

WEST HOLLYWOOD AQUATICS POLICIES & PROCEDURES

1. Membership

1.1. Membership Categories

1.1.1. Full Membership

Any person, who has paid the annual administrative fee and continued monthly dues is a full member. In addition, a full member must pay all pertinent national aquatic fees and must be registered as a member of West Hollywood Aquatics with the U.S. governing aquatic sport organizations. Full members enjoy all rights and privileges, including voting for and serving as a Director and/or Officer of the club.

1.1.2. Honorary Membership

Any non-member may be awarded honorary membership at the discretion of the Board. This membership is in title only and bestows no rights, privileges, or responsibilities upon the recipient.

1.2. Mandatory Memberships

All members of the Board of Directors shall hold a full membership in the club.

1.3. Equal Opportunity

Membership is open to all persons, without regard to race, sex, religion, age over 18 years, national origin, political affiliation, disability, sexual orientation, or gender identity.

1.4. Acceptance of Obligations

By accepting membership in the club and signing the registration form, every member agrees to be bound by all rules and regulations, policies and procedures, and bylaws of the club and the United States governing body of his or her sport.

1.4.1. The WH2O Policies & Procedures and the WH2O Bylaws are to be posted on the club website.

1.4.2. Links to the U.S. governing aquatic sport organizations are to be available from the WH2O website.

1.5. Suspension of Membership

1.5.1. Suspension for Non-Payment of Dues

All rights, privileges, and responsibilities of a member who has not paid dues for sixty (60) days shall be suspended. Said suspension shall be removed upon payment of dues owed.

1.5.2. Suspension or Expulsion for Misconduct

1.5.2.1. The Board shall have full power to suspend, expel, or demand the resignation of a member for (i) violation of bylaws, policies, or rules; (ii) any misconduct or acts prejudicial to the reputation or best interests of the club or its members; or (iii) any disrespectful or abusive action or behavior directed towards any member of the club, including any WH2O coach, or towards any lifeguard or other third party non-club member.

These actions include, but are not limited to:

1.5.2.1.1. Any act of fraud, deception, or dishonesty in connection with any WH2O-related activity.

1.5.2.1.2. Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed toward WH2O members or other officiating or participating members in any WH2O-related activity.

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1.5.2.1.3. Any act, conduct, or omission that is detrimental to the image or reputation of WH2O.

1.5.2.1.4. Aiding or abetting another to engage in any of the foregoing violations.

1.5.2.2. Disciplinary action shall be taken against a club member whose behavior constitutes a violation of the code of conduct outlined in *Section 1.5.2.1*.

1.5.2.2.1. A disciplinary committee may be established by the President as initiated by the Board to determine the course of action that will be taken in such instance.

1.5.2.2.2. A disciplinary committee may also be established to resolve an issue arising from a club member filing a written grievance against another club member. The name of the member who files the grievance will be shared with other board members but not with other members of the club.

1.5.2.2.3. The Board will investigate all grievances and seek corroborating information, including getting the perspective of persons against whom the grievances are lodged.

1.5.2.2.4. The Board should make every effort to ensure that there is no actual or apparent favoritism or partiality in the investigation of grievances or subsequent disciplinary actions. Therefore any board member who has filed a grievance against a team member or who for any other reason might be regarded as other than impartial with respect to that club member may not serve on any disciplinary committee investigating that member, and should recuse him or herself from any votes on disciplinary action.

1.5.2.2.5. The authority to investigate grievances and make decisions belongs to the Board of Directors as a whole and not to any single board member or representative of the Board, although the Board may delegate responsibility for making investigations to individual board members.

1.5.2.3. The Board shall notify the offending club member that a disciplinary hearing will be held which may be done in the form of a conference call meeting or an in-person meeting.

1.5.2.3.1. If the Board decides to hold a conference call meeting, the offending member shall be notified by the President of the time and date of the call.

1.5.2.3.2. If an in-person meeting is going to be held, the Board shall provide the offending member with a written statement of charges that includes the time, date, and place that a hearing will be held.

1.5.2.4. The first offence by a club member whose actions are deemed unacceptable by the Board as outlined in *Section 1.5.2.1*. will result in suspension of membership for thirty (30) days.

1.5.2.5. A second offence by a club member whose actions are deemed unacceptable by the Board as outlined in *Section 1.5.2.1*. will result in suspension of membership for six (6) months.

1.5.2.6. A third offence by a club member whose actions are deemed unacceptable by the Board as outlined in *Section 1.5.2.1*. will result in termination of membership or expulsion.

1.5.2.7. Where the Board judges an incident to be disruptive to an individual club member or to the team as a whole, the Board reserves the right to terminate the offending member's membership privileges at any time.

1.5.2.8. The Board shall notify the offending member in writing of its decision within ten (10) days of the hearing or meeting. The decision of the Board of Directors shall be final.

2. Membership Meetings

2.1. Unless otherwise specified, the current *Robert's Rules of Order* shall govern all meetings and proceedings.

2.2. Annual Meeting

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2.2.1. An Annual Meeting of the members entitled to vote shall be held each year in September or October, or at such time as the Board decides. The Board will designate the time and place. Notice of the Annual Meeting shall be announced to all members thirty (30) days prior to the meeting.

2.2.2. Each of the outgoing board members shall present an annual report to the club. Relevant club issues are addressed.

2.2.2.1. The report shall include a recap of achievements of the previous term .

2.2.2.2. The Treasurer shall provide a financial statement and a balance sheet, as well as a budget for the upcoming year.

2.2.3. The Board of Directors for the coming year is voted into office after the officer reports.

2.3. Board Meetings

2.3.1. The Board of Directors shall hold monthly meetings throughout the year. These meetings are open to all. A portion of the meeting may be deemed limited to board members only by the President. The Board may skip a meeting upon a majority vote.

2.3.2. If the newly-elected President was not an officer on the outgoing Board, the first board meeting after the elections shall be run by the outgoing Board with both the outgoing and the incoming Board in attendance.

2.3.3. Board meetings shall be scheduled so that they do not, whenever possible, conflict with any club events, i.e., workouts, swim meets, water polo tournaments, social events.

2.4. Special Meetings

Meetings of the membership may be called at any time by resolution of the Board or by a petition to the Board signed by ten percent (10%) of the members entitled to vote. Notice of such meetings shall be announced to all members entitled to vote at least two (2) weeks prior to the meeting.

2.5. Email Voting

A member of the Board of Directors may submit a proposal for vote via email. This procedure should only be used on items that demand immediate attention and could not otherwise be addressed at the next scheduled meeting. Each member of the Board of Directors is responsible for maintaining and monitoring his or her own email account. For the purpose of determining a quorum, each member is considered to be present for an email vote unless he or she gives advance notice indicating otherwise. If a present board member does not respond to an email proposal within 48 hours, that member abstains from voting.

3. Election of Officers

3.1. The date of the elections shall be announced at least thirty (30) days prior to the Annual Meeting (September newsletter for an October Annual Meeting).

3.2. Club members interested in running for a particular office may submit a short statement to be published in the newsletter immediately prior to the Annual Meeting (September newsletter for an October Annual Meeting).

3.3. Elections Officer

3.3.1. The President appoints a club member who will not be running for office to oversee the elections.

3.3.2. Each athletic discipline will have at least one (1) member act as an election officer (i.e. from the current sport disciplines, at least one swimmer and one water polo player).

3.4. Nominations

3.4.1. Nominations are made at the Annual Meeting.

3.4.2. Nominations shall be restricted to full members who are in good standing (current on dues and annual administrative fee).

3.4.3. There shall be at least one (1) candidate nominated for each office.

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3.4.4. Club members may nominate themselves.

3.4.5. Nominees must have at least one year of full membership with the club prior to running for office.

3.4.6. Nominees for President must have served at least one full term as an officer on the WH2O Board.

3.4.7. Active coaches with regularly scheduled workouts may not hold a position on the Board as President, Swimming Representative, or Water Polo Representative.

3.5. Absentee Ballots

3.5.1. Absentee ballots shall be available to all full members who are in good standing (current on dues and annual administrative fee).

3.5.2. Any club member who chooses to vote by absentee ballot should place his/her ballot in a plain envelope and put that envelope inside another envelope containing his/her name and signature on the outside.

3.5.3. The (signed) absentee ballot must be received by the Elections Officer before the opening of elections. The absentee ballot shall be deemed null and void if that member is present at the Annual Meeting.

3.5.4. Absentee ballots, by virtue of being filled out prior to the Annual Meeting, will contain write-in candidates.

3.6. Election Procedure

3.6.1. Elections shall take place in the following order: President, Administrative Vice- President, Social Vice-President, Treasurer, Secretary, Swimming Representative, Water Polo Representative, Facilities and Equipment Coordinator, and Development Coordinator.

3.6.2. Officers of the club who are elected by the entire eligible membership of the club are: President, Administrative Vice-President, Social Vice-President, Treasurer, Secretary, Facilities and Equipment Coordinator, and Development Coordinator.

3.6.3. There shall be only one club member elected to each office.

3.6.4. An officer is elected by the eligible membership as a representative for each athletic discipline, e.g., the Swimming Representative is elected only by swimmers.

3.6.5. As deemed necessary by the Board, representatives for additional athletic disciplines shall be added to the Officers of the club by simple majority vote of the membership.

3.6.6. All candidates running for a position on the Board should be prepared to give a short (no more than two minutes) statement at the general meeting. It is not necessary to give a statement if a candidate is running unopposed. However, the person running for President is encouraged to give a brief statement even if running unopposed.

3.6.7. Balloting

3.6.7.1. All ballots and absentee ballots shall be counted and recorded by at least two (2) club members, who are not nominees, as designated by the Elections Officer(s).

3.6.7.2. Voting in all contested races shall be by secret ballot.

3.6.7.3. The winning candidate will be elected to office by a simple majority vote.

3.6.7.4. If there exists a tie vote for any office, each nominee shall be allowed to make a verbal statement to the general membership of no longer than three minutes. A runoff vote shall be conducted immediately following the verbal statements.

4. Board of Directors

4.1. A member of the club may not serve as an officer in more than one board position at the same time.

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4.2. In the event that any officer is unable to perform his/her duties for an extended period of time for any reason, the remaining board members may designate an eligible club member to perform these duties until that officer is able to resume those duties again or until a new officer is elected.

4.3. For the sake of continuity from one board to the next, it is recommended that at least one outgoing board member run for a second term or for a different position on the next board.

4.6. Term of Office

4.6.1. All Officers shall be elected for one (1) year, or until their successors are elected, and shall take office immediately after the last board meeting of the outgoing Board of Directors [*see Section 2.3.2.*]. The first board meeting after the elections shall be run by the outgoing board with both the outgoing and the incoming Board in attendance.)

4.6.2. Officers may be nominated for an additional term of one (1) year in the same office or a different office. After serving two successive terms on the Board, the officer shall be barred from holding any office for a period of one (1) year, unless approved by vote of the general membership.

4.6.3. If any elected board member resigns before the end of his or her elected term, the President may appoint a replacement to serve until the next election.

4.7. Duties Pertaining to all Board Positions

4.7.1. It is suggested that all board members introduce themselves to club members they don't know, and make a point of welcoming newcomers.

4.7.2. Any board member who is going to be unable to fulfill his or her duties for more than a few days should notify the President to ensure that his or her duties and responsibilities are taken care of.

4.7.3. All board members should assist the club Treasurer in collecting dues, especially from those club members who are delinquent in their dues.

4.7.4. Any board member who has, or appears to have, a conflict of interest that impairs or appears to impair his or her ability to exercise independent and unbiased judgment in the good faith discharge of his or her duties, shall disclose such conflicts prior to meaningful discussion and recuse him- or herself from voting on that particular action.

4.7.5. All board members shall request approval from the Board for expenditures in advance.

4.7.6. All expense reimbursements requests should be submitted to the club Treasurer using the appropriate form [*see Appendix C*].

4.7.7. Board members shall notify club members by e-mail regarding any information as it pertains to their board position.

4.7.8. Board members may not use their access to the club's membership database for personal reasons. All non-official WH2O business should be forwarded to the Administrative Vice-President for inclusion in a Community Bulletin e-mail sent to all club members [*see Section 4.9.6.*].

4.7.9. In the event of last-minute pool problems or changes in the workout schedule, the membership should be notified by e-mail. This should be done by the Facilities Coordinator (as it relates to swimming) and the Water Polo Representative (as it relates to water polo). Any notification by the Water Polo Representative must also include notification to the Facilities Coordinator and the Treasurer.

4.7.9.1. In the unavailability of the Facilities Coordinator and/or Water Polo Representative, the President is next in line to notify the membership of any last-minute pool closures or changes to the schedule.

4.8. Duties of the President

4.8.1. The President shall be the chief executive officer of the club and shall preside at all meetings of members and of the Officers.

4.8.1.1. The President shall also serve as chairperson of the Board of Directors.

4.8.1.2. The President shall set the agenda for all meetings.

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4.8.2. The President, with the consent of the Officers, shall appoint ad hoc committees or committee chairs for specific tasks not covered by the duties of the Board of Directors.

4.8.2.1. The President shall be an ex-officio member of all committees.

4.8.3. The President shall officially represent the club to the community.

4.8.4. The President shall be a contact for club members' suggestions regarding the club and its activities.

4.8.5. The President shall oversee all the activities of the club.

4.8.6. The President shall appoint IGLA Representatives as soon as the IGLA schedule has been made available, and shall confirm that all the IGLA Representatives will be able to attend the annual IGLA meeting [*see Section 8.9 on IGLA Representatives*].

4.8.7. The President shall be a signatory to all club financial accounts.

4.9. Duties of the Administrative Vice-President

4.9.1. The Administrative Vice-President shall assist the President in the discharge of the duties of that office.

4.9.2. In the absence of the President, the Administrative Vice-President shall assume and perform the duties of the President.

4.9.3. The Administrative Vice-President shall assist with the management and upkeep of the various e-mail lists and online rosters. This includes entering new member data entry into the online database as well as annual maintenance.

4.9.4. The Administrative Vice-President shall provide board members with current membership information when needed.

4.9.5. The Administrative Vice-President shall prepare blank attendance rosters for coaches twice a month.

4.9.6. The Administrative Vice-President shall send the Community Bulletin e-mail to all club members. The **Community Bulletin** is a periodic e-mail containing personal issues relating to club members such as lost and found articles, rooms for rent, items for sale, job opportunities, invitations to events at which club members are participating (such as stage performances or art gallery events), as well as announcements of swim meets hosted by IGLA clubs in other cities, etc. The Community Bulletin is not used for official WH2O business.

4.9.7. The Administrative Vice-President shall be responsible for all the merchandise inventories of the club and for providing periodic inventory reports to the Board.

4.9.8. The Administrative Vice-President shall maintain the pertinent club materials in the black boxes at the pools, including new member forms and maps to the various pools.

4.9.9. The Administrative Vice-President shall be responsible for responding to e-mails sent from prospective members or from anyone requesting information about our swimming and water polo programs.

4.9.10 The Administrative Vice-President shall be responsible for maintaining the WH2O hotline, including responding to messages and changing the outgoing greeting when necessary.

4.9.11. The Administrative Vice-President shall be the liaison between swim team members and Southern Pacific Masters Association (or SPMA, which is the Local Masters Swimming Committee for USMS). This involves representing the club at monthly meetings and/or conference calls.

4.9.12. The Administrative Vice-President shall ensure that all swimmers are registered with Southern Pacific Masters Association (SPMA).

4.9.12.1. The Administrative Vice-President shall obtain from the SPMA Registrar a list of swimmers registered with SPMA on January 1st of each year and then every few months after that so as to cross-reference with the list of active swimmers in the WH2O database to ensure that all swimmers are registered with SPMA for the current year.

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4.9.12.2. Starting in November each year, the Administrative Vice-President shall remind club members to renew their registration with SPMA for the following year. Reminders should be sent by e-mail and should also be included in the November, December, and January issues of the WH2O newsletter.

4.9.12.3. The Administrative Vice-President shall obtain a copy of the new SPMA registration form each year in November and should type *West Hollywood Aquatics* in the space provided for club name on the SPMA registration form in advance of having the form posted to the website or copied for the black box.

4.9.13. The Administrative Vice-President should send flowers to any club member who is hospitalized, if this is known. The cost shall not exceed \$100. **4.9.14.** The Administrative Vice-President should send a condolence card to any club member who loses an immediate family member, if this is known.

4.9.15. The Administrative Vice-President shall be a signatory to all club financial accounts.

4.10. Duties of the Social Vice-President

4.10.1. The Social Vice-President shall be responsible for all social activities of the club. These shall include, but not be limited to: parties, outings, cultural events, community activities, and events in conjunction with other athletic clubs.

4.10.2. In the absence of the President and the Administrative Vice-President, the Social Vice-President shall assume and perform the duties of the President.

4.10.3. The Social Vice-President, with approval by the Board, shall create an overall schedule of social events for the year. Social events should not conflict with other planned club events or competitions that club members may be involved in.

4.10.3.1. The Social Vice-President is responsible for the planning and execution of the club's Anniversary Party and Awards Banquet, traditionally held in October.

4.10.3.1.1. The Social Vice-President should present ideas for the Anniversary Party and Awards Banquet to the Board at least five months beforehand (May).

4.10.3.2. Other social events usually held are: a holiday party at the beginning of December, a kick-off party for Gay Games or IGLA or USMS Nationals, and get-togethers after swim meets (such as the Caltech Pentathlon in March and the Santa Barbara swim meet in July) and after water polo tournaments.

4.10.4. The Social Vice-President should work within a budget for each social event, as approved by the Board in advance.

4.10.4.1. The Social Vice-President may request that the club spend \$100.00 above the expected income for a social event, but special events may require a larger budget.

4.10.4.2. The Social Vice-President should propose a budget to the Board for each event, based on an estimate of attendees.

4.10.4.3. The Board should be notified in advance of any major unforeseen expenses that arise after the budget has been approved.

4.10.4.4. The Social Vice-President will determine which events will require payment from those attending, and how much that payment will be, based upon expected costs and attendance.

4.10.5. The Social Vice-President shall notify club members of upcoming social events through articles in the newsletter, e-mails, announcements at workouts, evites, and other appropriate means of communication.

4.10.5.1. Club members should be notified in advance of an event if payment will be required.

4.10.5.2. Club members should be notified in advance that they are responsible for payment if they RSVP, regardless of whether or not they attend the event.

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4.10.6. The Social Vice-President may approach club members about hosting social events at their homes. Party hosts may choose to offer food, service, etc. beyond the Board's allotted budget.

4.10.7. The Social Vice-President should try to use party supplies left over from prior events.

4.10.8 The Social Vice-President shall write follow-up articles for the newsletter, reporting on social events. An article on the Anniversary Party/Awards Banquet should include a list of all award recipients for historical record.

4.10.9 The Social Vice-President, along with the Development Coordinator, shall be responsible for outreach activities to bring in new club members.

4.11. Duties of the Treasurer

4.11.1. The Treasurer shall have the responsibility for the financial affairs of the club.

4.11.1.1. The Treasurer shall receive all monies on behalf of the club, photocopies all checks, and deposits all monies into the club's general operating account.

4.11.1.2. The Treasurer shall pay all proper and approved bills and debts of the club. These include but are not limited to:

4.11.1.2.1. Coaches

4.11.1.2.2. Pools

4.11.1.2.3. Post office box

4.11.1.2.4. Storage unit

4.11.1.2.5. Voice mail

4.11.1.2.6. Website services

4.11.1.2.7. SPMA registration

The Treasurer shall renew the club's registration with SPMA in October for the following year. The Treasurer shall also renew the swim coaches' registration with SPMA for the following year before the end of December.

4.11.1.2.8. USWP registration

The Treasurer shall renew the club's registration with USWP in January each year.

4.11.1.2.9. IGLA registration

The Treasurer shall renew the club's registration with IGLA for swimming and water polo, and forward it to the IGLA Treasurer by the end of January each year. IGLA registration should include the names and e-mail addresses of IGLA representatives for both swimming and water polo. If the IGLA Representatives have not been selected by the time the IGLA club renewal is due, the names of the previous year's representatives should be used.

4.11.1.3. The Treasurer shall keep records and documentation for all transactions.

4.11.1.4. The Treasurer shall be responsible for the preparation and filing of all financial forms as required by law.

4.11.2. The Treasurer shall present a written financial report at all meetings of the Officers and at the Annual Membership Meeting; generate any interim financial statements required by the President of the Board; file a Statement of Information with the Secretary of State annually.

4.11.3. The Board may designate any member of the club to assist the Treasurer or to handle special funds of the club and such member shall be responsible to the Treasurer.

4.11.4. The Treasurer shall be a signatory to all the club financial accounts.

4.11.5. The Treasurer shall be responsible for the finances of the entire fiscal year, including the auditing of those finances at the end of the year. The Treasurer shall work with an accountant/CPA in the preparation of tax forms and audits for the fiscal year.

4.11.7. The Treasurer shall manage and track dues payments, as follows:

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- 4.11.7.1. On the 21st of each month, the Treasurer shall send e-mails to all active members with their invoices as prepared through TeamUnify.
- 4.11.7.2. The Treasurer shall manage delinquent dues and contact all club members who are in arrears.
- 4.11.7.3. The Treasurer shall contact club members with expired credit cards or credit card processing issues.
- 4.11.7.4. At sixty (60) days, the Treasurer should notify (by e-mail or by telephone) club members who are delinquent with their dues that they may not work out with the club until they are current with their dues.
- 4.11.7.5. At sixty (60) days, the Treasurer should notify board members and coaches of club members who may not participate in workouts for being delinquent with their dues.
- 4.11.7.6. The Treasurer should indicate those members ineligible for workouts on the attendance sheets for coaches.
- 4.11.8. The Treasurer shall keep track of members' requests to go inactive.
- 4.11.9. The Treasurer shall collect attendance rosters completed by the swim coaches and by the Water Polo Representative.
- 4.11.10. The Treasurer shall collect coaching rosters from the Swimming Representative and Water Polo Representative and is crossed referenced against the Swim Reps pay spreadsheet to verify the amount to be paid to the various coaches.
- 4.11.11. The Treasurer shall keep attendance sheets for verification of coaches' and swimmers' attendance.
- 4.11.12. The Treasurer shall review and approve expense reimbursement requests, and pay accordingly.
- 4.11.13. The Treasurer shall obtain from the Secretary updates regarding advertising in the newsletter, including the name of the advertiser, the size of the ad, and the frequency the ad appears in the newsletter. The Treasurer shall then bill the advertiser accordingly.
- 4.11.14. The Treasurer shall be responsible for preparing a budget for the upcoming operating year. The budget is presented and approved at the annual meeting.
- 4.12. Duties of the Secretary**
 - 4.12.1. The Secretary shall keep minutes of meetings of the club and the Board.
 - 4.12.2. The Secretary shall act as corresponding secretary for the club.
 - 4.12.3. The Secretary shall be responsible for the monthly newsletter [*see Section 9 on Newsletter*].
 - 4.12.3.1. The Secretary shall post the newsletter to the website as soon as it has been finalized, preferably in the first week of the month.
 - 4.12.3.2. The Secretary shall send an e-mail notification to the membership once the newsletter has been posted to the website. The email should include a link to the newsletter on the website.
 - 4.12.4. The Secretary shall maintain the club's calendar in the newsletter, and schedule club events at board meetings [*see Section 9.6. under Newsletter*].
 - 4.12.5. The Secretary shall update the Treasurer of any changes regarding advertising in the newsletter, including the name of the advertiser, the size of the ad, and the frequency the ad appears in the newsletter. The Treasurer shall then bill the advertiser accordingly.
 - 4.12.6. The Secretary shall make the best effort to obtain photographs of all club functions to be included in the newsletter.
 - 4.12.7. The Secretary shall be responsible for updating the Policies and Procedures, incorporating all changes for review and approval by the Board, as determined from the meeting minutes for the time frame under consideration.

4.12.8. The Board may designate any member of the club to assist the Secretary and such member shall be responsible to the Secretary.

4.13. Duties of the Swimming Representative

4.13.1. The Swimming Representative shall be responsible for the day-to-day swim coaching needs of the club, including the recruitment of coaching staff and the coordination of coaching schedules [*see Section 5 on Coaches*].

4.13.1.1. When the need to adjust the coaching schedule arises, for whatever reason, consideration should be paid to seniority as well as equity of coaching shifts, in determining which coach should take over an available shift.

4.13.1.2. A new coach may be added to the coaching staff upon the recommendation of the Swimming Representative and the consent of the Board.

4.13.1.3. A prospective coach may be hired on a trial basis. The prospective coach shall either audit the workout of one of the current swim coaches or coach a workout at which the Swimming Representative is present to evaluate the coach's abilities.

4.13.1.4. The Swimming Representative shall give prospective coaches a copy of the duties and responsibilities of the swim coach [*as outlined in Section 5*].

4.13.1.5. The Swimming Representative shall be responsible for terminating the employment of any of the swim coaches with the advice and consent of the Board.

4.13.2. The Swimming Representative shall be the liaison between the swim team members and the Officers of the club.

4.13.3. The Swimming Representative shall be the liaison between the swim team members and the coaches. Any complaints or disputes regarding coaches should be brought to the Swimming Representative by the swimmers.

4.13.4. The Swimming Representative shall assist the swim coaches in handing out necessary material to new members.

4.13.5. The Swimming Representative shall maintain a schedule of lane rotations for swimming [*see Section 7.10. on Lane Rotations*].

4.13.6. The Swimming Representative shall be responsible for preparing announcements for coaches regarding changes to workout schedules, upcoming social events and swim meets, and other club matters. (Announcements cannot include non-team related issues as the team cannot endorse or sell anything, but club members may make announcements of their own.)

4.13.7. The Swimming Representative shall notify coaches by telephone or by e-mail of changes to the workout schedule, especially with regard to last-minute cancellation of workouts or change of workout location.

4.13.8. The Swimming Representative shall keep a record of the coaching schedule and coaching roster, and shall submit to the Treasurer twice a month a schedule with the dates that each coach worked. This will be used by the Treasurer to determine how much each coach will be paid.

4.13.9. Although some duties of the Swimming Representative may be delegated to non-board members, if needed, the coordination of coaching schedules and substitution schedules cannot be delegated to a current coach of the club.

4.13.10. The Swimming Representative may not be an assigned swim coach, but he or she may coach a workout if the assigned coach is unexpectedly absent.

4.13.11. The Swimming Representative shall coordinate all **stroke clinics** [*see Section 6 on Stroke Clinics*].

4.13.11.1. The Swimming Representative shall select the coaches for the various clinics and shall send e-mail announcements to the membership at least two weeks in advance.

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- 4.13.11.2.** The Swimming Representative shall notify participants who sign up for the clinics that they will have to pay if they don't cancel at least 24 hours in advance.
- 4.13.11.3.** The Swimming Representative is responsible for the club's video camera, including bringing it to stroke clinics and meets with the battery already charged.
- 4.13.11.4.** The Swimming Representative should bring the video camera and television set to be used at all stroke clinics, and should arrange with a team members to do so if he or she is unable to attend.
- 4.13.12.** The Swimming Representative shall work with the coaches to help run workouts and swim meets, including arranging team relays for targeted meets.
- 4.13.13.** The Swimming Representative should meet with the individual swim coaches soon after being elected to the position to get to know them. The Swimming Representative should also meet with each of the coaches from time to time to give them feedback on their coaching, and discuss any problems or concerns that may have arisen.
- 4.13.13.1.** The Swimming Representative shall coordinate a meeting with all the swim coaches together to discuss stroke and technique clinics, and training emphasis (general endurance, specific stroke endurance, sprints, focus on particular events, time trial workouts, taper) in preparation for targeted meets.
- 4.13.13.2.** The Swimming Representative shall coordinate a meeting with all the swim coaches together to discuss training strategy and team goals six months prior to a major swim meet, i.e., Gay Games, IGLA, USMS Nationals, SPMA Regional Championships.
- 4.13.14.** The Swimming Representative shall coordinate the scheduling of meets, tournaments, workouts, and other club activities with the Water Polo Representative and the Facilities and Equipment Coordinator.
- 4.13.14.1.** The Swimming Representative shall ask all the coaches about working at a local swim meet or SPMA Regional Championship meet to find out who is interested and available to coach at that meet.
- 4.13.14.2.** The Swimming Representative shall consider all the coaches regarding coaching at Gay Games, IGLA, and USMS Nationals. The Board will make the final decision as to the selection of the coach(es) based on the recommendations of the Swimming Representative.
- 4.13.15.** The Swimming Representative should try to plan time trial workouts with the swim coaches in the weeks leading up to Gay Games, IGLA, and USMS Nationals.
- 4.13.16.** The Swimming Representative shall arrange with the Facilities and Equipment Coordinator for starting blocks to be installed for use at workouts in the weeks leading up to Gay Games, IGLA, and USMS Nationals so that coaches can work with swimmers to practice individual starts and relay change-overs.
- 4.13.17.** The Swimming Representative shall work with the coaches to organize relays at targeted swim meets, especially Gay Games, IGLA, and USMS Nationals.
- 4.13.18.** The Swimming Representative shall submit newsletter articles on topics such as workouts, coaches, and swim meets.
- 4.13.19.** The Swimming Representative shall ensure that there are printed workouts in the club box at the pools in the event that the designated coach fails to show up for practice.
- 4.13.20.** The Swimming Representative is also responsible for having entry cards for upcoming swim meets in the club box at the pools.
- 4.13.21.** The Swimming Representative (or the Facilities and Equipment Coordinator) is responsible for bringing the banner to and from swim meets, especially Gay Games, IGLA, and USMS Nationals.

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4.13.22. The Swimming Representative is responsible for ensuring that equipment, such as stopwatches, which are assigned to full-time swim coaches, are returned to the team upon the departure of a coach.

4.13.23. The Swimming Representative should ensure that all swim coaches are certified in CPR. Options for obtaining certification include: individual certification through the American Heart Association or the Red Cross; organizing a CPR class that any team member may attend; finding a class through city services, such as the Culver City Fire Department.

4.13.24. One month before the Anniversary Party and Awards Banquet is to be held, the Swimming Representative shall request from each of the swim coaches their three choices for the Most Improved Swimmer of the Year award. The Swimming Representative shall then submit to the Social Vice-President the name of the person who receives the most votes.

4.14. Duties of the Water Polo Representative

4.14.1. The Water Polo Representative shall be responsible for the day-to-day water polo coaching needs of the club, including the recruitment of coaching staff and the coordination of coaching schedules.

4.14.2. The Water Polo Representative shall be the liaison between the water polo team members and the Board.

4.14.3. The Water Polo Representative shall be the liaison between the water polo team members and U.S. Water Polo, Inc. and all other national and local water polo organizations.

4.14.4. The Water Polo Representative shall ensure that all water polo players are registered with USAWP.

4.14.5. The Water Polo Representative shall be responsible for articles in the monthly newsletter about water polo.

4.14.6. The Water Polo Representative shall work with the coach(es) to help run workouts, scrimmages, and tournaments.

4.14.7. Either the Water Polo Representative or the water polo coach shall take attendance at each practice.

4.14.7.1. The Water Polo Representative must submit attendance records of all water polo workouts to the Treasurer at the end of each month.

4.14.8. The Water Polo Representative shall assist the Treasurer in the collection of dues from water polo players.

4.14.9. The Water Polo Representative (or a team member delegated by the Water Polo Representative) is responsible for giving announcements about team activities and workouts to the water players at all workouts.

4.14.10. The Water Polo Representative (or a team member delegated by the Water Polo Representative) should welcome new water polo players and give them the necessary forms. A new water polo player gets one free introductory workout, and should sign the new member form [*see Appendix C*].

4.14.11. The Water Polo Representative shall notify the water polo coach of changes to the workout schedule, especially with regard to last-minute cancellation of workouts.

4.14.12. In the event of last-minute pool problems or changes in the schedule, the membership should be notified by e-mail either by the Facilities Coordinator or the Water Polo Representative. Any notification by the Water Polo Representative must also include notification to the Facilities Coordinator and the Treasurer.

4.14.13. The Water Polo Representative shall be responsible for all water polo team equipment.

4.14.13.1. The Water Polo Representative (or a team member delegated by the Water Polo Representative) is responsible for bringing the water polo caps to workouts and tournaments.

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4.14.13.2. At the end of each workout and tournament, all caps must be accounted for by the Water Polo Representative.

4.14.14. The Water Polo Representative shall coordinate with the Swimming Representative and the Facilities and Equipment Coordinator for the purpose of scheduling meets, tournaments, workouts and other club activities.

4.14.15. The Water Polo Representative shall coordinate with other water polo teams and organizations to schedule practices, scrimmages, games, and other related activities.

4.14.16. The Water Polo Representative shall work with the Development Coordinator to plan for the water polo coach's travel expenses to go to Tsunami de Mayo and also coordinate a fundraiser for that purpose.

4.14.17. The Water Polo Representative (or the Facilities and Equipment Coordinator) is responsible for bringing the club's banner to all water polo tournaments, especially Gay Games and IGLA. It is important to remember to bring the banner back as well.

4.14.18. The Water Polo Representative should ensure that the water polo coach is certified in CPR. Options for obtaining certification include: individual certification through the American Heart Association or the Red Cross; organizing a CPR class that any club member may attend; finding a class through city services, such as the Culver City Fire Department.

4.14.19. One month before the Anniversary Party and Awards Banquet is to be held, the Water Polo Representative shall request from the water polo coach his or her choice for the Most Improved Water Polo Player of the Year award. The Water Polo Representative shall then submit the name of that person to the Social Vice-President.

4.14.20. The Water Polo Representative should remind the water polo coach that the club extends to him or her a complimentary ticket to the Anniversary Party/Awards Banquet.

4.15. Duties of the Facilities and Equipment Coordinator

4.15.1. The Facilities and Equipment Coordinator shall be responsible for securing all workout facilities for the club.

4.15.2. The Facilities and Equipment Coordinator shall be responsible for ensuring pools are set up properly for workouts.

4.15.3. The Facilities and Equipment Coordinator shall be the liaison between the club and the pool managers regarding problems with locker-rooms, water temperature, etc.

4.15.4. The Facilities and Equipment Coordinator shall be responsible for all swim team equipment, including purchasing new equipment, arranging for the repair of existing equipment, and providing batteries for time clocks.

4.15.5. The Facilities and Equipment Coordinator is responsible for bringing the banner to all swim meets, including Gay Games, IGLA, and USMS Nationals when the Swimming Representative is unable to do so. It is important to remember to bring the banner back as well.

4.15.5.1. The Facilities and Equipment Coordinator should bring the second banner to the water polo events at Gay Games and IGLA when the Water Polo Representative is unable to do so, and bring the banner back as well.

4.15.5.2. The Facilities and Equipment Coordinator should arrange to have the banner brought to the Anniversary Party and Awards Banquet and other large club functions.

4.15.6. The Facilities and Equipment Coordinator should arrange to have the club canopies brought to targeted outdoor swim meets.

4.15.7. The Facilities and Equipment Coordinator shall keep a record of days that the club does not swim or play water polo in its normally scheduled pools, and work with the Treasurer to ensure that billings from the facilities are accurate.

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4.15.8. The Facilities and Equipment Coordinator shall be responsible for working directly with the pools, city, SPMA, and USAWP to obtain all necessary permits and insurance.

4.15.9. The Facilities and Equipment Coordinator shall determine in advance if the pools are going to be closed on public and religious holidays (such as Easter), as well as the week surrounding the CSW Festival in June, and plan alternate workout options.

4.15.10. The Facilities and Equipment Coordinator shall notify the membership by e-mail regarding changes to the workout locations or schedule, as well as reminders of daylight-saving time changes.

4.15.11. The Facilities and Equipment Coordinator shall notify the membership by e-mail regarding last-minute pool closures. Pools are often closed at short notice when there is heavy rain, high chlorine levels, or water temperature that is too cold or too warm.

4.15.12. The Facilities and Equipment Coordinator should notify the Swimming Representative and Water Polo Representative regarding last-minute changes to workout locations or schedules in case they need to contact the assigned coach to make sure that he/she is aware of changes to the workout schedule or workout location.

4.15.13. The Facilities and Equipment Coordinator shall update the calendar on the website regarding changes to the workout schedule or to workout locations.

4.15.14. The Facilities and Equipment Coordinator shall be responsible for keeping the club's storage unit organized and maintaining an inventory of its contents.

4.15.15. The Facilities and Equipment Coordinator shall be responsible for keeping and maintaining the club's archives (such as photo albums, treasurer reports, newsletters).

4.16. Duties of the Development Coordinator

4.16.1. The Development Coordinator shall be responsible for all fundraising activities and publicity for West Hollywood Aquatics. The fundraising activities allow WH2O to expand its financial base, thereby keeping club expenses low and enabling the club to offer a wider range of services.

4.16.1.1. The primary goal of fundraising is to pay for the travel expenses for designated club coaches to attend Gay Games or IGLA, and USMS Nationals.

4.16.1.2. In lieu of participating in USA Water Polo Masters Nationals Championships, the annual Tsunami de Mayo water polo tournament in San Francisco shall be included among the competitions to which WH2O sends a coach, and the Development Coordinator shall work with the Water Polo Representative to plan for the water polo coach's travel expenses and also coordinate a fundraiser for that purpose.

4.16.1.3. The Development Coordinator should propose additional goals in conjunction with the Board. The purpose and feasibility of additional fundraising should be examined by the Board.

4.16.1.4. All fundraising should be goal-oriented and, other than that to pay for the travel expenses for coaches to attend targeted meets and tournaments; shall be processed through the Development Coordinator; documented in writing for tracking by the Board; and allocated at the discretion of the Board.

4.16.1.5. The water polo players may hold fundraising events and activities that would supplement their income from dues in order to meet their monthly expenses.

4.16.2. Prior fundraising activities have included: yard sales, Bingo nights, Tupperware parties, booth at the Christopher Street West (Gay Pride) festival, swim-a-thons, etc.

4.16.3. It is suggested that the Development Coordinator create a committee of club members willing to assist in the planning and execution of Development activities.

4.16.4. The Development Coordinator shall be responsible for maintaining the visibility of the club within the gay and lesbian community and the aquatics community-at-large, including serving as a liaison between community businesses and the club.

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4.16.5. The Development Coordinator should propose and implement an annual budget for advertising, i.e. classified ads and special events, as needed.

4.16.6. The Development Coordinator shall write and submit press releases to local publications as events dictate.

4.16.7. The Development Coordinator should maintain a photo library to be used in press releases.

4.16.8. The Development Coordinator shall coordinate the club activities and booth at the annual Christopher Street West festival in West Hollywood if the Board decides to host a booth at the event.

4.16.8.1. The Development Coordinator should submit the application for securing the booth by March 1. The festival is generally held in June.

4.16.8.2. The Development Coordinator is responsible for submitting all paperwork to CSW after the festival in order to obtain the club's deposit for the booth.

4.16.8.3. The Development Coordinator should ensure that relevant materials are in the booth, and that volunteers are told what to say to visitors regarding swimming and water polo.

4.16.8.4. The Development Coordinator should organize a volunteer schedule to ensure that there are club members at the booth at all times and enough help to set up and tear down the booth.

4.17. Webmaster

4.17.1. The Webmaster shall be appointed by the President with the Board's approval when deemed necessary to have this position.

4.17.2. The Webmaster shall not have any voting rights or privileges with regard to Board decisions.

4.17.3. The Webmaster is not required to attend meetings of the Board.

4.17.4. The Webmaster shall be responsible for maintaining the club's website with the assistance of the TeamUnify team.

4.17.4.1. The web calendar (calendar.htm) should reflect the workout schedules and changes, as well as social events and other club activities.

4.17.4.2. The Webmaster shall also be responsible for keeping up with any changes that the Board wishes to make to the website, such as dues structure, new board members, new email aliases.

4.17.5. The Webmaster shall be responsible for setting up and maintaining e-mail aliases for incoming board members, IGLA Representatives, new coaches, and other club-related contacts.

4.17.6. In the absence of an appointed Webmaster, it is recommended that the Administrative Vice-President fulfill the duties and responsibilities of the Webmaster.

5. Coaches and Coaching

5.1. All coaches, as independent contractors of the club, are expected to behave in a professional manner at all times with regard to the swimmers and water polo players, and the other coaches.

5.2. All full-time coaches should be registered with USMS or USWP as a member of West Hollywood Aquatics.

5.3. All coaches should be certified in CPR. Any coach who is not certified should discuss how to get certified with the Swimming or the Water Polo Representative. The club will pay for CPR training, but not for lifeguard training.

5.4. Coaches are encouraged to attend the Anniversary Party/Awards Banquet. The club extends to all assigned coaches a complimentary ticket to the Anniversary Party/Awards Banquet.

5.5. Swimming Coaches

5.5.1. Coaches are required to plan all workouts in advance.

5.5.2. Coaches need to be on deck, ready to coach, at the appointed hour. Coaches should try to get to the pool at least five minutes before the workout begins.

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- 5.5.3.** Coaches should bring the pace clock onto the deck, even if the pace clock on the wall is already on. At the end of workout, it is the coach's responsibility to return it to the lifeguard hut or the storage room.
- 5.5.4. Late Policy** — Swimmers should be in the water at the beginning of workout. Anyone who arrives after the warm-up has ended, generally ten (10) minutes after the beginning of the workout, may not be allowed to join the workout, especially if it disrupts the workout or if the lanes are too crowded. This is solely at the discretion of the coach on deck.
- 5.5.5.** Coaches shall be given announcements by the Swimming Representative. Announcements must be read to the swimmers at all workouts after warm-up.
- 5.5.6.** Attendance rosters provided by the Administrative Vice-President must be completed at each workout. Coaches should write down a head count for each workout as well as check off the names of each swimmer participating in the workout, including first-timers and guests. Anyone whose name is not on the list should be written in at the end of the roster. If it is an "old" swimmer whose name is not on the attendance roster, the coach should verify with any board member present that there is not some outstanding issue regarding this swimmer.
- 5.5.7.** Coaches should enforce the **Lane Rotation Policy**. However, a coach may choose to rearrange lanes at his or her discretion based on the number of swimmers in a lane, type of workout [*see Section 7.10. on Lane Rotations*].
- 5.5.8.** Coaches should balance the swimmers per lane to the best of their ability.
- 5.5.9.** Coaches should give appropriate intervals for each lane. If unsure, coaches should ask the swimmers and learn their times/splits.
- 5.5.10.** Coaches should attempt not to give sets to swimmers that cannot be completed by the end of the workout. Sets should be planned according to the different skill and ability levels of the swimmers in each lane.
- 5.5.11.** Coaches may use the white board to write down sets at workouts, but should still give the sets to swimmers verbally.
- 5.5.12.** Coaches should keep the flow during a workout. Faster lanes tend to need less explanation between sets, so swimmers in those lanes should be kept moving, which gives the necessary time to spend with the slower lanes.
- 5.5.13.** Coaches should try to give feedback (such as stroke correction and encouragement) to swimmers during workout, especially during difficult sets.
- 5.5.14.** Coaches should make sure that swimmers do not block the wall so that others cannot do flip turns correctly or finish their swims at the wall.
- 5.5.15.** If a coach is having difficulty with a particular swimmer, he or she should attempt to resolve matters with that swimmer privately.
- 5.5.16.** Coaches should welcome new swimmers and give them the welcome packet. New swimmers get one free introductory swim workout, and should register with SPMA for insurance purposes by their second workout. The waiver on the registration form must be signed.
- 5.5.17.** Coaches should not allow themselves to be distracted by friends, visitors, swimmers who get out of workout early, or even those swimmers still in the pool who want to chat. Attention should be focused on the people in the pool who are swimming or actively involved in the workout.
- 5.5.18.** If a coach is unable to work on his/her assigned day, it is up to that coach to find a substitute. Each coach is given a list of team coaches and alternates, and they should make sure that their assigned workouts are covered in advance. The Swimming Representative should be notified of any changes.

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5.5.19. Coaches are entitled to swim at as many of the team's workouts as they are assigned to coach. In other words, if a coach has two assigned workouts per week, then he or she may swim at two (other) team workouts each week without having to pay club dues.

5.5.20. An assigned coach may not swim in the workout when he/she is supposed to be coaching on deck.

5.5.21. If an assigned coach does not show up, another coach may volunteer to give the workout, but must do so from the deck, and can therefore not participate in the workout as a swimmer.

5.5.22. The club will pay the SPMA registration for each coach. Each coach shall submit his or her SPMA renewal form to the Treasurer by the beginning of December.

5.5.23. The Swimming Representative shall meet with the individual coaches from time to time to give them feedback on their coaching, and discuss any problems or concerns that may have arisen.

5.5.24. Each full-time swim coach shall be assigned a stopwatch to be used at workouts and any swim meet they attend. These coaches shall sign a contract stating that they have been assigned a stopwatch, which must be returned to the club upon their departure. The Swimming Representative is responsible for ensuring that stopwatches are returned to the club upon the departure of a coach.

5.5.25. Pay for coaching at workouts

5.5.25.1. Coaches will be paid on an hourly basis at a rate determined by the Board.

5.5.25.2. Starting hourly wage for swim coaches is \$30.00 per hour. Coaching pay will be raised to \$35.00 per hour after one year of service, and to a maximum of \$40.00 per hour after two years of consecutive service.

5.5.25.3. Increases in pay are not automatic but should be discussed and voted on by the Board.

5.5.25.4. The Board may consider increasing the hourly wage for swim coaches to \$45.00 per hour after five years of coaching at \$40.00 per hour.

5.5.25.5. If a coach is late for workout or leaves early, he or she will forfeit half an hour's pay.

5.5.25.6. If a coach (and the swimmers) arrive at the pool to find that the pool is closed (for whatever reason), the coach will be paid for one hour. However, when it is raining, coaches (and swimmers) should call the pool to find out whether or not the pool is closed.

5.5.25.7. Swim coaches will be paid their regular hourly fee for attending any coaches meeting with the Swimming Representative.

5.5.25.8. Any coach who resigns and is re-hired at a later date will get paid at the starting pay of \$25 per hour.

5.5.26. Coaching at swim clinics

5.5.26.1. Coaches will be assigned to specific stroke technique clinics by the Swimming Representative.

5.5.26.2. Coaches should follow the guidelines for stroke clinics [see *Section 6.10*], especially with regard to helping each participant get more personalized instructions on their technique

5.5.26.3. Coaches assigned to stroke clinics must get in the water to demonstrate the stroke and pertinent drills.

5.5.26.4. Coaches will be paid \$50.00 per hour for coaching at stroke technique clinics.

5.5.27. Coaching at swim meets

5.5.27.1. The Swimming Representative shall ask coaches to coach at targeted swim meets. Conversely, if a coach would like to coach at a swim meet, he or she should ask the Swimming Representative if a coach has already been assigned to that meet. A coach will only get paid for working a swim meet if he or she has been assigned to coach at that meet by the Swimming Representative.

5.5.27.2. A coach will not get paid for coaching at a swim meet unless this has been approved in advance by the Board.

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5.5.27.3. Duties and responsibilities at swim meets:

5.5.27.3.1. The swim coach shall conduct a structured warm-up for swimmers, especially at championship meets.

5.5.27.3.2. The swim coach shall help swimmers practice dive starts.

5.5.27.3.3. The swim coach shall obtain heat and lane assignments for swimmers and should remind swimmers when to warm up again before their race and when to go to the blocks for the start of their race.

5.5.27.3.4. The swim coach shall give feedback and constructive criticism to each swimmer after each race, especially regarding stroke technique, dives, streamlines, turns, and finishes. It is recommended that the coach make notes regarding each swimmer during or right after the race so that he or she does not forget any comments to be given to the swimmer later.

5.5.27.3.5. The swim coach should keep track of the times for each swimmer's races and should also take splits for swimmers in longer races.

5.5.27.3.6. The swim coach shall be responsible for the setting of relays.

5.5.27.4. WH2O will reimburse a swim coach (or board member) who pays for relays at targeted meets. WH2O will not reimburse a swim coach (or board member) who pays for relays at non-targeted meets or meets at which there is no club scoring.

5.5.27.5. For meets with up to 15 WH2O swimmers participating, the assigned coach will be paid his or her hourly rate up to \$100.00.

5.5.27.6. For meets with more than 15 WH2O swimmers participating, the assigned coach will be paid his or her hourly rate up to \$150.00.

5.5.28. Coaching at Gay Games, IGLA, USMS Nationals

5.5.28.1. In the weeks leading up to Gay Games or IGLA or USMS Nationals, swim coaches should incorporate individual starts and relay change-overs into the workouts (using starting blocks).

5.5.28.2. The Swimming Representative shall work with the coaches to organize relays at targeted swim meets, especially Gay Games, IGLA, and USMS Nationals.

5.5.28.3. The duties and responsibilities outlined in *Section 5.5.27.3.* shall apply at Gay Games, IGLA, and USMS Nationals.

5.5.28.4. Coaches must be on time for warm-ups each day, and should be energized and ready to help motivate the swimmers competing.

5.5.28.5. Coaches should conduct a structured warm-up for WH2O swimmers each day.

5.5.28.6. Coaches shall be responsible for submitting the relay entry forms for WH2O by the designated deadline (which is usually at the end of the day on the day prior to the event).

5.5.28.7. Each coach must coach 5 out of the 6 days of the Gay Games.

5.5.28.8. Coaches may not swim in any individual events at a championship meet that they are coaching unless they do so on their day off from coaching.

5.5.28.9. Coaches may swim on relays at championship meets such as IGLA and USMS Nationals where they can help to earn points for WH2O.

5.5.28.10. Coaches may not swim on any relays at Gay Games where there is no team scoring, unless there is a no-show by one of the participants on a relay team and there isn't anyone else available to fill in.

5.5.28.11. Any coach who is late or is a no-show for any day of his or her coaching responsibilities, or who arrives at the pool in a condition unfit to coach, will forfeit one day's coaching fee. In addition, that coach will not be reimbursed for that night's hotel stay. Additionally, that coach must pay back to WH2O a portion of the travel advance as determined by the Board.

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5.5.28.12. For coaching at the Gay Games, IGLA Championships, or at the USMS National Championships, coaches will be paid \$150.00 per day of coaching.

5.5.28.13. Travel expenses will be reimbursed for coaches going to Gay Games, IGLA, or USMS Nationals as follows: economy class round-trip airfare and other local transportation costs (e.g. rental car, gasoline, etc.), or, if driving to the meet, reimbursement at the current IRS standard mileage rate. Coaches will also be reimbursed for half the cost of a room at the same hotel where the swimmers are staying (because cost of rooms is generally based on double occupancy).

5.5.28.14. Coaches receiving an advance for travel expenses must understand and acknowledge that any monies they receive shall include the requirement that the coach attend the competition and work the days designated by the Swimming Representative.

5.5.28.15. Any coach receiving an advance for travel expenses who does not attend or work at the designated competition as a coach of WH2O must repay the amount of the advance to WH2O.

5.5.29. Termination — If a coach receives two written warnings from the Swimming Representative regarding performance or attitude, the third instance will be grounds for immediate termination.

5.6. Water Polo Coaches

5.6.1. The water polo coach should be on deck, ready to coach, at the appointed hour. The coach should be at the pool at least five minutes before practice begins.

5.6.2. The water polo coach will be given an attendance roster each month by the Water Polo Representative and shall take attendance at each workout.

5.6.2.1. If a person's name is not on the attendance roster, the water polo coach shall write that name at the bottom of the list and notify the Water Polo Representative, especially in the case of new water polo players.

5.6.2.2. The attendance roster must be submitted to the Water Polo Representative at the end of each month. It is the Water Polo Representative's responsibility to submit the attendance roster to the Treasurer in order for the coach to be paid.

5.6.3. The water polo coach should welcome new players and give them the welcome packet. New players get one free introductory workout, and should register with USAWP for insurance purposes by their second workout. The waiver on the registration form must be signed.

5.6.4. The water polo coach should try to give feedback to all water polo players during workout.

5.6.5. The water polo coach should not allow himself or herself to be distracted by friends or water polo players who get out of workout early and want to chat. Attention should be focused on the people participating in the workout.

5.6.6. If a particular water polo player creates problems for the water polo coach, he or she should attempt to resolve matters with that player privately and not during the course of the regular practice. If such difficulties cannot be resolved, the coach should bring the matter to the attention of the Water Polo Representative. If the person in question becomes unruly, dangerous, or disruptive to the practice, the water polo coach may choose to bench the player for the remainder of the workout.

5.6.7. If the water polo coach is unable to work on his/her assigned day, it is up to him/her to let the Water Polo Representative know in advance.

5.6.8. Pay for water polo coaches

5.6.8.1. Coaches will be paid on an hourly basis at a rate determined by the Board.

5.6.8.2. Starting hourly wage for coaches is \$30.00 per hour. Coaching pay is raised to \$35.00 per hour after one year of coaching and to a maximum of \$40.00 per hour after two years of consecutive service.

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5.6.8.3. Increases in pay are not automatic but should be discussed and voted on by the Board.

5.6.8.4. If the water polo coach is late for workout or leaves early, he or she will forfeit half an hour's pay.

5.6.8.5. If the water polo coach arrives at the pool to find that the pool is closed due to the lifeguards not showing up, or because of problems with the pool itself, the coach will be paid for one hour. However, when it is raining, coaches (and water polo players) should call the pool to find out whether or not the pool is closed. The "rain delay" clause only applies if the workout in question is at an outdoor pool.

5.6.8.6. Any coach who resigns and is re-hired at a later date will get paid at the starting pay of \$25 per hour.

5.6.9. Coaching at tournaments

5.6.9.1. The Water Polo Representative shall ask the water polo coach to coach at targeted water polo tournaments. The water polo coach will only get paid for coaching at a tournament if he or she has been assigned to do so by the Water Polo Representative.

5.6.9.2. The water polo coach will be paid his or her hourly rate up to \$100.00 per day during active coaching of warm-ups and games when one (1) WH2O team has been fielded.

5.6.9.3. The water polo coach will be paid his or her hourly rate up to \$150.00 per day during active coaching of warm-ups and games when two (2) WH2O teams have been fielded.

5.6.9.4. For coaching at the Gay Games and at the IGLA Championships, the water polo coach will be paid per hour for each game that he or she is coaching at the same hourly rate that he or she is paid for workouts, but no more than \$150.00 per day.

5.6.9.5. Travel expenses will be reimbursed for the water polo coach going to Gay Games or IGLA as follows: economy class round-trip airfare and other local transportation costs (e.g. rental car, gasoline, etc.), or, if driving to the event, reimbursement at the current IRS standard mileage rate. Coaches will also be reimbursed for half the cost of a room at the same hotel where the swimmers are staying (because cost of rooms is generally based on double occupancy).

5.6.9.6. Travel expenses for other out-of-town water polo tournaments shall be reimbursed if the expenses have been planned and budgeted for, and if sufficient funds have been raised for that purpose.

5.6.10. The club will pay for the attendance of the water polo coach at the Anniversary Party/Awards Banquet.

5.6.11. Termination — If a coach receives two written warnings from the Water Polo Representative regarding performance or attitude, the third instance will be grounds for immediate termination.

6. Stroke Clinics

6.1. Stroke clinics are designed for swimmers to improve their technique with individual attention from a coach in a small group setting.

6.2. The Swimming Representative shall organize a series of stroke clinics with the coaches and the pools.

6.2.1. Stroke clinics are generally held in the warmer months, so that the swimmers are more comfortable in the warmer air when standing around and listening to the coach.

6.3. Recommended clinics are: freestyle, breaststroke, backstroke, butterfly, and turns. A separate clinic for starts should be held as close to the targeted Gay Games, IGLA, or USMS Nationals as possible.

6.4. Stroke clinics should be two (2) hours long.

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6.5. The Swimming Representative should announce the stroke clinics in the newsletter and by e-mail at least two weeks in advance.

6.6. Stroke clinics should be limited to the first ten (10) people who sign up.

6.7. Each swimmer shall be charged \$30.00 to participate in the stroke clinic. This amount is based on the cost for putting on the clinic (\$100.00 per hour for the pool rental of the West Hollywood Pool and two hours of coaching time at \$50 per hour..).

6.7.1. A stroke clinic should not lose money. Based on the costs outlined above, a stroke clinic should be cancelled if fewer than 8 participants sign up.

6.7.2. The deadline for signing up for a stroke clinic shall be no less than 24 hours prior to the start of the clinic, so that there is enough time to notify the coach in the event of a cancellation.

6.8. A swimmer who signs up for a stroke clinic and does not attend shall still pay the fee for the clinic.

6.8.1. A swimmer does not have to pay the fee for the clinic if he or she gives at least 24 hours notice of not being able to attend.

6.8.2. The fee is not due if the space can be filled and the swimmer gave less than 24 hours notice.

6.9. The Swimming Representative is responsible for the club's video camera, including bringing it to stroke clinics and meets with the battery already charged.

6.9.1. The Swimming Representative should bring the video camera and television to be used at all stroke clinics, and should arrange with one of the club members to do so if he or she is unable to attend.

6.10. Guidelines

6.10.1. The focus of the stroke clinics is not only to give the participants more personalized instructions on their technique, but also for them to have the opportunity to view themselves on video/DVD.

6.10.2. Participants should warm up in the water at the coach's discretion (approximately 400 to 500 meters or yards). Each participant should then be videotaped in the stroke being taught at the clinic. In the interest of time, warm-up and videotaping can occur concurrently.

6.10.3. The coach should give a series of drills to the participants to emphasize correct stroke technique.

6.10.3.1. Participants may have different problems with their stroke technique and will therefore benefit from different drills. The coach should emphasize the appropriate drill to correct each participant's technique problems.

6.10.4. The coach *must* get in the water to demonstrate the stroke and pertinent drills.

6.10.5. Participants should be filmed again at the end of all instructions. Videotaping of drills is optional.

6.10.6. At the end of the clinic, the coach should review the video/DVD for all the participants so that they may all benefit from the feedback given.

6.10.7. DVDs should be made available for viewing by the participants first and then by the entire membership. The Swimming Representative is responsible for distributing the DVDs to avoid misplacement.

7. Athlete's Responsibilities

7.1. Club members are expected to show respect to the coaches and to other swimmers and water polo players at all times.

7.2. Club members should not interfere with workouts by chatting to coaches while they are working. Coaches are not to be distracted by friends stopping by the pool to visit or by swimmers who get out of workout early, or even those swimmers still in the pool who want to chat rather than swim.

7.3. Club members shall conduct themselves with integrity and in a sporting manner.

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7.4. As soon as it is known, the Facilities & Equipment Coordinator will notify the membership regarding last-minute pool closures. However, anyone planning on going to workout when it is raining should call the pool to find out whether or not the pool is closed

7.5. Dues

7.5.1. Swimmers and water polo players are required to pay their monthly dues of \$50 and \$25 respectively, at the beginning of each month.

7.5.1.1. The first workout for new swimmers and water polo players is complimentary as an introduction to WH2O.

7.5.1.2. New swimmers and water polo players who join the club after the 20th of the month may pay \$20 for their initial month's dues.

7.5.2. Dues may be paid by credit card for members who sign up for Autopay online at www.wh2o.org.

7.5.2.1. Club members who pay their dues by credit card should update their credit card information in the WH2O database when their card number changes or when the expiration date changes.

7.5.2.2. Club members who pay their dues by credit card should update their address in the WH2O database whenever they move as credit card payments will not get processed if the address linked to a credit card does not match the address on file.

7.5.3. Dues paid by check or money order are subject to an additional \$10 administrative fee.

7.5.3.1. Checks or money orders should be mailed to the club post office box or left in the folder for the Treasurer in the black box at the West Hollywood pool.

7.5.4. Club members may pay \$10 for single workouts on the day of the workout. [This is to the advantage of club members who will not be able to participate in enough workouts that month to get their money's worth. However, people may not wait until the end of the month and then pay for individual swims retroactively.]

7.5.4.1. The \$10 single workout fee should be paid by check or else cash may be left in an envelope in the black box with the name of the swimmer and the date of the workout written on the envelope.

7.5.5. Swimmers who are not members of WH2O may participate in WH2O workouts if they pay \$10 for each individual workout. This fee is waived for members of IGLA teams who are visiting Los Angeles if they attend only a couple of workouts.

7.5.6. Any swimmer or water polo player who is more than sixty (60) days in arrears with his or her dues may not be allowed to participate in workouts.

7.5.6.1. If a swimmer or water polo player has extenuating circumstances that prevents him or her from paying his or her dues on a timely basis, he or she should discuss this with the club Treasurer promptly.

7.5.7. If a swimmer or water polo player is not going to be attending workouts for a month or more, he or she should notify the club Treasurer of his or her inactive status. Club members are not required to pay dues in the months that they are inactive.

7.5.8. The Treasurer will not refund dues to any member except in extenuating circumstances as determined by the Board.

7.6. Administrative Fee

7.6.1. All club members are required to pay an annual administrative fee of \$30 to the club by the end of January, or upon joining the club.

7.6.2. Any athlete who joins the club after July 1 need only pay an administrative fee of \$15 for the remainder of that year.

7.7. SPMA/USAWP Memberships

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7.7.1. All swimmers are required to register with United States Masters Swimming (USMS) by registering online or by completing the registration form from Southern Pacific Masters Association (SPMA) and submitting it to the Administrative Vice-President with a check payable to SPMA.

7.7.1.1. Registration with USMS/SPMA needs to be renewed annually, but no later than January of each year, or when the swimmer resumes swimming.

7.7.1.2. Any swimmer who has not renewed his or her SPMA membership for the new year will not be permitted to participate in workouts -- "no SPMA, no swim" rule.

7.7.2. All water polo players are required to register with United States Water Polo (USAWP) by completing the registration form from the organization (www.usawaterpolo.com). The registration must be valid for the current year.

7.8. Swimming Ability. In order to participate in swim workouts, all swimmers must be able to complete at least four lengths of a 25 yard pool without stopping and within a reasonable period of time. If a coach feels that a swimmer is not keeping up with the sets or the intervals given for the slowest lane and if there aren't any other swimmers swimming at the same pace as that swimmer, the coach may suggest that the swimmer take swimming lessons before returning to WH2O workouts so that the slow swimmer does not get to swim in a lane without any other swimmers.

7.9. Late Policy — Swimmers should be in the water at the beginning of workout. Anyone who arrives after the warm-up has ended, generally ten (10) minutes after the beginning of the workout, may not be allowed to join the workout, especially if it disrupts the workout or if the lanes are too crowded. This is solely at the discretion of the coach on deck.

7.10. Lane Rotation Policy — In the interest of fairness to all swimmers in the pool, the lanes at all workouts will change so that nobody has to swim against the wall at every workout, and so that everybody has a turn to swim in the wall lane.

7.10.1. The lanes at the West Hollywood pool for the morning swimmers rotate as follows: On Mondays, the fastest swimmers are in the lane closest to the park, with the slowest closest to the street. On Wednesdays, all swimmers should move two lanes east (towards the street). On Fridays, all swimmers should move two more lanes east.

7.10.2. The lanes at the West Hollywood pool for the evening swimmers rotate as follows: On Mondays, the fastest swimmers are in the lane closest to the street, with the slowest closest to the park. Tuesdays, all swimmers should move two lanes west (towards the park). Thursdays, all swimmers should move two lanes west from where they were on Tuesday. On Fridays the coach on deck can determine the lane order.

7.10.3. The lane assignment at the Roosevelt pool is as follows: starting from the east side of the pool, the first three lanes (not including the wall lane) shall be designated for stroke swimmers and/or short distance freestyle swimmers. The rest of the pool is for distance freestylers. The lanes are organized medium, fast, slow (east to west) for stroke and freestyle.

7.11. Etiquette for Swimmers

In order to make workouts flow more smoothly among participants, WH2O has adopted some universal "Rules/Etiquette", which will help everyone's workouts be the best they can be.

7.11.1. Swimmers should swim counter-clockwise in the lane, keeping close to the lane-lines and not down the center of the lane.

7.11.2. The fastest swimmer in the lane leads a particular set, followed by the second fastest, etc. This order may change from set to set (i.e., pulling vs. kicking vs. different strokes or sprints).

7.11.3. If a swimmer finds that he or she is getting too much rest, he or she should consider moving up a lane; conversely, if a swimmer finds that he or she is not getting enough rest, he or she should move down a lane. Intervals should not be changed unless all the swimmers in the lane agree, or the coach agrees to change it.

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7.11.4. Swimmers should swim close to the lane-line as they approach the wall to turn. When turning, they should plant their feet as far to the left of the center mark as possible, pushing off along the right-hand side of the lane. This will make it much easier for the people swimming behind them to do their turns correctly as well.

7.11.5. In each set, swimmers should leave five (5) seconds after the swimmer in front of them unless the coach gives a different time interval. If a swimmer consistently catches the person in front of him or her, he or she should ask to go ahead of the other swimmer. It is very disruptive to the swim pace of the lane when a swimmer continues swimming at the feet of the swimmer in front of him or her. Don't tailgate!

7.11.5.1. In a 50-meter pool, each swimmer should leave ten (10) seconds after the swimmer ahead, unless the coach gives a different time interval.

7.11.6. If a swimmer is catching up to a slower swimmer, he or she should not try to speed past that swimmer but should rather tap the feet of the swimmer in front as a sign that the slower swimmer should stop at the end of the lane to let the faster swimmer pass.

7.11.7. If a swimmer feels his or toes tapped by the swimmer behind, the slower swimmer should stop at the next wall, move to the far right of the lane, and let the faster swimmer pass. Swimmers should always be aware of where swimmers are swimming in the lane.

7.11.8. When finishing a swim (no matter what the distance), a swimmer should stand out of the way at the wall so that those following in the lane can also finish at the wall and get accurate times for their swims if they wish to do so. If a swimmer decides to rest in the middle of a set or between sets, he or she should rest on the deck rather than standing in the water so as not to be disruptive to others in the lane.

7.11.9. Swimmers should not stop in the middle of a lap as this can cause a pile-up, possibly injuring the swimmer who stops as well as others. If a swimmer gets a cramp and cannot get to the end of the pool, he or she should stick to the lane rope and ask for assistance.

7.11.10. Swimmers should listen carefully when the coach gives a set to their lane. If a swimmer doesn't understand the set, he or she should ask for it to be explained again. Either the coach or a lane-mate should be able to help out. A swimmer should not lead the lane if he or she is unable to keep track of intervals or the set.

7.11.11. Swimmers should be ready to start swimming when the coach gives the warm-up set (i.e., stretched, warmed-up, and ready to go).

7.11.12. Swimmers should be careful when using hand paddles or when wearing wristwatches or heavy jewelry. A coach may ask a swimmer with long arms and/or a wide stroke not to use paddles as they can really hurt others if arms/hands clash.

7.11.13. Swimmers should be careful not to hang on the lane-lines between sets and should also not pull on the lane-lines during sets. The lane-lines are expensive to replace and can cause a major injury if they snap.

7.12. Water Polo Players

7.12.1. Any water polo player who is current with his or her water polo dues and is currently registered with SPMA may participate in Friday night swim workouts without having to pay for swimming dues.

7.13. Complaints and Disputes

7.13.1. Complaints or disputes regarding coaches should be brought to the Swimming Representative by the swimmers, or to the Water Polo Representative by the water polo players.

7.13.2. Complaints or disputes regarding the pools, such as water temperature, cleanliness, and plumbing problems should be brought to the Facilities Coordinator.

7.14. Social Events

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- 7.14.1. Club members should respond to Evites, either accepting or declining the invitation.
- 7.14.2. Club members may bring one guest to club social events.

8. Gay Games and IGLA

8.1. Gay Games

The Gay Games is a sporting and cultural event held in different locations around the world every four years. West Hollywood Aquatics was founded by swimmers training for the Games in 1982, and the club continues to encourage its members to participate.

8.2. International Gay and Lesbian Aquatics (IGLA)

IGLA is an international organization solely devoted to developing and promoting gay and lesbian swimming, water polo, diving, and synchronized swimming. Its mission is to promote participation in aquatic sports among lesbians and gay men and friends, and to ensure maintenance of the highest standards for aquatic competitions and international standards for all Gay Games and IGLA Championships.

8.3. All athletes who are registered with WH2O at the Gay Games or the IGLA Championships shall pay an administrative fee of \$20 to the club if they have not already paid the annual administrative fee for that year.

8.4. Active WH2O members who participated in workouts in the calendar month prior to the month of competition at Gay Games or IGLA will be charged dues for the month of the competition.

8.5. All athletes who live out of town or practice on their own or with another club but who swim or play water polo for West Hollywood Aquatics at the Gay Games or IGLA shall pay dues of \$25 for the month in which they swim or play water polo for the club to pay for coaching costs at the competition/tournament.

8.6. The Swimming Representative shall work with the coaches to organize relays for Gay Games and IGLA.

8.6.1. The Swimming Representative should request all swimmers who will be attending Gay Games or IGLA to submit a list of the events that they will be swimming, as well as the relay events that they are willing to swim. Swimmers should also indicate which their best events are so that they may be used in the relays that could potentially score the most points.

8.6.2. Women and older swimmers should be put on the maximum number of relays to potentially score more points for the team.

8.6.3. The youngest relay age group (72-99) should be filled first if possible.

8.7. Coaching at Gay Games/IGLA Championships

8.7.1. The Swimming Representative should speak to all the swim coaches to find out if they would be available to coach at the upcoming Gay Games or IGLA Championships.

8.7.2. The Swimming Representative shall determine whether or not more than one swim coach will be needed, based on the number of swimmers who are planning to attend and the number of days of the competition.

8.7.3. The Swimming Representative shall select the swim coach(es) based on their experience coaching at championship meets, willingness and availability to coach at local meets leading up to Gay Games or IGLA, and length of tenure of coaching for WH2O.

8.7.4. The Water Polo Representative shall select the water polo coach for the Gay Games or IGLA Championships.

8.7.5. West Hollywood Aquatics shall reimburse the coaches for their airfare (an amount to be agreed upon by the Board based on the average cost of economy class round-trip airfare at the time the coaches are selected for Gay Games/IGLA), or gasoline spent if driving to the meet.

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8.7.6. West Hollywood Aquatics shall pay for or reimburse the coaches for one-half of the cost of a room at the same hotel where the swimmers and/or the water polo players are staying (because cost of rooms is generally based on double occupancy).

8.7.7. West Hollywood Aquatics shall pay for or reimburse the coaches for their registration fee to participate at Gay Games/IGLA as a coach.

8.7.8. For coaching at the Gay Games or at the IGLA Championships, swim coaches will be paid \$150.00 per day of coaching.

8.7.9. For coaching at the Gay Games or at the IGLA Championships, the water polo coach will be paid his or her hourly rate per game that he or she is coaching, but no more than \$150.00 per day.

8.8. Gay Games/IGLA Subcommittee

8.8.1. Club Apparel

8.8.1.1. Select fabric and design to support club's image, theme for competition, representative of host city or host club, etc.

8.8.1.2. Consider any milestone for club (e.g. anniversary, special achievements, etc.) for design of apparel (shape, color, artwork, etc.).

8.8.1.3. Consider fabric options and specific use of swimsuit so that there are options for water polo players who require nylon instead of lycra.

8.8.1.4. Try to coordinate colors among suits, caps, t-shirts, etc.

8.8.1.5. Maintain gender equity for suits. That is, calculate mean cost of men's and women's swimsuits to avoid much higher costs for women's suits than for men's. This should be based on the number of women who are expected to buy the swimsuit.

8.8.1.6. If the club is financially subsidizing part of the cost of apparel, each member should be allowed to purchase only one of each item at the discounted cost. Orders for extra items, if available, are to be purchased at "cost".

8.8.1.7. Request bids from different vendors to ensure competitive pricing.

8.8.1.8. Try to get discounted prices for latest-technology suits for those prepared to purchase them individually (e.g., fast-skin suits; not everyone may want to buy them, but a deal with a vendor may make it more affordable to those prepared to do so).

8.9. IGLA Representatives

8.9.1. West Hollywood Aquatics Swimming is currently entitled to four representatives to serve on IGLA committees and represent the club at the annual meeting immediately preceding the Gay Games and at the IGLA Championships.

8.9.2. West Hollywood Aquatics Water Polo is currently entitled to three representatives to serve on IGLA committees and represent the club at the annual meeting immediately preceding the Gay Games and at the IGLA Championships.

8.9.3. The position of IGLA Representative has a two-year term of office.

8.9.3.1. Two representatives for swimming are appointed in even years and two more in odd years.

8.9.3.2. Two representatives for water polo are appointed in even years and one more in odd years.

8.9.3.3. A term of office begins at the IGLA meeting held at the Gay Games or at the IGLA Championships.

8.9.4. Selection of IGLA Representatives

8.9.4.1. Soon after the new Board takes office each year, the President should write an article for the newsletter requesting volunteers to serve as IGLA Representatives.

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8.9.4.1.1. The President may wait until interest in Gay Games or IGLA builds so that IGLA Representatives may be solicited from among those club members who are planning on going to Gay Games or IGLA.

8.9.4.2. The President may appoint IGLA Representatives if there are no volunteers for the positions.

8.9.4.3. The names of the IGLA Representatives who are selected must be submitted by the Vice President Administrative to the IGLA Treasurer at the beginning of each calendar year to submit with the club's IGLA membership renewal.

8.9.4.3.1. If the IGLA Representatives have not been selected by the time the IGLA club renewal is due, the names of the previous year's representatives should be used.

8.9.4.4. The new IGLA Representatives should be informed that their main responsibility is to attend the IGLA general meeting that year which usually takes place the day before the competition begins.

8.9.4.5. As soon as the IGLA schedule is available, the President should confirm the IGLA Representatives and remind them to make their travel arrangements so that they can attend the IGLA meeting.

8.9.4.6. If an IGLA Representative is unable to attend the IGLA meeting, the President should appoint an alternate delegate. The IGLA Secretary needs to be informed of this change prior to the IGLA general meeting.

8.9.5. Duties of the IGLA Representatives

8.9.5.1. The IGLA Representatives are responsible for informing club members about upcoming swim meets and water polo tournaments hosted by IGLA member clubs.

8.9.5.2. The IGLA Representatives are required to join a committee at the IGLA general meeting, and should remain active within the committee all year.

8.9.5.3. The IGLA Representatives should submit an article for the club newsletter after the IGLA general meeting and whenever there are items of interest to the club.

9. Newsletter

The newsletter serves four functions. It provides club members with current information; it shows the spirit of the club to anybody who reads it online; it serves as a marketing tool to attract new swimmers and water polo players; and it serves as the club's historical record.

9.1. The newsletter should be available on the club's website for downloading, preferably by the end of the first week .

9.1.1. Club members may request a hard copy of the newsletter be mailed to them.

9.1.2. Newsletter subscriptions are not included in the \$20 administrative fee.

9.1.2.1. Anyone who would like to receive hard copies of the newsletter should send \$10 to the club for an annual subscription.

9.1.2.2. Subscriptions for newsletters to be mailed internationally are \$25 annually.

9.2.. Any late-breaking news or information that pertains to the upcoming month should be included in the upcoming newsletter whenever possible.

9.3. The newsletter should be in the form of a .pdf file so that it is readable across multiple platforms.

9.4. Prior to publication, the newsletter should be read and edited by at least one person skilled at proofreading. This may be the Secretary.

9.5. Newsletter masthead

9.5.1. The masthead should include the club's mailing address, web site URL, and hotline telephone number.

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9.5.2. The masthead should include a listing of all current board members..

~~9.5.3.~~

9.5. The masthead should include a listing of all pools used by the club, along with their addresses..

9.6. The newsletter should include a calendar with important dates for the month of issue, changes to the swimming and the water polo workout schedules, swim meets, water polo tournaments, club social events and parties, daylight saving time changes, and public holidays.

9.7. The newsletter should include the club logo, the volume number, and the issue number on the front page.

9.8. There should be as many photographs as possible within reason, and they should reflect the diversity of the club, viz. photos of both men and women of all ages and varying ethnic backgrounds.

9.9. Recommended articles:

9.9.1. An inspiring article by the President.

9.9.2. An article by the Social Vice-President about the upcoming social events.

9.9.3. Profile of a new or veteran member .

9.9.4. New coaches should be profiled.

~~9.9.5.~~

9.10. Information about SPMA registration and renewal for the new year should be included in the November, December, and January newsletters.

9.11. Elements of good design:

9.11.1. Dividing body text into columns, as is done in magazines, is recommended. If a sentence spans the entire width of the page, it is not easily read.

9.11.2. Good publication design shows a consistency in the use of fonts. Headlines should generally be in a bold typeface and body text in a regular or light typeface.

9.11.3. Each newsletter editor may choose his or her own style. It is recommended that it remain consistent within each issue.

9.11.4. Large blocks of body text should be broken up with photos.

10. Anniversary Party/Awards Banquet

10.1. The Anniversary Party and Awards Banquet is held every year in late October or early November. This commemorates the founding of the club in 1982, and is also the occasion for the recognition of contributions to the club.

10.2. The Anniversary Party and Awards Banquet is always held on a weekend.

10.3. The Social Vice-President is responsible for planning, organizing, and executing the event. It is recommended that he or she works with a committee.

10.4. Banquet Timeline

10.4.1. Select a date and location.

10.4.1.1. A choice of dates should be set by the Board at the April meeting.

10.4.1.2. The Social Vice President should find a location based on the choice of dates and present options to the Board at the May board meeting.

10.4.1.3. The date and venue of the banquet should be determined and the location secured by the end of May.

10.4.2. Budget

10.4.2.1. Since the banquet takes place soon after the new Board takes office, the outgoing Treasurer should present to the incoming Treasurer a budget for the banquet. The new Treasurer should monitor the banquet costs, comparing budget figures from the prior year with actual figures from the current year.

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10.4.2.2. The new Treasurer should work with the outgoing Treasurer to create a working budget for the banquet. These figures will be used as guidelines for the banquet of the following year.

10.4.2.3. Items covered by the budget should include: banquet facility and catering, table decorations, printing and mailing of invitations, and awards.

10.4.2.4. The Social Vice President should obtain quotes on venues and catering to present to the Board by the June meeting.

10.4.2.5. The ticket price should include food, tip, venue, rentals, and table decorations. The goal is to keep the ticket price less than the dollar amount of the monthly dues.

10.4.2.6. The club covers payment for the full-time swim coaches and water polo coach to attend the banquet so as to encourage them to participate. This cost should be included in the budget that is presented to the Board at the June meeting.

10.4.2.6.1. The expense for attendance of the coaches at the banquet should be absorbed by the club, and not covered by the ticket price for the banquet.

10.4.2.7. The actual awards have traditionally been subsidized by the club, and are also not covered by the ticket price for the banquet.

10.4.3. Tasks leading up to the banquet:

10.4.3.1. The Social Vice President should secure the venue and finalize the menu based on the decisions at the June board meeting.

10.4.3.2. The date of the banquet should be announced in the newsletter two months prior to the event.

10.4.3.3. The Social Vice President should obtain quotes for the printing of invitations for the banquet.

10.4.3.4. The invitations should be proofread and printed at least six weeks before the event if hard copy invitations are being mailed. Electronic invitations are preferred.

10.4.3.5. The ballot for voting on awards, including the criteria for each award, should be included with the invitations when mailed or included with the electronic invitations. If the balloting is being done electronically, a link to the site where the voting is taking place shall be posted under the Events tab on the teams website. \

10.4.3.5.1. The ballots, should they be distributed via US Mail and not electronically, should include a notation that they need to be returned to the Social Vice President ten days prior to the banquet.

10.4.3.5.2. There should be provision made for ballots to be completed and submitted anonymously as some club members may only vote if they know that their votes will be kept confidential.

10.4.3.6. The invitations should be mailed or sent electronically five weeks before the event to all club members who have been active during the current year.

10.4.3.7. The Social Vice-President shall select Master (or Mistress) of Ceremonies one month prior to the banquet.

10.4.3.8. The Social Vice-President shall select presenters for the banquet so that all club members are represented, e.g., men and women, swimmers and water polo players, morning and evening swimmers, long-time club members and newer club members, and people who have not presented an award in a while.

10.4.3.8.1. It is suggested that each award is presented by two people to maximize participation.

10.4.3.8.2. The Volunteer of the Year and the Certificates of Appreciation should be presented by two members of the outgoing Board.

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10.4.3.8.3. The Most Improved Swimmer should be presented by two or more of the swimming coaches.

10.4.3.8.4. The Most Improved Water Polo Player should be presented by the water polo coach.

10.4.3.9. The President shall request all board members at the September board meeting to consider the names of those people who would be contenders for the Volunteer of the Year Award. Voting on this should be done at the October board meeting, and the names of those candidates for the award who do not win the vote will be awarded Certificates of Appreciation.

10.4.3.10. The Board may also vote to present additional awards, such as “Friends of WH2O” to any non-club member who has contributed greatly to the club during the past year.

10.4.3.11. The Social Vice President shall get the Swimming Representative and the Water Polo Representative to obtain votes for the Most Improved Swimmer and Most Improved Water Polo Player from all the full-time coaches.

10.4.3.12. The Social Vice-President shall confirm with the Swimming and Water Polo Representatives that the coaches will be attending the Anniversary Party/Awards Banquet.

10.4.3.13. The Social Vice President should order the plaques at least three weeks before the banquet. The awards have traditionally been purchased from Rainbow Trophy Company in East Los Angeles where a file is maintained with the artwork for our awards.

10.4.3.13.1. The awards are:

10.4.3.13.1.1. President’s Award. This award goes to the outgoing president as an acknowledgement of his or her leading the club over the past year.

10.4.3.13.1.2. WH2O Spirit Award. This award goes to the person who shows the most team spirit, by cheering the loudest at meets or tournaments, or representing WH2O proudly at social events and fundraisers.

10.4.3.13.1.3. Volunteer of the Year. This award goes to the non-board member person who has helped the Board most by volunteering his or her time for the benefit of the club. The award is voted on by the Board.

10.4.3.13.1.4. Most Improved Swimmer. This award goes to the swimmer who has improved the most over the past year. The award is voted on by the swim coaches.

10.4.3.13.1.5. Most Improved Water Polo Player. This award goes to the water polo player who has improved the most over the past year. The award is voted on by the water polo coach.

10.4.3.13.1.6. Most Valuable Water Polo Player. This award goes to the athlete who has demonstrated excellent water polo skills over the past year, and who has been an overriding factor in the team’s success. The award is voted on by water polo players only.

10.4.3.13.1.7. Tom Martinez Memorial Award. This award is about the heart and soul behind the game of water polo. Not so much about who is “the best player”, the recipient of this award should be the person who has shown the most passion for learning the game, teaching others the game, and giving it their all in the pool.

10.4.3.13.1.8. Hardest Worker. This award goes to the swimmer who consistently puts a lot of effort into his or her training at workouts. The award is voted on by the swim coaches.

10.4.3.13.1.9. Favorite Lane-mate of the Year. This award goes to the swimmer who contributes to making other people’s workouts enjoyable, perhaps by always leading the lane and keeping track of the sets and intervals, encouraging others in the lane to swim faster, or by having fun and making others laugh between sets. Whatever the reason, this

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person makes others want to share a lane with him or her. The award is voted on by swimmers only.

10.4.3.13.1.10. Favorite Passing Buddy. This award goes to the water polo player who contributes to making everyone's practice enjoyable, encouraging others to bring their best game, or maybe just by having fun and making others laugh between drills. Whatever the reason, this person makes others want to be in the pool with him or her. The award is voted on by water polo players only.

10.4.3.13.1.11. Swimmer of the Year. This award goes to the athlete who has excelled in his or her performance at swimming competitions over the past year as well as being dedicated to his or her training at workouts. The award is voted on by swimmers only.

10.4.3.13.2. A floating award listing past Presidents is presented to the newly elected President to be held by him or her for the next year. This has to be obtained from the current President in order to get the name of the new President added after the club elections.

10.4.3.14. The Social Vice President should order the Certificates of Appreciation from an appropriate vendor and provide the names of those people who will be getting the certificates.

10.4.3.15.

10.4.3.15. The Social Vice President should devise an award to be presented to the recipient of the Double Whammy. This award should be playful and cheap. This award is optional

10.4.3.16. The Social Vice President should get volunteers lined up to help on the day of the banquet, and tell them exactly what needs to be done and what time they need to be at the banquet facility.

10.4.3.17. The Social Vice-President is responsible for writing a follow-up article for the newsletter reporting on the Anniversary Party/Awards Banquet, including a list of all award recipients for historical record.

11. Club Equipment

11.1. Video camera

11.1.1. The Swimming Representative is responsible for storing the video camera, charging the batteries, and bringing the fully-charged camera to stroke clinics and swim meets.

11.2. Pace clocks

11.2.1. The Facilities and Equipment Coordinator is responsible for ensuring that the pace clocks are kept in proper working order.

11.2.2. The Facilities and Equipment Coordinator should keep spare batteries in the club's box at each pool.

11.3. Stop-watches

11.3.1. Each full-time swim coach shall be assigned a stopwatch to be used at any swim meet they attend. These coaches shall sign a contract stating that they have been assigned a stopwatch, which must be returned to the club upon their departure. The Swimming Representative is responsible for ensuring that stopwatches are returned to the club upon the departure of a coach.

11.4. Water polo equipment (caps, balls)

11.4.1. The Water Polo Representative shall be responsible for all water polo club equipment.

11.4.2. The Water Polo Representative (or a club member delegated by the Water Polo Representative) is responsible for bringing the water polo caps to workouts and tournaments. All caps must be accounted for by the Water Polo Representative at the end of each workout and tournament.

11.5. Banners

11.5.1. The team banners kept in the club storage unit.

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11.5.2. The Swimming Representative (or the Facilities and Equipment Coordinator) is responsible for bringing the banner to all swim meets, including Gay Games and IGLA. It is important to remember to bring the banner back as well.

11.5.3. The Water Polo Representative (or the Facilities and Equipment Coordinator) is responsible for bringing the banner to all water polo tournaments, especially Gay Games and IGLA. It is important to remember to bring the banner back as well.

11.5.4. The Facilities and Equipment coordinator should arrange to have the banner brought to the banquet and other club functions.

11.6. Canopies

11.6.1. There are two canopies that are kept in the club storage unit.

11.6.2. The Facilities and Equipment Coordinator, Swim Rep or Water Polo Rep should arrange to have the club canopies brought to targeted outdoor swim meets.

12. Club Merchandise

12.1. The club logo should appear somewhere on all official club merchandise.

12.2. The club should charge the same price for men's and women's swimsuits for Gay Games and IGLA). [See Section 7.8.1.5 under Gay Games and IGLA]

13. Financial Matters

13.1. General

13.1.1. WH2O finances are recorded on a cash (as opposed to an accrual) basis.

13.1.2. WH2O's fiscal year begins on January 1st and ends on December 31st.

13.1.3. WH2O financial transactions are maintained and recorded in a software program, QuickBooks Online.

13.1.4. The details of WH2O financial procedures are addressed and maintained in an accounting manual (yet to be created at the time of this publication).

13.1.5. The financial affairs of the club are the responsibility of the Treasurer [see Section 4.11 for "Duties of the Treasurer regarding additional information"].

13.1.6. All athletic disciplines of West Hollywood Aquatics must demonstrate financial independence on a monthly basis.

13.1.6.1. If this financial independence is not met over any three consecutive months, the Representative of that athletic discipline shall be responsible to the Board for establishing a means for meeting financial goals by the end of the following quarter.

13.1.6.2. If the athletic discipline is unable to demonstrate financial independence for two consecutive quarters, the Representative of that athletic discipline will be given a 30-day notice from the Board to coordinate resolution for financial solvency of the athletic discipline or else the program could be dissolved.

13.1.6.3. At any time after dissolution, reinstatement of the program will be based on evaluation by the Board of the program's financial sustainability.

13.1.7. Surplus monies are those earned annually above and beyond the normal operational expenses (from swimming and water polo dues) as well as any excess from fundraising and social activities.

13.1.7.1. This money is to be deposited into the club's money market account but may be used on any expenditures as approved by the current Board of WH2O. These "major purchases" must benefit a majority, if not all, of the membership. The surplus money shall not be used to reduce members' dues.

13.2. Financial Accounts

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13.2.1. WH2O shall maintain a checking account at a bank selected and approved by the Board.

13.2.2. WH2O shall maintain interest-bearing, low-risk investments of excess available funds at the discretion of the Board.

13.2.2.1. Low-risk investments are considered to be CDs and Money Market accounts.

13.2.2.2. Excess available funds are defined as funds greater than that required to meet the budget requirements of the club for a period of one year.

13.2.3. One of the founding members of WH2O, Rafael Montijo, bequeathed a portion of his estate to WH2O. This money, originally about \$15,000, is currently part of an interest-bearing money market account that was used to set up the City National account. Neither the interest nor any of the monies later added to that account are under any restriction, other than the usual restrictions on any WH2O expenditures. The bequest stated that the money was to be used on items that would benefit the entire organization. This money has been used to purchase starting blocks for the West Hollywood Pool, an underwater video camera, and some other equipment over the years.

13.3. Bank Accounts

13.3.1. WH2O has a checking account and a CD account at US Bank in West Hollywood.

13.3.2. WH2O has a Money Market Account with City National Bank in Beverly Hills.

13.3.3. WH2O also has a "PayPal account" which is an online money collection/payment service. This account is interest-bearing. The funds from this account are transferred, as needed, by the Treasurer directly into the US Bank checking account.

13.3.4.

13.4. Financial Request Procedures

13.4.1. All board members should request approval from the Board for expenditures in advance.

13.4.2. Any board member or club member may present to the Board a proposal with a written budget during a regularly scheduled board meeting.

13.4.3. All budgets must, at a minimum, "break even". WH2O will not approve any budget or event that will lose money for the team as a whole.

13.4.4. The Board will vote whether to approve or deny the request.

13.4.5. If the Board approves the request, all invoices for payment should be sent to the Treasurer through WH2O's post office box address.

13.4.6. Any team member who pays for board-approved items must complete a reimbursement request form.

13.4.7. The Treasurer shall pay all invoices and reimbursements within fifteen (15) days of receipt of the appropriate invoice or request form. The Board will not pay for any item not included in a budget or not approved in advance.

13.5. Issuing Checks

13.5.1. The Treasurer issues checks for invoices received. The Treasurer may not write a check without an invoice or a reimbursement claim form.

13.5.2. Checks are written, at minimum, twice a month.

13.5.3. Payments to coaches

13.5.3.1. Coaches are required to submit attendance sheets for each workout that they coach in order to be paid.

13.5.3.2. The Treasurer generates payment sheets for the coaches based on the workouts that each coach has worked in the payment calculation spreadsheet provided by the Swim Rep, and payments are verified from the attendance sheets.

13.5.3.3. Payments to coaches are made on the 1st and the 16th of each month and prepared from the coaches' payment sheets.

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13.5.4. It is recommended that checks be computer generated as often as possible in order to make bookkeeping easy.

13.5.5. In the case of a prolonged absence, the Treasurer, with the approval of the Board President, may designate another team member to prepare the various checks.

13.5.6. Checks can be signed by the Treasurer, Vice President Administrative, or the President.

13.5.6.1. When checks are issued to any of these individuals, one of the other signers should review and sign the check.

13.5.6.2. Annually, upon receipt of the minutes of the election meeting, the aforementioned individuals must go to US Bank and provide them with a copy of their driver's licenses as well as complete the necessary signature card.

13.6. Fundraising

13.6.1. A suggested minimum of twenty percent (20%) of income from fund-raising monies each year shall be donated to a 501(c)3 charity or non-profit organization, and any additional money raised through fundraising will also be donated to that charity at the annual meeting.

13.6.2. Any club member may propose the name of a charity or non-profit organization at the annual general meeting. The Board will then vote on and select the organization at the next board meeting.

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APPENDIX A -- Time Line

November

- Facilities and Equipment Coordinator should check the pool schedules for Christmas and New Year.
- Social Vice-President should plan a holiday party for the first or second weekend in December (not to conflict with SPMA SCM Championships).
- The signers on the bank account should be changed to reflect the new board members: Treasurer, President, Administrative Vice-President.

December

- Facilities and Equipment Coordinator should check the pool schedules for Martin Luther King's Birthday.
- Swimming Representative should remind the swim coaches to submit their SPMA/USMS membership renewal forms to the Treasurer.
- Treasurer shall renew the swim coaches' registration with SPMA/USMS for the upcoming year.

January

- Treasurer and Water Polo Representative shall renew club's registration with USAWP for the upcoming year.
- Treasurer shall renew the club's registration with IGLA for swimming for the upcoming year.
- Treasurer shall renew the club's registration with IGLA for water polo for the upcoming year.
- Treasurer shall pay annual fee for the post office box rental.
- President shall confirm which of the four IGLA representatives for swimming are continuing as reps for another year, and should select new representatives for a full complement.
- President shall confirm which of the three IGLA representatives for water polo are continuing as reps for another year, and should select new representatives for a full complement.
- Treasurer shall tabulate amounts paid to coaches for their coaching fees and submit that to the club's tax accountant so that 1099s can be sent to the coaches
- Post office box renewal should be paid by Treasurer
- Facilities and Equipment Coordinator should check the pool schedules for President's Day.

February

- Facilities and Equipment Coordinator should check the pool schedules during the Easter weekend.

March

-

April

- Facilities and Equipment Coordinator should check the pool schedules for Memorial Day.
- Treasurer shall send all necessary information to the club's tax accountants to prepare and submit tax returns by May 15th.

May

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- VP Social should start looking for venues for Anniversary Party & Awards Banquet.
- Facilities and Equipment Coordinator should check the pool schedules at the West Hollywood pool before and after the CSW Festival.

June

- Facilities and Equipment Coordinator should check the pool schedules for July 4th

July

-

August

- Facilities and Equipment Coordinator should check the pool schedules for Labor Day.
- The Development Coordinator should propose candidates of non-profit organizations to which WH2O will donate a portion of the proceeds from fundraising for the year.

September

- Facilities and Equipment Coordinator should check the pool schedules for Halloween.

October

- Facilities and Equipment Coordinator should check the pool schedules for Thanksgiving.
- VP Admin and Treasurer shall renew club's registration with USMS/SPMA for the following year.

APPENDIX B -- Banquet Timeline

1. Select a date and location.
2. Get quotes on catering.
3. Secure venue and menu.
4. Get invitations printed.
5. Get invitations mailed (five weeks before the event).
6. Include ballot for voting.
7. Get plaques ordered (three weeks before the event).
8. Get certificates of appreciation made.
9. Get the Board to vote on certificates of appreciation and volunteer of the year (and friends of WH2O award).
10. Get coaches to vote for most improved swimmer and water polo player.
11. Get volunteers lined up, tell them exactly what you want them to do, and what time you need them to begin helping you.

MOTION: Fritz makes a motion that we subsidize the ticket price of the banquet so that it is no more than \$35 per person, and the subsidization will come out of operating income.

Errol seconds the motion. Motion passes unanimously.

*This is to be adopted as policy, not solely for the 2009 banquet.

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MOTION: Fritz makes a motion that a minimum of 10% of fundraising monies will be donated to an approved 501c3 charity, and any additional money raised through fundraising will also be donated to that charity at our general meeting.*

*As a matter of policy, the Board will determine the charitable organization, and it will be need to be approved by the membership at the annual meeting.

APPENDIX C -- FORMS

- 1. Welcome to New Members*
 - 2. Attendance Sheet for Coaches*
 - 3. Stop-Watches loan form for Coaches*
 - 4. Lane Rotation Schedule for Roosevelt Pool*
 - 5. Contract for Assignment of Stopwatches to Coaches*
 - Confidential Roster*
 - 6. Expense Voucher Reimbursement Request*
- Fundraising money—what happens to it?

At the special meeting in August 2004, it was agreed that water polo needs to break even. We also recognized that in order to do so, they would have to do some fundraising, since dues alone would not cover their expenses. Now the dilemma are:

- a. If they hold their own fundraiser, the swimmers are upset because water polo players are acting like they are a separate club.
- b. If they participate in club fundraisers, they need to be assured that some (a percentage) of the money will be applied toward their stated goal of raising the money to break even.



EXPENSE REIMBURSEMENT FORM

NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

EVENT/PURPOSE: _____

EXPENSE:

ITEM (list each separately)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

AMOUNT (list each amount)

TOTAL: \$ _____

Receipts are REQUIRED for all reimbursements. Attach receipts to back of form and forward to event leader or WH₂O Treasurer.

Your Signature	Event Leader	WH ₂ O Treasurer
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For WH₂O use only:

- RECEIPTS ATTACHED
- RECEIPTS APPROVED _____ (Initials)
- CHECK ISSUED DATE: _____
- CHECK MAILED CHECK # _____
- DATE: _____