Liaison and Directors, must be re-elected to their position. However, if the candidate for a position is unopposed, an election is not necessary.
- f) Each MC position is voluntary. No compensation shall be provided by DPST to any member for serving on the MC.
- g) When a MC position is shared, the singular titles used herein refer to both members holding the position.

### III. Selection of MC

1. The Director and the Coach Liaison shall serve a term of two years. All other MC members shall serve a term of one year. At the conclusion of his or her term, a member may continue in his or her position provided that other candidates are first solicited from the membership. Should other willing members step forward, the member shall keep the position only if selected by the MC or elected by the membership in accordance with the procedures set forth below. If the Director or Coach Liaison continues to serve in the same position beyond the original two-year term, the subsequent term shall be one year. The Director and Coach Liaison shall not serve in the same position for more than four consecutive years.
2. No later than September 1, the MC shall solicit nominations for MC positions (including Director and Coach Liaison, if applicable).
3. With respect to the position of Director, an election shall be held by October.
  - a) If no willing candidate is timely nominated for Director, the election shall be postponed until such time as a willing member volunteers.
4. Following the election of the incoming Director (or by November 1 if no Director has been elected), the remaining MC positions shall be selected. The current MC shall make these selections at a noticed MC meeting scheduled for this purpose. This meeting shall be closed to the general membership; however, the incoming Director may participate and vote at this meeting. If a then current member of the MC is a candidate for a MC position, that member shall remove himself or herself from the vote and discussion with respect to that position.
5. The MC shall review the MC positions and descriptions each year and shall have the authority to alter same as necessary or desirable to reflect the changing needs of DPST and the skills and availability of DPST members. Revisions to the MC descriptions in Appendix A shall not require a membership vote provided such revisions do not violate or alter the provisions in the body of this document. Among other things, the MC shall evaluate the MC positions at season's end to determine which are best shared and which are better suited for one person.
6. If the Director resigns or is otherwise unable to fulfill his or her duties during the term, the MC shall collectively carry out the duties of Director until an interim Director is elected by the membership. The MC shall promptly solicit nominations and hold an election for Director. The newly elected Director shall serve out the term of the incapacitated Director. Any partial year served by the new Director shall not count towards the four-year term limit.
7. Notwithstanding anything to the contrary contained herein, if, at the time that a Conference Representative is selected by the MC, DPST will be succeeding to the presidency of the

WCSC within two years, the term of the Conference Representative shall not expire until DPST has completed its term as WCSC President.

#### **IV. MC Meetings**

1. The MC shall meet at least monthly from February through November. Prior notice of each MC meeting shall be provided to the membership.
2. Unless otherwise provided in these Procedures, MC meetings shall be open to the general membership; however, if the Director or a MC member feels that a matter to be discussed requires confidentiality, that member may call for a MC vote to close the meeting while the confidential topic is discussed. Regardless of whether a meeting is closed, upon request by a DPST member, the MC shall provide a reasonable opportunity for that member to address the MC.
3. At its meetings, the MC shall conduct team business and shall resolve complaints and concerns voiced by DPST members. Upon request by a DPST member, the MC shall discuss and consider a matter of concern to that member.
4. At MC meetings, a quorum shall consist of a majority of the MC members.
5. Decisions of the MC shall be made by a simple majority of the voting members at a MC meeting with a quorum present. Each MC member shall have one vote on the MC, regardless of whether a MC position is shared between members. Votes may be taken via email if all MC members agree and have the opportunity to vote via email.

#### **V. General Membership Meetings**

The MC shall hold a member meeting at least twice annually, once at the beginning of the swim season and once at the conclusion. At least two weeks prior notice of these meetings shall be given to the membership. If, at the time of the first member meeting, the budget has been approved (see below), the budget will be shared with the membership at the meeting. In any event, the final income and expense report for the season will be made available to the members at the end of season member meeting.

#### **VI. Finances**

At the commencement of each swim season, but no later than February, the Treasurer shall prepare a budget for the upcoming season. The budget shall be sufficiently detailed to provide guidance to the MC regarding allocated expenditures. The budget shall be approved first by the MC and then by the DPRC Board. Upon such approval, a copy of the budget shall be posted on the DPST website. At the conclusion of the swim season, the MC shall submit a final income and expense report to the DPRC Board. At any time during the season, upon notification to the Director, a DPST member may request a copy of the then current budget from the Treasurer.

The Treasurer shall have the authority to sign checks to pay for items included within the budget. Any expenses over \$25 not included in the budget shall require the signature of both the Treasurer and the Director. In addition, all expenses over \$500 (whether individual or in the aggregate) not precisely delineated in the budget shall require the approval of both the Treasurer and the Director. Prior to incurring any non-budgeted expense exceeding \$2,000, the MC shall make every effort to solicit input from the general membership and, where reasonably practicable, call for a vote regarding the expenditure.

The Treasurer shall submit a monthly written financial report to the MC showing DPST's then current debits and credits.

DPST shall maintain a working capital reserve each year in an amount approved by the MC.

The Treasurer shall reimburse only those expenses which have been approved by the MC member with authority for the activity for which the expense was incurred.

## **VII. Participation on DPRC Board of Directors**

Two members of the MC shall serve on the DPRC Board of Directors. The Director shall have the first right to serve on the DPRC Board. If the two positions are not filled by the Director(s), the Director shall take nominations from the incoming MC. If the number of nominations exceeds the number of vacancies, the membership of DPST shall vote on the open position(s). Should an insufficient number of MC members wish to serve on the DPRC Board, nominations shall be taken from the general DPST membership, with a subsequent membership vote.

## **VIII. Coach Liaison and Hiring**

The Coach Liaison ("CL") shall serve as the liaison between the members and the coaching staff. All questions and comments regarding DPST coaches shall be directed to the CL. In the late summer or early fall, the CL and Director shall formally solicit feedback from the members regarding the season's coaching staff. The CL and Director shall treat all such feedback with confidentiality. The CL shall then convene a hiring committee to make decisions regarding the hiring of coaches for the subsequent season. The Director shall have the right to participate on the hiring committee.

Hiring Committee. The CL shall provide prior notice to the membership of the convening of the Hiring Committee and shall provide members with the opportunity to participate in the process. Should more members wish to participate on the Hiring Committee than is feasible for the CL, the CL may limit participation with the approval of the MC; however, in no event shall the CL limit participation on the Hiring Committee to fewer than five members.

The CL (in conjunction with the Hiring Committee) shall make recommendations to the MC regarding the hiring and rehiring of coaches. All decisions regarding the hiring or rehiring of coaches shall be approved by the MC and the Director; however, the MC shall not disregard the recommendations of the Hiring Committee absent good cause. If a Head Coach has been hired for the following season prior to the time that assistant coaches are hired, the Head Coach shall participate on the Hiring Committee for purposes of hiring assistant coaches.

## **IX. Survey**

At the conclusion of each swim season, the MC shall distribute a survey to the DPST membership soliciting feedback on the season. This survey shall be sufficiently comprehensive to allow members to weigh in on many aspects of DPST, including the swim program, social activities, member support, communications, etc.

## **X. Termination of Membership**

A DPST swimmer or family may be expelled from the team if a) the family has failed to meet its financial obligations to DPRC or DPST after thirty (30) days' written notice; or b) the MC determines that a member or swimmer has engaged in an illegal activity potentially harmful to the team, committed a felony, or otherwise engaged in conduct materially harmful to the team. Notwithstanding anything to the contrary contained herein, any vote by the MC to expel a family or swimmer must be made by 2/3rds vote of the MC members in attendance at the meeting where the expulsion is discussed. Any decision to expel a DPST family may be appealed by the family to the DPRC Board. No refunds shall be given to a family that is expelled from the team.

Notwithstanding anything to the contrary contained herein, the Head Coach shall have the right to suspend a swimmer from the team at any time if the Head Coach determines that the swimmer's

behavior poses undue hardship to the coaching staff or the team. No refunds shall be given to a family whose swimmer is removed from the team because of bad behavior. The decision of the Head Coach to suspend a swimmer may be appealed by that swimmer's parent to the MC.

## **XI. Voting**

On any matter on which the DPST membership is asked or entitled to vote, each family shall have one vote. Only families in good standing with both DPRC and DPST shall be entitled to vote. All votes shall be by secret ballot. Anonymous electronic survey is not an acceptable manner of taking a vote. All results of required general membership elections shall be reviewed and confirmed by the DPRC President. Unless otherwise provided, a simple majority of votes received shall be required for any matter to pass. With respect to any simple majority vote, two weeks written notice to the membership of the vote shall suffice. The following matters shall require the approval of 2/3rds of the members voting on the matter: 1) DPST's departure from the WCSC; and 2) modification of these Procedures. With respect to any 2/3rds vote, thirty days written notice of the vote must be provided to the membership. These Procedures shall not be modified without approval of the membership in accordance with the provisions hereof. Any and all required notices may be provided to the membership electronically or by U.S. mail.

### **NOTES:**

The DPRC Board Representatives (regardless of who holds the position) shall serve as the liaison between the MC and the DPRC Board of Directors. The Representatives shall represent the interests of DPST and shall be advocates for DPST in all matters relating to DPRC. The representatives shall attend all DPRC Board meetings and report to the MC regarding same as needed.

All MC members shall oversee those team committees relevant to their jobs.

## **Appendix A: Management Committee**

Following are the Management Committee positions at DPST, along with their descriptions. The ten current Management Committee may determine in any given year that certain positions are or are not necessary for the management of the swim team. However, the minimum number of positions must be filled in each year.

- A. Director(s)** - The Director(s) shall assume responsibility for the general management of DPST and the MC; preside over all DPST and MC meetings; work with the MC to ensure proper functioning of the team and all team committees; with input from the Head Coach, set the meet and team calendar; oversee the registration process; work with the Obligations Coordinator to ensure that all team jobs are fairly and fully assigned; manage the team's finances; and assume such other duties as are delegated by the MC or necessary to the proper function of DPST. It is the intent that there are two directors, with one position turning over each year.
- B. Past Director Advisor/Communications** - The Past Director shall be available as needed to advise the Director on all aspects of DPST. The Past Director shall send out the electronic newsletter apprising DPST members of team events. The Past Director shall also conduct the end of season team survey.
- C. Treasurer** – The Treasurer shall: Make deposits into the team bank accounts; write and sign checks to pay expenses incurred by the team; keep financial records of the team; produce monthly financial reports using Quickbooks, excel, or a similar software; and prepare an operating budget for the approval of the MC and the DPRC Board of Directors.
- Assume responsibility for the “Cash Box”, including preparing and delivering cash boxes as needed (i.e., for use in the Snack Shack and at other events where money changes hands); collecting the Cash Box after events; tabulating the contents of the Cash Box after each event; and preparing a spreadsheet report for same. Some or all of the Cash Box duties may be delegated; however, the Treasurer shall remain ultimately responsible for the Cash Box and its contents. Additional duties of the Treasurer include oversight of the collection of all team fees and fines, including, but not limited to, invitational meet and clinic fees, and analyze and help manage fundraising efforts. As with other obligations, these can be delegated.
- D. Membership Coordinator** – The Membership Coordinator shall recruit members (e.g., send flyers to local schools, advertise online); organize registration; collect, organize and distribute registration materials; confirm DPST members are in good standing with DPRC; create, update and distribute the team handbooks and blue books; update the team binders (emergency forms, etc.); coordinate the buddy and mentor programs; act as the contact person for membership questions; hold a new member orientation; and provide support to new members throughout the season.
- E. Desk Coordinator** – The Desk Coordinator shall administer the team computer system and oversee the “desk” at meets; work with the coaches and Director to prepare meet plans for all meets; manage the desk during home meets; oversee the purchase and distribution of ribbons and stars; manage the star boards; work with the Director and coaches to provide statistical data for end-of-season awards; maintain and analyze statistical data for the team; provide end of season results reports for all swimmers; communicate with opposing teams regarding start times, parking information and events; provide information for away meets (e.g., start times) to Director, Head Coach and Constant Contact volunteer for dissemination to the membership; manage meet sign-outs; provide electronic meet program for pre-sale; set up meets in database; and troubleshoot data problems at meets.
- F. Obligations Coordinator(s)** – The Obligations Coordinator shall be responsible for assigning and filling all team jobs not otherwise assigned pursuant to the terms of these Procedures, most notably the pre-assigned jobs described in Appendix B. Duties include working with the Membership

Coordinator to organize registration night; scheduling parent volunteers for all swim meets and committees; filling pre-assigned jobs (i.e., jobs that are neither MC positions nor meet jobs); filling all jobs necessary to run the team; developing protocol for filling meet jobs, committee jobs, pre-assigned jobs and other team jobs; working with the Director and the MC to review MC position descriptions and needs at the conclusion of the season; and working with the Meet Director to ensure full staffing at all meets, including invitational meets and big meets.

- G. Social Coordinator** – The Spirit Coordinator shall promote team spirit; advise and oversee all social committees and other committees and jobs associated with spirit (including, but not limited to, age-group socials, parties, apparel and posters); and work with the Director and coaches to develop themes for City Meet and Conference.
- H. Meet Coordinator** – The Meet Coordinator shall coordinate and oversee all functions required to run swim meets. Duties shall include, but not be limited to, overseeing the set up and clean up of home meets; providing necessary supplies (e.g., stopwatches) to volunteers; notifying meet workers of job assignments prior to all meets; checking in workers at meets; troubleshooting and resolving problems arising at meets; and issuing fines for missed jobs.
- I. Snack Shack Coordinator** – The Snack Shack Coordinator shall oversee the operation of the Snack Shack at all DPST functions at which the Snack Shack is used. Duties include, but are not limited to, setting the menu and prices for food at home meets; creating shopping lists for shoppers; directing Snack Shack workers; and advising committees with respect to the purchase and planning of food, as necessary (e.g., to help team committees correctly plan a menu and shop for food).
- J. Conference Representative(s)** – The Conference Representative shall attend all Walnut Creek Swim Conference meetings and report back to the team and MC regarding same; handle the team's Conference Meet job for the WCSC; communicate with the Obligations Coordinator to ensure proper staffing for the Conference Meet; communicate with the Director, MC and team regarding the Conference Meet; and attend the Conference Meet in its entirety to ensure that all team jobs are completed correctly. The Conference Representative is a two-year position. It is the intent that there be two Conference Representatives, with one position open each year.
- K. Coach Liaison and Hiring Committee Coordinator** – The Coach Liaison shall serve as the liaison between DPST members and coaches; handle complaints and comments from members regarding coaching or the swim program; form and chair the Hiring Committee; work with the Director, MC and DPRC to hire and release coaches; create and maintain job descriptions, evaluation forms and interview questions for all coach positions; work with the Director to evaluate the Head Coach; work with the Director and Head Coach to evaluate the assistant coaches; and work with the Head Coach to hire and evaluate Junior Coaches. The Coach Liaison will work with the Head Coach to manage swim lessons and clinics during the swim season.

## **Appendix B: Preassigned Jobs**

Following are the preassigned jobs (“Big Jobs”) at DPST, along with their descriptions. Not all Big Jobs must be filled in each year; the Management Committee, led by the Obligations Coordinator(s), shall determine each year which positions shall be filled and the required number of volunteer positions (expected number of positions is provided in parentheses):

- A. Apparel (2):** Responsible for designing and coordinating team apparel (suits, shirts, caps, etc) and hosting the fittings. Works with Social Coordinator, coaches, and Management Committee to develop apparel for City, Conference, and/or County meets.
- B. Desk (6):** Works at home meets running the computers at the guidance of the Desk Manager.
- C. DVD Producer (1):** Works with photographer and team members to put together end of season DVD.
- D. Fundraising Assistants (2):** Assist fundraising chairs.
- E. Meet Directors (2):** Works at the meets (home/away) to check in DPST workers/manage workers and help find subs on deck.
- F. Meet Set Up/Clean Up (4):** Arrives approximately 1.5 hours before all home meets to set up pool and stays approximately 45 minutes after meets for clean up.
- G. Photographer (1):** Takes photos at meets and socials for the team.
- H. Registration Admin (1):** Assists with team registration.
- I. Ribbons (1):** Purchases and distributes ribbons for the team; makes all family file folders.
- J. Sea Ponies Coach Coordinator (1):** Works to coordinate Sea Ponies schedule, runs the mini-meet (with a committee) and helps organize online Blue Book.
- K. Shepherd (7):** Works to organize the 8 and unders at dual meets; checking them in pre-meet and helping them get lined up properly for races.
- L. Snack Shack (3):** Assist with cashier/food service during home meets and team-wide events (e.g. pasta feeds), if needed.
- M. Starter/Announcer (2):** Works the home meets as our starter for all the races.
- N. Stroke and Turn Judges (6/7):** Work as stroke and turn at home and away meets; may need to help at City and/or Conference meets, if necessary.