

YST Policy Handbook



TOGETHER WE MAKE TIDAL WAVES.



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registered for. These fees will appear on the next invoice sent after the registration deadline. These fees should be paid monthly.

- 6. Equipment-suits, goggles, caps,
 - a. Recommended – snorkel
- 7. Apparel-team shirts, state shirts (all optional)

Summer Season Fees

Seasonal USA Swimming Membership - \$37.00 Make Check to USA Swimming

- X Coaching Fees - \$200 summer
- X Summer Fees may be paid \$100/month over 2 months (June/July) (Paid through Team Unify)
- X Memorial Pool Membership
- X Meet Fees
 - X Check the meet flyers as the fees vary by meet. You are not required to sign up for meets although we do encourage you to participate in our home meets.
 - X Meet fees are billed to your account after the registration date has passed. **Even if you miss the meet, you are still responsible for paying fees for the events your child was registered for.** These fees will appear on the next invoice sent after the registration deadline. These fees should be paid monthly.
- X Equipment Needed- Suits, goggles, caps, snorkel
 - X Recommended - snorkel
- X Apparel-team shirts, state shirts (all optional)

YST Payment Policy

In an effort to save the Yankton Swim Team money from costs incurred from credit card processing and online payments, the following policy will be in place starting with the 2019/2020 winter season:

- X Families may prepay for season fees via check at the start of the season. This prepayment may be in any amount and will be credited to the family's account. As season fees are billed, they will reduce the positive balance in the account. Invoices will reflect the change in balance. Families may drop off another check for fees once their balance reaches zero. Fees for the season will vary based on athlete meet attendance.
- X Families may pay monthly via check throughout the season by mailing their payment to PO Box 374 Yankton, SD 57078 or by giving a check to treasure or second account holder for the Team. Payment should cover \$60 toward coaching fees plus any meet fees for the previous month.
- X Families may pay via credit card in December, March, and August-no later than the 20th of each month. A 3% transaction fee will be charged on the total amount of the payment.
- X If paying in December, March, and August, payment in full of the current balance on the account is expected at the time of payment.



5. Payments made via credit card outside of these months will incur a \$25 fee plus a 3% transaction fee. This fee will be used to offset the monthly fees incurred by the team for payments made outside the given windows.

YST Practice Expectations

1. YST Athletes sign-in at the SAC Front Desk before entering the pool area.
2. YST Athletes sit and place their belongings at the tables located on the eastside of the pool.
3. YST Parents or Guardians sit in the Summit Center Lobby or non-interruptive to practice at the south side of the pool.
4. YST Athletes use the appropriate lockers rooms, unless parent or guardian has contacted the coach to use the family locker room.
5. YST Athletes act appropriate while in the locker rooms before and after practice. Doors will be slightly propped open for monitoring.
6. YST Athletes wishing to have a snack should sit at tables either in the Summit Center Lobby or in the pool area.
7. YST Athletes walk around the pool the “long” way. YST Athletes do not walk behind the slide.
8. YST Athletes will exit the lockers 10 minutes after completion of practice.
9. YST Coach will be available for 15 minutes after practice. If you wish to visit with the coach outside of this time frame please contact by email. If the issue or concern is urgent please feel free to contact by phone.

Team and Athlete Information

1. YST Web page - <https://www.teamunify.com/Home.jsp?team=sdsyst>
2. South Dakota Swimming - <https://www.teamunify.com/Home.jsp?team=sdslsc>
 - a. SD Records and Top 16 - <https://www.teamunify.com/Records.jsp?tabid=14827&team=sdslsc>
3. USA Swimming - <https://www.usaswimming.org/>
4. On Deck APP for iPhone or Android
 - a. Free
 - b. **Team Code = SDSYST**
 - c. Using the code will link you to our Team Unify page. It will contain up to date information about your athlete(s) meet entries, times and results.
5. MeetMobile App for iPhone or Android
 - a. **Yearly Subscription \$5.99**
 - b. Real-time race results at most meets, but not all. It can help you track your athletes time and points at high point meets.
6. Deck Passs
 - a. Free for iPhone and Android. There is a paid option.
 - b. This is the official USA Swimming app. It also shows your athlete’s times and information on how he/she rank against others in the state.



- c. Your athlete(s) badges show up in this app.
- d. Your athlete(s) best times are also available with this app.

Swim Meets

Meet schedule

- a. A schedule will be posted on our webpage for meets our coach will be attending. There are other options for meets and other team members may go to any meet however it is then your responsibility to determine/coordinate a deck coach for warm-ups.

How to sign up

- b. Login to our Team website to sign up your athlete(s). Entries are due 2 days before the deadline in the meet flyer so they can be submitted in a timely fashion to the hosting team.
- c. Discuss with the coach if you are unsure what events your athlete(s) should sign up for. The coach is more than willing to determine what your athlete(s) should be signed up for..

When to arrive

- d. Check the warm up time and arrive at least 15 minutes prior to give your athlete(s) the opportunity to get ready for warm-ups with the coach.

Camping

- e. Try to find other YST families and try to establish an area that others can join in and camp together. The kids enjoy getting to know one another and hanging out together. Other parents are also available to help you with making sure your athlete(s) get to their events on time.
- f. Please make sure to when leaving for the day or to go home to pick up after yourself and get rid of your trash and make sure you have all belongings.

What to Bring

- g. Parent/Athlete Supplies**
 - i. Cash – Meet programs and concessions
 - ii. Blankets/Pillows – for the floor in camping area
 - iii. Folding bag Chairs – most camping areas are large open areas such as gyms that have no seating unless you bring your own chairs.
 - iv. Books/Magazines/Games – there will be down time between events.
 - v. Food – Snacks, Fruit, Veggies, Sports Drinks, Crackers, Cereal. Most venues have concessions and you are welcome to purchase from them however if you wish to save some money or keep costs down you can bring a small cooler or bag with food from the suggestions above.



- vi. Sharpies, Pens, Highlighters, Clipboard.

Athlete Supplies

- vii. Goggles x2 (a backup is a must have)
- viii. Swim Suit x2 (a backup is a must have)
- ix. Swim Cap x2
- x. Towels x2
- xi. Sweats to keep warm after warm ups and between events.
- xii. Change of clothes if needed after completion of session/day.

Athlete Events

- h. You can purchase a meet program upon arrival to see the order of events and find out when your athlete(s) swim. Meet programs typically cost between \$5-\$10.
- i. Highlight your athlete's events and you can check them against ONDECK to make sure there are no mistakes if you wish.
- j. Some venues will have remote speakers and/or video systems so you can see where they are in the meet with events.
- k. Most athletes keep track of their events on their arms, some girls keep track their legs.
- l. Example of how to write on your athlete for their events:



Relays

- m. The coach will put the relay teams together based on the athletes attending any given day of the meet. If you don't want your athlete(s) to be in a relay please let the coach know ahead of time. Relays are great way for kids to swim as a team.
- n. Stroke order for Medley Relay is as follows: Back, Breast, Fly, and Free.



Awards

- o. If your athlete is first in their heat, they will get a heat winner ribbon or prize from the timers.
- p. Most meets will sort the ribbons and give them to the coach at the end of the meet. The coach will distribute them then at practice the following week.
- q. Meets with high point awards generally hand out the high point awards at the end of the session.
- r. State Meets tend to have award sessions during breaks for the top athletes in each gender, age group, and event.

Types of Meets

- s. Invitational Meets
 - i. Meet fees vary, some will charge per athlete plus a per event fee and still others may charge a flat rate per athlete.
 - ii. Some will have high point awards.
 - iii. There can be some that are prelim/finals, which means older kids must qualify during the regular session to swim in finals later in the day.
- t. Qualifying Time Meets
 - i. Meet fees vary
 - ii. These meets have minimum and maximum swim time requirements.
 - iii. State B Meet – maximum time requirement – cannot have a state qualifying time in any event your athlete(s) wishes to swim in-including relay legs.
 - iv. State A Meet – minimum qualifying times.
 - v. All Stars – USA swimming “AAA” motivational times.
 - vi. Midwest Regionals – Meet Time Standards.
 - vii. Speedo Sectionals – Meet Time Standards.



YST Communication Policy

Standard Platforms of Communication

Our standard platforms of communication for mass communication will be email via Team Unify and On Deck. YST will utilize social media in order to promote and build awareness for the team. YST encourages team family members to like and follow our social media platforms for notifications and promotion of the team. As YST continues to grow we may make announcements across all platforms as a unified message to all appropriate audiences.

- Team Unify Emails

Mass emails to all member accounts will be generated from our Team Unify account and will be sent from but limited to Board Members and coach(es). Please ensure to whitelist the address notifications+sdsyst@teamunify.com so important messages are not delivered to your spam folder.

- On Deck

Our team highly encourages you to download the On Deck app on your smart phone; iPhone or android the app can be found on the App Store or the Play store respectively. This app can be used to access your Team Unify account, track your athlete(s) times, and sign them up for meet events. YST may send quick notifications via On Deck pertaining to practice changes and/or inclement weather. We encourage to you to follow the steps below to enter your cell number in order to allow the notification to be sent via text message. Text message rates may apply. Please note the when following these instructions, the screenshots are via a Windows Desktop with a sole screenshot of what a sample text message will look like when the enrollment process is followed from the steps below.

First, log into your Team Unify account. Then click on “My account”



Here you will be able to see your account information. Scroll down to “SMS.”



SMS:

Carrier:

Enter your cellphone number and select your carrier from the dropdown menu.

Email 2:

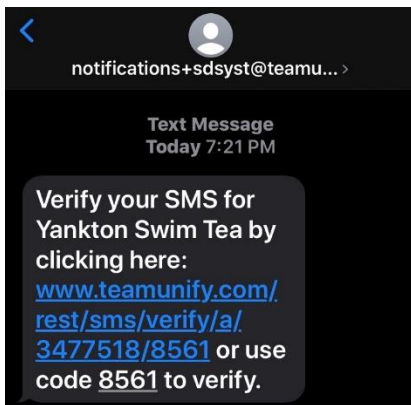
SMS: Unverified

Carrier:

- Verizon
- Viaero
- Virgin Mobile
- Virgin Mobile
- Virgin Mobile Canada
- Virgin Mobile UK

Scroll back up and click "Save"

You should receive a text message shortly.



Click the link to verify your account. You should see the following message:



Success! We have validated your primary SMS.

If you refresh your account page, you should see the "Verified" notice next to SMS.

SMS: Verified



These steps can be repeated for another cell phone number. No text messages will be sent to accounts unless they show the green “Verified” notice in your account.

- Social Media

As a member of YST we would highly encourage you to engage in our Team sites on Facebook and Instagram. YST continues to add more content and event information to gain local awareness as well as recognition of athlete accomplishments. We may post weather related practice announcements as a method of notification. As the team creates posts it is encouraged for you to like and share them to help promote the team.

It is not acceptable to bully, intimidate, or threaten when using YST social media and may be considered a Code of Conduct violation, YST By-laws violation, and the potential for criminal charges.

- Email

Email outside of Team Unify for notifications may be used to communicate with parents, Board members and coach(es).

Safe sport guidelines **strictly** prohibit coach and athlete only email without a parent/guardian included on ALL emails. In the event inappropriate email is discovered between a coach and an athlete it must be reported **IMMEDIATELY** to a YST Board Member(s) for appropriate corrective action to be taken.

Email sent to the coach(es), Board members, and parent(s)/guardian(s) should have a relative expectation that the email will be read and a response acknowledging the receipt of the email within twenty-four (24) hours. If the expectation is for a more immediate response, please ensure that a timeframe is clearly communicated.

Caution shall be exercised in word choice and tone when using email. Email is a useful tool when used correctly however it can portray unintended tone and perception by the recipient. It is not acceptable to email the coach, Board members, or parents with the intent to bully, intimidate, threaten, or presume an arrangement and may be considered a Code of Conduct violation and/or YST By-law violation.

- Texting

Texting may be used between parents/guardians, coach(es), and Board members.



Safe sport guidelines **strictly** prohibit coach and athlete only email without parental inclusion. If inappropriate communication between a coach and an athlete is occurring, it must be reported **IMMEDIATELY** to a YST Board Member(s) for appropriate corrective action to be taken.

Text messages sent to the coach(es), Board member(s), and parents/guardians should have a relative expectation that the text will be read and a response within four (4) hours. Text messages should only be used to communicate a more immediate need or higher priority short messages, i.e. an athlete went home ill from practice, an appt came up and will miss practice. Anything requiring an explanation or reporting of an issue shall be sent via email for trackability purposes in the event Board review is required.

Caution shall be exercised in word choice and tone when using text messaging. Text messaging is a useful tool when used correctly however it can portray an unintended tone and perception by the recipient. It is not acceptable to text the coach(es), Board members, or parents with the intent to bully, intimidate, threaten, or presume an arrangement and may be considered a Code of Conduct and/or YST By-law violation.

Coach and Board Communication

- Email – Email is the general preferred method of communication between YST Board members and the coach. Email has trackability and searchability for later follow-up and research if an issue should arise. When the Board is communicating with the Coach and vice versa it is expected that the email is read with a response of receipt within twenty-four (24) hours. A simple acknowledgement shall not be construed as an official response or answer. A full response to the sender is expected within forty-eight (48) hours of receiving the email. The subject line should be constructed to represent clearly what the email is about. Email can be left to interpretation and the perception of the recipient. Be clear in your intent and cognizant of tone toward the recipient. All communication between board members and the coach(es) are expected to be constructed with a high level of professionalism.
- Texting – Texting can be used between board members and the Coach. When texting is used between board members and coach(es) a best effort of four (4) hours to acknowledge shall be used. Texting should not be used to report an issue or to request information. Texting should be used if there is an emergency, a quick response is needed, or a quick decision is needed. Texting should not be relied upon and both the coach and board members can only be expected to use best effort during working hours to answer text messages based on job related policies.



- It is not acceptable of any board member or coach to email and/or text with the intent to bully, intimidate, threaten, or presume an arrangement and may be considered a Code of Conduct violation and/or YST By-law violation.

Weather Related communication

- Winter Weather
 - Summit Activities Center (SAC) Closure – In the event practice is scheduled for a non-school day with inclement weather and the SAC closes, YST will not have practice at any scheduled facility.
 - School Closure/Early Dismissal – In the event Yankton School District is dismissed early for inclement weather and the SAC remains open, YST will not have practice at any scheduled facility.
 - Early Morning Practice – Best effort by the head coach in conjunction with applicable board members utilizing appropriate communication will determine when practice will be canceled. Decision making tools for canceling early morning practice will include but not limited to: Keloland, SDOT road conditions, and YSD school notifications.
- Severe Weather
 - Lightning/Thunder – In the event there is lightning and/or thunder before or during practice the coach will use but not limited to Keloland weather or related apps and lightning trackers to determine if practice will be canceled, delayed, or cut short to ensure athlete safety. In the event practice is cancelled while in progress parents/guardians are expected to **immediately** upon notification make arrangements to pick up their athlete(s) to ensure their safety.

YST Training Policies

The Yankton Swim Team follows the Yankton School District training rules which includes following the attendance policy and the training rules set forth by the School District and South Dakota Activities Association. **These policies must be followed in order to be eligible for lettering in swimming.**

Code of Conduct Policy

Yankton Swim Team, as an organization, believes that a standard of conduct is appropriate for all members. This conduct should promote healthy life choices, appropriate attitudes and behavior, as well as disciplined work ethics. Athletes and parents/guardians, please read the below codes carefully before you sign the signature page.



1. Any athlete who is known to use alcohol, drugs, or tobacco is subject to suspension and disciplinary actions as it pertains to the YSD training rules. from the team
2. Athletes and/or parents are to never interfere with the progress of any athlete during practice. Physically or verbally disrupting with an athlete that may result in a non-completion of a workout is not acceptable at any time.
3. At all organizational functions, whether it is practice, a swim meet, or a team gathering of any kind, we expect each athlete and parent to behave in such a way that reflects positively on YST.
4. Vandalism or theft of property belonging to team members, coaches, SAC, or meet venues, may be grounds for immediate expulsion from the team.
5. All members of the organization, parents, and athletes will continue to protect and improve the excellent reputation of YST locally, statewide, and beyond.
6. When parents and athletes are at practice and meets, there will be no criticism or negative displays of emotion, only positive comments and words of encouragement. The coaching should be left to the coaches!
7. Everyone is expected to cheer for teammates during the meets and encourage teammates during workouts.
8. Athletes may not show a negative display in response to a disappointing swim. They are expected to handle themselves in an appropriate manner on the pool deck, with the coaches and parents.
9. Issues parents or athletes may have with the coaching staff must be first taken to the coach. If the coach is unable to resolve the issue it must then be taken to a board member, rather than creating dissension via gossip.
10. Parental and athlete misconduct at meets and practice is considered a violation of this code of conduct.

Problems need to be reported to the coach on deck when incidences occur or at the next practice day by the athlete or their parent(s)/guardian. The Yankton Swim Team Code of Conduct is to be followed.

YSD Attendance Policy

Per Yankton School Board Policy, students wishing to participate in extracurricular activities, school recognized club sports, or any other school sponsored organization activity must comply with the following Yankton School District Attendance Policy.

POLICIES FOR PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES AND FUNCTIONS

- a. Students wishing to participate in extracurricular activities, any function sponsored by the school, participation in school recognized club sports, or any other school sponsored organization activity held that day or evening must be in school the entire school day of the event. School Administration may excuse student absences



and allow the student to participate in a school sponsored extracurricular activity or function despite the student's failure to be in school the entire day of the event upon a showing of exceptional circumstances or doctor note indicating the student was seen by the doctor on the day of the absence.

- b. On the day of an event, a student who misses a period of class during which a test should have been taken or work turned in will not be allowed to participate on that day unless the test and/or work is made up prior to the start of or departure for the activity. School Administration may excuse student absences and allow the student to participate in a school sponsored extracurricular activity or function despite the student's failure to be in school the entire day of the event upon a showing of exceptional circumstances or doctor note indicating the student was seen by the doctor on the day of the absence. It is the responsibility of the student to make arrangements with the teacher to make up the work.

YSD Training Rules

TRAINING RULES FOR INTERSCHOLASTIC ACTIVITIES IN THE YANKTON SCHOOL DISTRICT

THE KEYNOTE TO PERFECT PHYSICAL CONDITIONING IS THE PROPER TRAINING OF THE WILL POWER AND A WILLINGNESS TO ABIDE BY A FEW FUNDAMENTAL TRAINING RULES. THE RULES FOR THE YANKTON SCHOOL DISTRICT'S INTERSCHOLASTIC PARTICIPANTS ARE AS FOLLOWS:

Eligibility/Participation in Activities

There are specific requirements governing student eligibility for participation in activities. Some regulations are set by the South Dakota High School Activities Association and some by the Yankton School District. One specific regulation has been established by law (SDCL 13-32-9 & SOCL 13-32-9.2). On first offense, any student adjudicated, convicted, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency, for possession, use, or distribution of a controlled substance or marijuana (as defined by Chapter 22-42) is ineligible to participate in those activities sanctioned by the SDHSAA for one calendar year. The one year suspension for a first offense can be reduced to 30 calendar days if the student participates in an assessment with a certified licensed addiction counselor. If a suspension for a first offense is reduced to 30 calendar days, the student is also ineligible for a minimum of two SDHSAA sanctioned events. If two sanctioned events for which the student is ineligible do not take place within the reduced suspension period, the student's suspension



remains in effect until two sanctioned events for which the student is ineligible have taken place. The one year suspension for a second offense may be reduced to 60 calendar days if the student completes an accredited intensive prevention or treatment program. If the suspension for a second offense is reduced, the student is also ineligible for a minimum of six SDHSAA sanctioned events on a third offense, the student will be permanently ineligible for the remainder of their time in high school.

SDCL 13-32-9.2 also states that in order for events to count towards the minimum number of events for which the student is ineligible (following a reduction in the suspension for a first or second offense, the student must participate in the entire activity season **and may not drop out or quit the activity to avoid suspension**. Failure of a student to complete the entire activity season results in the student being ineligible for one year from the date of adjudication, conviction, the subject of an internal adjustment or court appointed diversion program, or subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one activity season carries over to the next activity season in which the student participates. In addition, a suspension that is reduced pursuant to SOCL 13-32-9 is only in effect during the South Dakota High School Activities Association's activity year, which begins on the first day of its first Sanctioned event and concludes on the last day of its last sanctioned event. A reduced suspension that is not completed by the end of one activity year shall carryover to the next activity year. A suspension begins on: (1) The day following the notification to a school administrator by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance prohibited by SDCL 22-42-15 and the school administrator gives notice to the South Dakota High School Activities Association and the students; or (2) The day following the student's admission to a school administrator that the student committed an offense enumerated in subdivision (1), which shall be made with the student's parent or guardian present if the student is an unemancipated minor, and the school administrator gives notice to the South Dakota High School Activities Association. Additionally, although students are ineligible to participate in activity events, competitions, and performances, the school may allow a student to participate in practices.

1. **Abstinence from alcoholic beverages, tobacco, nicotine, illegal drugs, and misuse/abuse of drugs. Throughout any calendar year, including the months when school is not in session, the following rules apply to a member of any school activity team, grades 6-12, who has possessed, used or purchased alcohol, tobacco products, nicotine, illegal drugs, or mind altering substances.** The individual is to be suspended from all activity/activities he/she is presently participating in. If the offense occurs out of season, the suspension will begin when



the next season begins. Individuals on suspension may practice with a team under the supervision of the coach, but cannot dress for or participate in interscholastic competition. The individual shall be present on the sideline/bench during activity contests. If it is determined that the individual's presence at practices and/or contests is creating a disruption, additional actions may be taken. The student/athlete must complete the season during said suspension or the suspension will not be considered "as served" and the student/athlete will be required to complete the suspension before being able to participate in any other season. If a student/athlete remains violation free for 12 consecutive months, he/she will receive a "clean slate". **The administration also reserves the right to determine appropriate consequences for a criminal or civil violation or behavior that has been determined detrimental to the representation of the school in an activity.**

- a. **First Offense:** The student/athlete will be suspended for 14 consecutive calendar days of activity competition or two contests, whichever is greater, even if the present activity ends and the next activity begins. The student involved in a fine arts program will be suspended for 14 consecutive calendar days of activity competition or the next public appearance of each activity they are involved in, whichever is greater, even if the present activity ends and the next activity begins. Suspensions may include more than one activity depending upon the time of the violation. The suspension may carry over to the next activity or the next school year.
- b. **Second Offense:** As long as the second offense is within 12 months of the prior violation, it will result in the individual being suspended for 42 consecutive calendar days of activity competition or six contests, whichever is greater, even if the present activity ends and the next activity begins. The student involved in a fine arts program will be suspended for 42 consecutive calendar days of activity competition or the next two public appearances of each activity they are involved in, whichever is greater, even if the present activity ends and the next activity begins. Suspensions may include more than one activity depending upon the time of the violation. The suspension may carry over to the next activity or the next school year.
- c. **Third Offense:** As long as the third offense is within 12 months of a previous violation, it will result in the individual being suspended for one full calendar year from the date of the violation, even if the present activity ends and the next activity begins. A student may be able to reduce the suspension to 84 consecutive calendar days if the individual participates in an assessment with a certified chemical dependency counselor or completes an



accredited intensive prevention or treatment program. If the suspension is reduced to 84 consecutive calendar days, the suspension may carry over to the next activity or the next school year.

In addition to the above consequences, we believe it is very important to provide assistance to the student who has violated a training rule. Therefore our School Prevention Specialist will arrange an initial meeting with the student/athlete and administer a Drug/Alcohol Screen. The student/athlete will then meet with the School Prevention Specialist once per week through the end of the suspension period. Further recommendations will be provided by the School Prevention Specialist to the parent/guardian, to the student/athlete and to school administration. The School Prevention Specialist will arrange a follow up meeting with the student/athlete sometime after the activity suspension period has ended.

2. The above rules apply if the report is made and substantiated by legal authorities, the parent or guardian of the individual or the individual's voluntary admission.

Provision for notice to school officials and parent or guardian by law enforcement agency where student suspected of violating state drug or alcohol laws: Notwithstanding any other provision of law, a law enforcement agency may provide notice to public or nonpublic school officials and parent or guardian of any incident occurring within the agency's jurisdiction in which the agency has probable cause to believe a school student has violated any provision of state law involving alcohol or illegal drugs. However, if there is a prolonged criminal investigation and revealing information would jeopardize a successful conclusion to the case, the law enforcement agency may provide the notice at some later appropriate time. The notice shall be in writing and sent to the Superintendent, Activity Director and Principal.

3. The AD/Building Principal will inform parents or guardians and coach when disciplinary action is taken regarding these rules.

YST Lettering Policy

In order to assure fairness and continuity in earning a YSD letter for competitive swimming while a member of the YST swim club the following guidelines and policies must be met to be considered a letter winner. Coach lettering requirements outlined in items 2 and 3 will begin the first Monday after Thanksgiving.

1. Policy Requirements

- a. The athlete must have read, agreed, and adhere to the YSD Attendance Policy
- b. The athlete must have read, agreed, and adhere by the YSD training rules.



- c. The athlete must be in grades 7-12 and maintain a C or better average.
- 2. Athletes **must adhere to** the following attendance, participation, and behavior requirements.
 - a. Attendance – Athletes are expected to be at and prepared for 95% of scheduled practices unless excused by the coaching staff.
 - i. Conflicts in Attendance – i.e., medical/dental, illness, religious, make up school work, or other commitments, as verified **will not** jeopardize your lettering provided you and/or your parent/guardian provide ample communication in advance.
 - 1. If a athlete is to miss practice, leave early, or come late, advance notice is required. You may call/email the coach or bring a signed note/ pass from the applicable source.
 - b. Expected equipment for each athlete to include but not limited to: Swimsuit, goggles, water bottle swim caps. Snorkel is strongly recommended. Any additional requirements will be explained and requested by the coach.
 - c. Participation – Athletes are expected to put forth their best effort during practice and all meet events.
 - d. Behavior – Athletes are expected to be respectful to all teammates, competitors, coaches, referees, officials, Summit Activity Center staff and spectators. Additionally athletes are expected to follow and adhere to the YST Code of Conduct.
 - e. Failure to communicate any absence or to be found disrespectful will jeopardize your opportunity to letter.
- 3. Athletes **must accomplish** the following requirements
 - a. The athlete must attend at least 2 meets a month and swim at least 4 events per meet.
 - b. The athlete must qualify for at least three state events by achieving the South Dakota State swimming time standard required for the event.

-AND-

The athlete must be a member of “Sun” or a high school senior of Yankton Swim team that has participated for the at least 3 consecutive winter seasons.

The YST board and/or coaching staff reserve the right to make exceptions to the criteria should circumstances warrant.



YST Bullying Policy

Statement of Intent

The Yankton Swim Team (“YST”) is committed to providing a caring, friendly and safe environment for all members. Bullying of any kind is unacceptable in our club and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. If bullying does occur, all club members should be able to tell and know that incidents will be dealt with promptly and effectively. We are a **TELLING** club. This means that anyone who knows that bullying is happening is expected to tell a parent, a coach or board member.

Objectives of the Club’s Bullying Policy

1. To make it clear that YST will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and athletes a good understanding of what bullying is.
3. To make it known to all parents, athletes and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make clear the responsibility of all YST members to report bullying.
5. To spread the word that YST takes bullying seriously and that all athletes and parents can be assured that they will be supported when bullying is reported.

What is Bullying?

Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress to the victim.

The USA Swimming Code of Conduct defines bullying as the severe or repeated use by one or more USA Swimming members (“Members”) of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. Causing physical or emotional harm to the other member or damage to the other member’s property;



- ii. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. Creating a hostile environment for the other member at any USA Swimming activity;
- iv. Infringing on the rights of the other member at any USA Swimming activity; or
- v. Materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (include, without limitation, practices, workouts and other events of the YST)

Bullying can take many forms and can be:

<i>Emotional</i>	<i>being unfriendly, excluding, tormenting (e.g. threatening gestures)</i>
<i>Physical</i>	<i>pushing, kicking, hitting, punching or any use of violence</i>
<i>Racist</i>	<i>racial taunts, graffiti, gestures</i>
<i>Sexual</i>	<i>unwanted physical contact or sexually abusive comments</i>
<i>Homophobic</i>	<i>because of, or focusing on the issue of sexuality</i>
<i>Verbal</i>	<i>name-calling, sarcasm, spreading rumors, teasing</i>
<i>Cyber</i>	<i>All areas of internet, texting, phone calls, emails & internet chat room misuse</i>

Reporting Procedure

A Member who feels that he or she has been bullied should do one or more of the following things:

- Talk to his or her parents;
- Talk to a YST Coach or Board Member;
- Write a letter or email to a coach or member; or
- Make a report to the USA Swimming Safe Sport staff.

In serious cases parents should be informed and asked to come in to a meeting to discuss the problem. If appropriate, police will also be notified. There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to stop the bullying behavior as soon as possible and to make sure that memories are fresh and behavior can be accurately recalled.



How We Handle Bullying

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

I. FINDING OUT WHAT HAPPENED

1. First, we get the facts.
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids, and gather all available information regarding the circumstances under which the incident occurred.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
 - a. Review the USA Swimming definition of bullying.
 - b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength and can include things like the "popularity" of the kids involved.
 - Has this happened before? the child worried it will happen again?



- c. Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- d. Once you have determined if the situation is bullying, support all of the kids involved.

II. SUPPORTING THE KIDS INVOLVED

1. Support the kids who are being bullied
 - a. Listen and focus on the child. Learn what’s been going on and show you want to help. Assure the child that bullying is not their fault.
 - b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
 - c. Be persistent. Bullying may not end overnight to making it stop and consistently support the bullied child.
2. Address Bullying Behavior
 - a. Make sure the child who engaged in the bullying behavior understands why his or her behavior is unacceptable. Young people who bully must learn their behavior is wrong and harms others.
 - b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
 - c. Work with the child to understand some of the reasons he or she bullied. For example, sometimes children bully to fit in or just to make fun of someone who is a little different than them. In other words, there may be some insecurity involved. Other times kids act out because of something else— issues at home,



- abuse, or other stress in their lives. Sometimes they are have also been bullied. These kids need additional support.
- d. **Determine what the appropriate consequence is for the bullying behavior.** *The bully (bullies) may be asked to apologize, in person or in writing. Depending on the seriousness of the offense, suspension or even expulsion may be appropriate, which may occur with board action.* Other consequences may take place, including asking the child to do a good deed for the person who was bullied, for the Club, or for others in the community, or asking the child involved clean up, repair, or pay for the property damaged.
 - e. Avoid strategies that don't work or have negative consequences. Zero tolerance or "three strikes, you're out" are generally unsuccessful strategies. Athletes may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence. Similarly, conflict resolution and peer mediation often don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
3. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening:
 - a. Be a friend to the person being bullied.
 - b. Tell a trusted adult – your parent, coach or club board member.
 - c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
 - d. Set a good example by not bullying others.
 - e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.
 4. Follow-up.
 - a. *All coaches involved with both individuals should be made aware of the concerns and outcome of the process.*
 - b. *After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.*
 - c. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.



Yankton Swim Team

Bullying Reporting Form

1. I am a ____athlete, ____parent, ____coach
2. I have reported this event to the coach: ____yes ____no
3. Name of person allegedly being bullied: _____
4. Alleged location: _____
5. Date: _____
6. Name of alleged bully: _____
7. Type of event:
____ Physical – hitting/kicking/other physical aggression
____ Verbal – teasing/name-calling/put-downs/other behavior that would hurt others’ feelings or make them feel bad.
____ Emotional/Exclusion – starting rumors/telling others not to be friends with someone/other actions that would cause someone not to be with friends.
____ Cyber Bullying – Using an electronic medium to engage in any Previously mentioned bullying.
8. Description of events (include time, location and date):

9. List other people who witnessed the event:

10. Name (optional): _____



YST Scholarship Policy

The purpose of this policy is to provide guidelines in order to allow for the Yankton Swim Team (YST) Board to reduce membership fees for applicants in need. It is also to be used to encourage athletes that may not otherwise be able to participate in competitive swimming with YST. In order to provide assistance to an applicant the following but not limited to will be taken into consideration:

- Availability of Funding
- Financial Need of the Applicant

This scholarship program fund does **NOT** include providing assistance for the following fees:

- USA Swimming Membership
- Any and all equipment needed for practice and/or meets
- Setup/Tear Down Fees
- Meet Fees

Application Process

The applicant applying for assistance shall use the provided standard form and fill it out as completely as possible. All application materials will be kept confidential. After YST Scholarship Committee review, applications will be sealed and only be provided for audit purposes upon written request from the auditing party.

The application process will require the applicant to indicate source(s) of assistance. Sources can include but not limited to; free and reduced lunch records, rent assistance records, and/or utilities assistance. The YST Board shall **NOT** require nor consider bank account financial records. In addition to the applicant indicating sources of financial assistance the applicant is encouraged to provide a reference letter from a source such as a peer, mentor, teacher, or principle. Verification of financial assistance shall be provided upon request of the Scholarship Committee.

When submitting an application for approval, the application will be considered for the swim season that is in progress unless otherwise determined by the YST Board. The applicant may be required to re-apply for subsequent swim seasons unless otherwise determined by the YST Board due in part to funds available.

Board Review

The applications submitted will undergo a preliminary review by the YST Board appointed Treasure and Vice-President (Scholarship Committee). The Scholarship Committee shall review



and compile an official report to be submitted to the YST Board to be considered for approval or denial. The report shall include but not limited to rationale for the recommendations and a recommendation for the amount of scholarship to be disbursed. The Scholarship committee shall seal any and all application materials after review. No other YST Board member or coach shall be allowed access to the application materials other than the Scholarship Committee in order to maintain the highest level of discretion and confidentiality.

The YST Board shall review the submitted report by the Scholarship Committee at the earliest regularly scheduled YST Board meeting. Each recommendation submitted shall be an independent action item to be considered by the YST Board. Any and all decisions of the YST Board based on the materials submitted are final.

The YST Board shall notify the City of Yankton Summit Center with the name of the applicant that was approved for the scholarship in order to be considered for a free or reduced membership.

In order for the YST Board appointed Treasurer to apply the scholarship funds to the applicant's account the following conditions shall be met or risk the forfeiture of the scholarship, to which full season fees shall be billed to the applicants account.

1. The applicant's family must volunteer for setup and teardown as well as during YST hosted swim meets and fundraisers.
2. The applicant must finish the season with Yankton Swim Team and attend 80% of the scheduled practices.



YST Scholarship Application Form

Personal Details

Date: _____

Parent Name in Full:

Athlete Name in Full:

Mailing Address in Full:

Best Contact Phone #:

Best Email Address Contact:

What amount of scholarship are you requesting? _____

Taking into consideration the attached policy in order to determine eligibility I am stating that I qualify for the requested discount because I participate in the following program(s) checked below. I agree to furnish proof of my participation to YST Scholarship Committee **upon request**.

Note: In the event proof is requested you may black out or blank out personal information and/or dollar amounts in documents furnished.

- Free and Reduced Lunch
- Medicaid (Children's Health Insurance Program CHIP)
- Food Stamps (SNAP)
- Supplemental Security Income
- Federal Public Housing Assistance
- Low-Income Home Energy Assistance



Temporary Assistance for Needy Families (TANF)

Other: Please Specify

Optional Reference Letter included (Peer, Mentor, Teacher, or Principle)

The Yankton Swim Team Scholarships are granted taking into consideration the following but not limited to per the attached policy:

1. Number of applicants
2. Availability of funds to award

I hereby certify that I have read the attached policy and that all information on this form is true and correct to the best of my ability. I understand that YST may request verification of the information provided. Deliberate misrepresentation shall be subject to termination of further financial assistance. I understand that any financial assistance is granted through a committee process and recommended to the full YST board for approval or denial. I understand that all decisions made by the full Board are final. I understand that there are conditions and requirements for continued financial support, and scholarships are awarded seasonally, and that I may be required to apply for subsequent seasons for scholarship opportunities. I understand that past full or partial scholarships does not guarantee future approval.

I Accept the Terms and Conditions

Applicant Signature:



YST Bylaws

Yankton Swim Team

(Revision 7-1-2018)

Article 1 – Name

Section 1. The name of the organization shall be “Yankton Swim Team, Inc.,” hereinafter referred to as “YST.”

Section 2. The official mailing address of YST shall be: Yankton Swim Team, P.O. Box 374, Yankton, SD 57078.

Section 3. The fiscal year of YST shall commence on the first day of October each year and terminate on the 30th day of September of the following year.

Article II - Membership

Section 1. Membership in YST shall be open to any athlete who wishes to swim for YST. No person shall be denied membership because of race, creed, sex, handicap, or national origin.

Section 2. There shall be two classes of membership in YST: (1) Regular members and (2) Competitor members. “Regular members” shall be defined as the parent(s), guardian(s), or adult representative(s) of United States of America Swimming (“USAS”) registered athletes in good standing with YST. “Competitor members” shall be those athletes who are USAS registered athletes in good standing with YST. “Senior competitors,” defined as those USAS registered athletes who are older than 18 years of age, who are in good standing with YST according to Article XI Section 1 shall also be considered “regular members” if they are not otherwise represented by an adult, guardian, or other adult representative.

Section 3. Members shall be considered in good standing as defined by Article XI Section 1 of this document.

Section 4. Voting members shall be all regular members in good standing, subject to the following limitations:

- A. Only one vote per family unit is allowed, which shall be cast by the regular members. A family unit shall consist of all competitor members and senior competitor members residing in the same household(s), as well as **ALL** such competitor members’ or senior competitors’ parents, legal guardians, or adult family representatives. By way of example, if a competitor member’s



parents are separated/divorced and living in separate households, the competitor's entire family unit (constituting the households of both parents) are entitled to only one (1) vote.

- B. Voting of the membership may only take place at a meeting of the membership in which a quorum is present. At any meeting of the membership, attendance in person of at least fifteen percent (15%) of the regular membership shall constitute a quorum unless otherwise established by Articles of Incorporation or these By-laws. For purposes of determining whether a quorum exists to proceed with a special meeting, the percentage of regular members in attendance shall be calculated utilizing individual family units in the same manner that votes may be cast.
- C. There shall be no voting by proxy. Votes may not be split.
- D. Unless otherwise established by Articles of Incorporation or these By-laws, the decision of the majority of the members voting (as limited herein) shall be the decision of YST.

Section 5. With membership comes privilege, benefit, and obligation. Each member of YST is entitled to the full benefits provided to all other members, including but not limited to those listed under Article III Section 1. All regular members, competitive members, and senior competitive members, to the reasonable extent of their abilities, are expected to participate actively and volunteer their time and labor, when called upon by the board of directors and coaching staff from time to time, toward the benefit of and ongoing activities of YST, including, but not limited to, the setup, operation, and teardown of equipment for local meets, fundraisers, award ceremonies, and banquets.

Section 6. The regular membership may call special meetings upon the written request of at least ten percent (10%) of the regular members based upon the vote-casting limitations and eligibility criteria set forth in Article II, Section 4. See Article IV Section 2 regarding "special meetings."

Section 7. Suspension or Termination of membership

- A. Any membership, whether regular or competitor, may be suspended or terminated, regardless of current standing, by majority vote of the board of directors, if the board of directors determines that:
 - 1. Continued membership may subject YST to liability for legal action or civil damages,;
 - 2. Continued membership places YST at risk of violation of contractual obligations;
 - 3. Continued membership may reasonably be considered to place YST competitor members at legal and/or physical risk, or risk injury, whether emotional or physical,



4. Competitor or regular members willfully and repeatedly disregard USAS or YST's adopted policies or rules of behavior and conduct reasonably implemented by YST coaching staff; or
 5. Competitor or regular member has failed to pay USAS or YST fees, dues, or reimbursements (i.e. swim meet fees, equipment costs, etc.) in a timely manner.
- B. When a member is suspended or terminated, all of the member's rights of membership associated with YST shall immediately be suspended or terminated, including but not limited to:
1. YST membership registration with USAS;
 2. YST membership registration with South Dakota Local Swim Committee ("SD LSC"), and
 3. Any board or committee participation.
- C. When a member is suspended or terminated, any property, whether material or otherwise, which is property of the YST, including fees, dues, or reimbursements outstanding at the time of suspension or termination, shall be returned to the YST coaching staff, or any member of the board of directors within 48 hours after notification of the suspension or termination.
- D. Suspended or terminated members may be notified in writing by certified mail, by phone call or e-mail notification.
- E. Reinstatement of membership to the YST shall be considered if:
1. All past dues, fees, and reimbursements are paid in full, as described in Article XI Section 3 of these by-laws;
 2. The board of directors is satisfied that the circumstances leading to the suspension or termination no longer exist and that the offending party will not act or otherwise place at risk the YST or its members in ways delineated, but not limited to, those mentioned in Article II Section 7(A) of these by-laws; and
 3. A majority of board members agree to reinstate the members to full membership status, whether regular or competitor status, as described in Article II and Article XI of these by-laws.

Article III – Purposes and Powers

Section 1. The purposes of YST shall be the following:



- A. To provide an opportunity for all children and adults eligible for membership to engage in a wholesome, lifesaving, lifetime sport and recreational endeavor, namely competitive swimming;
- B. To promote lifelong physical fitness and good patterns of physical development and to encourage proper conditioning and health habits;
- C. To promote attributes of good sportsmanship: fairness, respect, and honor;
- D. To encourage positive personal character traits of kindness, perseverance, patience, and self-discipline;
- E. To provide for social, emotional, and educational development in a safe environment, and to encourage peer and family participation;
- F. To promote involvement in age group and adult programs and to provide opportunities to compete in organized swimming competitions for all ages;
- G. To aid, encourage, and develop competitive swimming in all its facets and in accordance with standards and rules prescribed by USAS, SD LSC, and YST for all age groups, and to promote such activities in Yankton and the neighboring areas; and
- H. To aid and encourage the development of competitive swimming within the State of South Dakota, whether for USAS, high school, or collegiate programs, whenever possible and within our means.

Section 2. The powers of YST shall include the following:

- A. The participation in and hosting of such meets and competitions as the board of directors shall determine from time to time to be in the best interest of the club and its collective competitive members;
- B. The publication and distribution of programs, newsletters, and other publications designed to promote the activities and affairs of YST;
- C. The solicitation and sale of advertising space in publications;
- D. Fundraising and the collection of money and other things of value for general operations, scholarships, programs, and other causes in furtherance of the purposes of YST;
- E. The retaining of persons, professionals, firms, or corporations as may be necessary in order to provide special services to YST (i.e. legal services, accounting services, etc) as necessary to protect and properly manage YST and its assets and limit YST exposure to liability;



- F. The purchase, sale, and conveyance of real and personal property, and the entry into any contracts, leases, or other agreements necessary to properly conduct and administer the affairs of YST.
- G. The operation of food concessions and the sale of swimming equipment (i.e. swim caps, swimsuits, goggles, snorkels, t-shirts, etc) to its members and the public;
- H. The coordination of volunteers and employment of paid coaching staff to support and carry out purposes of YST; and
- I. The authorization to engage in such other lawful activities as may be necessary to properly carry out the purpose of YST and its affairs.

Article IV – Rights and Liabilities of Members

Section 1. No director, officer, member, authorized agent, or representative of YST shall be liable or responsible for any debts or liabilities of YST, or liable to YST beyond the extent of their unpaid portion of membership fees and dues, equipment or other reimbursements, and meet entry fees. Notwithstanding the foregoing, nothing herein shall limit the liability of any person for damages to YST caused by intentional tort, breach of contract, or actions or omissions of such person on behalf of YST without lawful authority.

Section 2. Special Meetings. Special meetings of the regular membership may be necessary from time to time in order to properly conduct the affairs of YST. Such special meetings may be called by the president of the board of directors, or by a majority of the voting members of the board of directors, or upon the written request of a least ten percent (10%) of the regular members in accordance with Article II, Section 6. Special meetings may be called for any of the following reasons:

- A. Changes of the by-laws not endorsed by the board of directors;
- B. Overruling any action of the board of directors;
- C. Adding, removing or replacing one or more individuals from the board of directors;
- D. The termination or discharge of coaches, employees, or other persons providing special services for the benefit of or in furtherance of the purposes of YST;
- E. Entering a contract or agreement for the purchase, sale or encumbrance of real estate, or a contract or agreement for the purchase, sale or encumbrance of personal property or debt obligation exceeding \$3,000.00 in value or obligation;



F. Amendment to the Articles of Incorporation, these By-Laws, subject to the terms of Article X, Section 2 below; or

G. Dissolution and termination of the YST.

If a special meeting is called, notification shall be made in writing to all regular members with the time, date, and location of said meeting. Such writing may be any convenient means, including but not limited to letter correspondence, facsimile, email, text message, or by posting on the YST's website or other official social media page or site. A 7 day notification period is required. At such meetings, a quorum is required to conduct business in accordance with Article II, Section 4. All voting shall be governed by the limitations set forth in Article II, Section 4. In the absence of a functional board of directors, special meetings also may be called from time to time by the regular membership for the purpose of conducting usual business activities other than those listed above.

Section 3. All special meetings shall be held at a convenient hour and place designated by the board of directors, or as designated in the notice of a special meeting if not called by the board of directors.

Article V – Board of Directors

Section 1. The general business of YST shall be managed and governed by a board of directors consisting of seven (7) directors elected by and from the regular membership of YST. Coaching staff shall also serve on the board as a non-voting ex-officio board members (see Article V, Section 2). The term of each elected director shall be one (1) year, or until his/her successor is elected. Any vacancy in the board of directors caused by death, resignation, disqualification, or forced removal shall be filled by majority vote of the remaining directors until the next special meeting of the members. Candidates for the board must be regular members in good standing (See Article XI, Section 1).

Section 2. All YST coaching staff shall be a non-elected, non-voting members of the board of directors whose term shall continue for the duration of his/her employment.

Section 3. The consensus or vote of a simple majority of the voting board members shall determine all decisions of the board of directors and thereby the decision of YST with respect to all matters not expressly and exclusively left to the vote of the regular membership at a special meeting in accordance with these by-laws. A quorum of five (5) board members shall be required to conduct any business at any board meeting. No board member may vote by proxy. In order to reasonably expedite the business of YST, outside of a formal meeting, the board may conduct its business and votes to be taken via written forms of communication (i.e. email), and votes of the board may be informally cast by any commonly accepted means of written communication, including but not limited to email, facsimile, instant message, or letter correspondence. In the absence of fraud, such consent or vote shall be



conclusive as to the matter voted upon. The written record of such informal vote shall be kept and maintained by the Secretary.

Section 4. On an annual basis, a president, vice-president, secretary, and treasurer shall be elected from the general body of the elected members of the board of directors. These positions shall be voted upon by the board of directors. Their duties and powers shall be such as are described in Article V Section 6 below and by applicable State law.

Section 5. The duties and powers of the board of directors shall be to conduct all lawful regular business as permitted of non-profit corporations in accordance with South Dakota law, and may include, but shall not be limited to the selection of the meeting place, fixing the date and time of the meetings, and making all arrangements necessary for holding meetings of the YST board of directors, and the publication of whatever information the directors deem essential to the benefit of YST. The directors shall have the power to adopt rules and regulations, and to alter and amend the same from time to time for the conduct of business and activities consistent with the stated purposes and powers (Article III) of YST. The board of directors shall have the authority to generally conduct all of the lawful affairs of YST, including but not limited to entering into any contracts, leases, or other agreements to employee staff, secure appropriate facilities, and establishing fees and dues structures to adequately fund YST and to act as is necessary to carry out the purpose of YST, except as follows, which decisions are expressly left to a vote of the regular members as set forth herein:

- A. The termination or discharge of staff, coaches or other persons providing special services; or
- B. Entering a contract or agreement for the purchase, or sale or encumbrance of real estate, or a contract or agreement for the purchase, sale or encumbrance of personal property or debt obligation exceeding \$3,000.00 in value or obligation.

Section 6. Executive Committee Roles and Responsibilities

- A. The president shall serve as chairperson of the board of directors and shall preside at all meetings of the membership and the board of directors, shall perform such duties as may be determined by the board of directors, and shall perform and discharge such other duties as prescribed by the board of directors or as set forth in this by-laws and applicable law. The president shall request an annual audit of the books and records before the end of the presiding board's term.
- B. The vice-president shall perform all duties incumbent upon the president during the absence or disability of the president and perform such other duties as may be prescribed by the board of directors.
- C. The secretary shall have custody and care of the corporate records of YST, attend all meetings of the members and the board of directors, keep a true complete record of all the proceedings of



all such meetings, file and take care of all papers and documents belonging to the YST, keep a list of regular members entitled to vote (as limited by and make them available for inspection by YST members, and perform such duties as may be assigned by the board of directors or as set forth in applicable law.

- D. The treasurer shall keep correct and complete records showing accurately at all times the financial condition of the YST, be a legal custodian of all monies and other valuables which may from time to time come into the possession of the club, furnish a statement of the financial condition of YST at meetings of the board of directors, and perform such other duties as the board of directors may assign or as set forth in applicable law. The treasurer is also responsible for reporting delinquent accounts, per Article XI Section 2, to the board of directors within two weeks (14 days) after the account becomes delinquent.

Section 7. In case of the absence of any officer of the YST, or any other reason that the board of directors may deem sufficient, the board of directors may delegate the powers and/or duties of the absent officer to any other director or regular member for the period of time determined by majority vote of the board of directors.

Section 4. The board of directors shall meet approximately every month or as often as it deems necessary to conduct the business of YST, but not less than twice a year. Notice of the date, time, and place of board meetings shall be given by the board chairperson (or his or her designee) to all board members verbally or in writing at least three (3) days prior to the date of the meeting. Attendance at any meeting shall constitute a waiver of notice thereof.

Section 8. Special meetings of the board of directors shall be held when the president or a majority of the directors deem it necessary. All members shall be advised, either orally or in writing, as to the time and place of any such meeting. Notice shall be given at least three (3) days before the date of the meeting. Attendance at any meeting shall constitute a waiver of notice thereof.

Article VI – Indemnification of directors and officers

Section 1. YST shall indemnify, defend and hold harmless any YST employee, board member, or officer made a party to any action, suit, or proceeding by reason of the fact that such person, is or was a director, officer, or employee of YST to the extent of their reasonable expenses, including attorney fees, actually and reasonably incurred by such person in connection with the defense of such action, suit or proceeding, except in the case of intentional misconduct or violations of these by-laws or YST policies. YST may also reimburse to any such director, officer or employee the reasonable costs of settlement of any action, suit or proceeding if it shall be found by a majority of the regular members that it was to be the interest of YST that such settlement be made. Such rights of indemnification and reimbursement



shall not be deemed exclusive to any other rights to which such director, officer, or employee may be entitled apart from the provision of these by-laws.

Article VII – Contracts and checks

Section 1. The president, treasurer, or secretary of YST shall, unless otherwise directed by the board of directors, sign all contracts and agreements authorized by the board of directors. The president or treasurer shall sign all checks and drafts issued by YST.

Section 2. The president and the treasurer shall be entitled to bind YST in dealings with third parties, provided, however, that any transaction selling or pledging as security property owned YST, and any transaction involving an obligation or expenditure in excess of \$500.00 requires the approval of the Treasurer or affirmative vote of the Board, subject to the additional limitations set forth in Article IV, Section 2 (E). The Board may also vote to reimburse third parties expending personal funds on behalf of YST in furtherance of its purposes, subject to the same restrictions.

Article VIII – Non-Profit Organization

Section 1. YST shall, at all times, be operated on a non-profit basis for the collective benefit of its competitive members. No dividends or other interest in the assets of YST shall be paid by YST to its members, officers, directors, or any other private persons or inure to the Benefit, or be distributed to its members, officers, directors or any other private Persons or corporations, except that the YST shall be authorized and empowered to pay reasonable compensation for services rendered and expense incurred and to make payment and distributions in furtherance of the purposes set forth herein.

Section 2. YST shall not attempt to influence legislation, and YST shall not participate in a political campaign on behalf of any candidate for public office. Notwithstanding any other provision of Articles of Incorporation or these By-laws, YST shall refrain from engaging in any other activities not permitted by any tax-exempt organization under section 501 of the Internal Revenue Code or non-profit corporation existing under South Dakota law.

Article IX – Termination and Dissolution

Section 1. YST may be terminated and dissolved upon the affirmative vote of at least two-thirds (2/3) of all regular members entitled to vote. In case of such termination and dissolution, the board of directors shall, after paying or making provisions for the payment of all liabilities of YST, make a determination for the further disposition of any additional assets or net worth of YST.

Article X – Amendment and Authority of By-laws



Section 1. The power to make, alter, amend, or repeal these by-laws is vested in the board of directors. The affirmative unanimous vote of all directors elected and qualified shall be necessary to affect alteration, amendment, or repeal of these by-laws.

Section 2. Concurrently, the by-laws of this organization may also be amended or revised by the regular membership at a special meeting of the regular members in accordance with Article IV, Section 2 by the affirmative vote of three-quarters of regular members (as limited by family voting units) present at a special meeting duly called and conducted in accordance to Article IV Section 2 of these by-laws. The notice of such meeting must contain a copy of the proposed amendment or amendments. A decision to amend or revise these by-laws by means of a special meeting of the regular members shall not be overruled or overturned by the board of directors. Further revision of the provisions so amended may only be made by vote of the regular members at a subsequent meeting in the same manner as set forth herein..

Section 3. A current copy of the by-laws shall be included in the Parent Handbook given to all current team members at the beginning of each season.

Section 4. In the event of conflict between the Articles of Incorporation or these by-laws, the Articles of Incorporation shall govern in accordance with applicable law.

Article XI – Dues, Fees, and Delinquency

Section 1. A regular member in “good standing” shall be all regular members who have paid dues and fees as described in Article XI Section 2 below.

Section 2. All dues shall be paid in full when registering to join the YST and upon receipt of a bill requesting payment, unless prior arrangements have been made and agreed upon by the board of directors. A regular member will be considered delinquent after 60 days have transpired upon receipt of a bill requesting payment. Thereafter, the regular member and their competitor members will be removed from the roster and all his/her rights and privileges as such shall thereupon cease and terminate, including but not limited to participation in practice and meets.

Section 3. Reinstatement to full rights and privileges as regular members and/or competitor members will only be allowed by a majority vote of the board of directors, and upon full payment of arrears, dues, and assessments of any prior delinquencies.

Section 4. The board of directors shall set dues and fees as it deems reasonable and necessary in any manner or structure it deems appropriate to be levied upon YST members for the conduct and ongoing purposes of YST. Dues may be assessed on an annual, seasonal, or monthly basis, and in



accordance with but not to exceed what is required to defray any current or anticipated operating expenses incurred by, or anticipated to be incurred by the YST to accomplish its stated purposes.

Article XII – Corporate Compliance

Section 1. Non-Profit Corporation. YST shall maintain its status as a non-profit corporation in good standing with the South Dakota Secretary of State. The YST treasurer shall be designated as the Registered Agent for Service of Process. The Board of Directors shall be required to timely update and file the Annual Report with the South Dakota Secretary of State and pay the annual fee associated therewith.

Section 2. Lawful Non-Profit Business. YST shall be governed by, subject to, and shall operate at all times within the confines of South Dakota law and shall only engage in those activities and business practices of non-profit corporations permitted by South Dakota Law.



YST Bylaw Volunteer Addendum

Being a member of Yankton Swim Team requires a certain amount of volunteer time in order to ensure the continuity of the Team. We host a minimum of three meets a year. Two meets are 1 day meets hosted at the Summit Activities Center during the winter season and the third meet is hosted at the Memorial Park Pool during the summer season. Depending on the rotation schedule we could also host Tri-State Championships and the possibility exists to host a State Meet.

The meets we host are not only a local opportunity for athletes who do not travel but also serve as a fund raising purpose for the team. The funds we raise at these meets are used to help keep our coaching fees down and also allow us to do things for the team and purchase equipment for the team.

In order to continue our home meets and continue to utilize them as a fundraising mechanism we need all parents/guardians to help with setup, tear down, and running the meet. There are a number of ways to volunteer during setup and tear down as well as during the meet. We need people to help unload/load equipment and setup/take down equipment, setup concessions, run concessions, bake/cook goods for concessions, and lane timers to name a few.

In order to ensure that we continue to have the necessary people to help it is the decision of the board to incentivize our swim families volunteer their time for setup/tear down and running the meet with the following policy and fee schedule.

1. A swim family is considered a family unit and is expected to provide a **minimum** of one volunteer representative for the family unit.
2. The volunteer for the family unit is expected to help with meet setup, tear down and also expected to help for the duration of the meet.
3. The volunteer for the family unit does not need to be the same person for setup and for the duration of the meet. For example one person from the family unit can help with setup/teardown and one or more can volunteer for various duties to run the meet.
4. If a parent/guardian for the family unit is unable volunteer for setup, tear down, and running the meet it is acceptable to find a replacement for the family unit. An example would be find a friend, grandparent, aunt/uncle, co-worker to fill in for you.
5. In the event a family unit needs to find a replacement it will be the responsibility of the family unit to ensure that they notify the Team volunteer Organizer designated by the YST board in order to avoid the fees associated.
6. Fees that are incurred for failing to provide a volunteer from the family unit will be assessed to the family unit's account that will need to be paid in addition to the regular team fees.



7. Any and all fee assessments are subject to full review of the YST board at any time without notice.
8. Any family unit who wishes to appeal a fee assessment to their account for failure to provide a volunteer representative has the ability to submit in writing the appeal and any information that may be relevant within 30 days of incurred charges to a YST Board member. Any appeal after 30 days will not be reviewed and be considered closed.

Winter Meet Fee Schedule

1. Friday Night Setup \$25
2. Meet \$50

Summer Meet Fee Schedule

1. Meet Setup \$25
2. Meet \$75 per day

If a volunteer from the family unit helps during setup for the meet the proceeding evening they will be entitled to 1 meet program at no cost.

YST Becoming an Official Policy

Yankton Swim and South Dakota has the need for additional parents to become officials in order to help run home meets. The YST board has approved the following policy to incentivize those that are considering becoming an official. The policy is subject review and revision on a periodic basis without notice by the YST Board.

Becoming an official is a great way to become more familiar with swimming and also being more involved with the team. It also gives the parent(s) the best seat in the house when it comes to watching your child swim. When officiating for away meets all hosting teams have things for officials to show their appreciation. There is a lot of free food and beverages and there are times you may even be offered pay or a gift card for your services.

1. A swim family is considered a family unit.
2. Obtain the "Becoming an Official" document from either the YST team website or from a board member to follow the process to become a stroke and turn Official.
3. You may request re-imbursement for fees incurred from the Team treasure related to becoming an Official with the exception of the background check.



4. Check in before the meet with the Team treasure, show proof of Official status, and officiate a **Yankton Swim Team Home Meet**.
5. Fees will be waived for one athlete per parent/guardian Official. **Example: If one parent/guardian in the family unit is an Official and the family unit has two child athletes, fees will be waived for one child athlete only.** You may designate which child to waive the fees for to the Team Treasure.
6. Fee waivers will only be applied to the child athlete of the parent/guardian Official of the same family unit.
7. Fee waivers are **not** applicable in the event of indirect family members who are Officials and **not** in the same family unit as the child athlete(s).
8. Fee waivers will **not** apply to the parent/guardian who become an official and officiate at away meets not hosted by Yankton Swim Team.
9. Any and all fee waivers or re-imburements are subject to review by the YST board at any time and can be rejected and repayment requested in the event there is negligible intent to abuse the policy.

Picture Release Policy

The Yankton Swim Team has my permission to use my or my child's photograph publically to promote Yankton Swim Team. I understand that the images:

may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Signature Release is included in the last page of the handbook for all policies contained in this handbook.



YST Signature Return

YSD Training and Attendance Policy

I have read and understand YSD Training Rules and Attendance Policy.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

YST Policies

I have read and understand Policies and By-laws for participation in Yankton Swim Team.

I agree to the photo release policy of the Yankton Swim Team.

Yes, I intend to letter in swimming and understand all eligibility requirements.

School: _____ Grade: _____ Year: _____

No, I am not interested in lettering

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name **Printed** _____

Athlete Signature _____ Date _____

Athlete Name **Printed** _____ Date _____

TOGETHER WE MAKE TIDAL WAVES.

