

FOX VALLEY WAVE SWIM TEAM BY-LAWS

These By-laws specify various matters affecting the operation and governance of the Organization.

ARTICLE I - NAME

The name of the Organization is the **FOX VALLEY WAVE SWIM TEAM, INC.**

ARTICLE II - MISSION

Our mission is to establish a culture of excellence which provides each swimmer the opportunity to achieve their highest personal goals in swimming and life.

ARTICLE III - MEMBERSHIP

Section 1: Membership. Membership of this organization consists of any parent(s) or guardian(s) with children swimming as members of the FOX VALLEY WAVE SWIM TEAM. Membership provisions, if any and the method of acceptance of members shall be set forth in the By-laws.

Section 2: Voting Rights of Members. Every member of the Parents Group shall have one (1) vote on any matter subject to a vote of the members if such member is in good standing as defined by Article III, Section 4. There shall be no cumulative voting or voting by proxy.

Section 3: Responsibilities. All members will be expected to serve on a committee as needed, pay fees and assessments in a timely manner, and work at all home swim meets.

Section 4: Member in Good Standing. A member in good standing is any member who has paid their swimmer's fees for the current season of membership or a new member not having had a previous assessment.

Section 5: Assessments. The Parent Board shall approve the amount of the Team Fees for each swimmer through the adoption of the budget. Such assessments shall be paid to the Organization through Team Unify, or in installments as agreed upon.

ARTICLE IV – PARENT BOARD

Section 1: The Parent Board consists of four main officers and at minimum of two additional coordinators (or at large members) based on the desires of the club.

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer

Section 2: Elections. Elections will be held for open Parent Board Positions in accordance with the schedule in (a) below and can be added as needed to fill unexpected openings.

- (a) Schedule.

October	Announcement to the entire membership with information about open positions and the cadence/schedule for elections.
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November	Elections (or appointments as desired/necessary) will occur in the month of November.
December	New board members will join the board beginning in December.
Transition	The board has the discretion to adjust and/or overlap the start/end of terms for positions, such as Treasurer to ensure the appropriate information and process/procedure transfer.

Section 3: Eligibility. Any parent or guardian of a swim team member is eligible for a board position following one complete season of participation on the team. (i.e. Parent team member with a child swimming in either Fall/Winter and/or Spring or Summer will be eligible for nominations to a board position beginning with the following Fall/Winter elections.) Non-parent board members may be approved by the Parent Board for special projects or when a specific skill set is required.

Section 4: Term. Parent Board positions each have a two year term that may be renewed indefinitely.

Section 5: Responsibilities. The Parent Board is responsible for:

- Head Coach and Head Age Group selection and on-going performance
- Determine Compensation Strategy/Program for the coaching staff and reward them accordingly based upon performance, financial health of the team and the staying competitive to the market.
- Policy, practices and by-laws
- Finances for the team
- Establishing team fee structure
- Managing team risk (through sufficient insurance)
- Make decisions considering short and long term implications to the team

Section 6: Resignation. An officer may resign at any time by giving written notice to the Secretary of the Organization who shall advise the Parent Board of such resignation. Such resignation shall take place at the time specified therein, or, if no time is specified, upon receipt of the resignation by the secretary of the Organization unless otherwise specified therein. Acceptance of the notice shall not be necessary to make it effective.

Section 6: Vacancies. A vacancy or vacancies in the Parent Board occurring for any reason may be filled at the discretion of the remaining members Parent Board.

Section 7: Quorum. A majority of the Parent Board shall constitute a quorum.

Section 8: Compensation. No officer shall receive compensation for service.

ARTICLE V - DUTIES OF OFFICERS

Section 1: **President.** The President shall be the chairperson of the Organization and the Parent Board, and have such duties (below), responsibilities and powers as may be necessary to carry out the directions and policies of the Organization and at all times be subject to the policies, control and direction of the Organization.

- Acts as leader of organization in support of Head Coach and Head Age Group Coach
- Interfaces with outside organizations as necessary (NJSD, AASD, Wisconsin Swimming) in support of the team and overall health of competitive swimming in the greater Fox Valley area
- Responsible for leading organization to set Mission and Goals
- Involved in budget setting
- Delegates responsibilities to Board and Committee Members
- Communicates with Head Coach, Parent Board, and member families with regard to team policy, practices, and by-laws
- Meets quarterly with Head Coach, Head Age Group Coach and team VP to discuss team health
- Responsible for a yearly job evaluation/performance review of the Head Coach & Head Age Group Coach
- Calls for and facilitates Parent Board Meetings, provides guidance to Secretary relative to meeting agenda topics
- Leads a parent meeting at least once yearly
- When necessary, leads updates to team policy, practice and by-laws
- Responsible for completing team annual registration with USA Swimming
- Responsible for guiding the strategic plans of the team
- Provides leadership support and guidance (as needed) to any of the commissioned team committees
- Is a voting member and team representative at Wisconsin Swimming LSC meetings
- Works in conjunction with the Head Coach to provide direction and guidance to the Team Administrator (if applicable)
- Monitors Swimmer Registrations and Waitlist for all seasons plus transition timeframe in conjunction with Treasurer, Head Coach, Team Administrator

Section 2: **Vice-President.** The Vice President supports the role of the President, and is responsible for all of the Presidential duties in the absence of the President. Additionally, the Vice President is responsible for the duties outlined below.

- Covers any of the president's duties as needed/requested
- Responsible for coordinating board elections, transitions, and succession for the continuity of leadership for the team
- Interfaces with outside organizations as necessary (NJSD, AASD, Wisconsin Swimming) in support of the team and overall health of competitive swimming in the greater Fox Valley area
- Provides leadership support and guidance (as needed) to any of the commissioned team committees
- Responsible for coordinating and submitting USA Swimming Team Recognition application

- Is a voting member and team representative at Wisconsin Swimming LSC meetings

Section 3: **Secretary.** The secretary shall record, report and maintain all team activity files. Detailed duties include the below.

- Records all board meetings minutes and files them in a timely manner
- Sends out a list of action items to Parent Board following each board meeting
- Ensure the collection and archival of all critical team files either personally or through the help of the Team Administrator.
 - Contracts, Insurance records, 503c, By-laws, Policies, etc.
- Establishes and maintains a team standard work/operations calendar in conjunction with the Head Coach and Parent Board.
- Responsible for setting the agenda for Parent Board Meetings based on guidance of President and standard work/operations
- Supports the Vice President in the Submission of the USA Swimming Level Recognition
- Archives all appropriate files/records including:
 - Team financial records (monthly statements, spreadsheets etc.)
 - Tax exempt form(s)
 - Team equipment inventory
 - Team logos and publicity materials
 - Team photos
 - Team Swim Records
 - Copies of 501(c)3 status and tax exempt numbers

Section 4: **Treasurer.** The Treasurer shall maintain all financial records for the team and manage team accounts with duties including the below.

- Writes/signs checks on behalf of FV Wave (except those from coach's account)
- Pays team invoices to vendors in a timely manner
- Monitors & funds coach's checking account,
- Monitors coaches' payroll and expense info from Team Administrator,
- Provides all necessary information for monthly financial close to team's accountant in a timely fashion,
- Serves as liaison between parent board and team's accountant,
- Provides financial updates to parent board at least monthly, when available from accountant
- Assists with compiling team budgets,
- Works with team's accountant to complete annual tax return,
- Works with the Team Administrator to ensure that all members are billed for amounts owed to team (dues, meet fees, apparel, etc.),
- Works with Team Administrator and Scrip Coordinator to assign scrip credits,
- Collects and deposits all monies received (except scrip checks),
- Responsible for working with the Team Accountant to maintaining team records in QuickBooks,

- Reports past due payments to board and works with the Vice President to contact past due notices to members,
- Collects and reconciles receipts for credit card charges and coach's expenses,
- Works with President, Head Coach, and Team Administrator to keep current the swimmer roster, and
- Responsible to oversee the PO box key and collecting/distributing FV Wave mail
- Responsible to complete Wisconsin Annual Report Filing submission

ARTICLE VI – COORDINATORS/AT-LARGE BOARD MEMBERS

The Parent Board shall establish specific roles/coordinators or committees of the membership to assist in the operation of the Organization. The Parent Board shall determine the duties and approve the chairperson/coordinator, number of members, and responsibilities for each committee. The responsibilities of additional board members will be highlighted within the Additional Board Positions Appendix to the by-laws.

ARTICLE VII - MEETINGS

Section 1: Parent Board Meetings. Parent Board meetings shall be held at least monthly during both the Fall/Winter and Spring/Summer seasons. Date, time and place shall be determined by the Parent Board.

Section 2: General Membership Meetings. A meeting of the General Membership shall be held at least once annually in the Fall/Winter season. Date, time, and place shall be determined by the Parent Board.

Section 3: Special Meetings. Special meetings of the membership may be called for any purpose agreed upon by the Parent Board or for any topic requiring a full membership vote.

Section 4: Place of Meetings. Meeting of membership shall be held at location determined by the President or Parent Board.

Section 5: Notice. Notice of any general meeting of the members of the Organization, in each case specifying the place, date, and hour of the meeting and, in the case of a special meeting, the purpose or purposes for which it is being called, shall be given to each member by customary means prior to one week ahead of the meeting.

ARTICLE VIII - SOLICITATION AND RECEIPT OF GIFTS

The organization may seek gifts, contributions, donations and bequests (hereafter called gifts) for its purposes. While the Organization specifically encourages unrestricted gifts, which principal and/or income there from may be used for the Organization's purposes at the discretion of the Parent Board, the membership will accept gifts for restricted or otherwise designated purposes if such restriction is determined by the Organization to be acceptable or otherwise conforms with these By-laws and any other guidelines established by the membership for such restricted gifts.

ARTICLE IX - INSTRUMENTS, BANK ACCOUNTS, CHECKS, AND DRAFTS, LOANS, SECURITIES

Section 1: Execution of instruments. No officer or member shall have any power or authority to bind the Organization by any contract or engagement or to pledge its credit or to render it liable for any purpose in any amount without prior written Parent Board approval. The Parent Board may authorize any officer, officers, committee members, or specifically named employees to enter into any contracts or execute and deliver any instrument the name of or on behalf of the Organization, and such authorization may be general or confined to specific instances or amounts.

Section 2: Bank Accounts. The Organization from time to time, may authorize the opening and keeping of general and/or special bank accounts with such banks, trust companies or other depositories as may be selected by the organization. The Organization may make such rules and regulations with respect to said bank accounts, not inconsistent with the provisions of these By-laws.

Section 3: Checks and Drafts. All checks, drafts, or other orders for the payment of money, notes acceptances, or other evidences of indebtedness issued in the name of the Organization shall be signed by such officer or officers, and in such manner as shall be determined by resolution of the Organization. Special purpose accounts may be setup at the Parent Board's discretion and made available to the Head Coach or special committees to be used for purposes of covering budgeted expenses. Such accounts will carry limited balances, be funded on an as needed basis, and monitored at least monthly for account activity. Draws on these special purpose accounts will not require an officer's signature, but shall be immediately reported to the Treasurer and accompanied by supporting receipts. Endorsements for deposit to the credit of the Organization in any of its duly authorized depositories may be made without counter-signatures, by the President, Vice-President, or the Treasurer. All non-budgeted expenditures must be pre-approved by the Parent Board.

Section 4: Loans. No loans shall be contracted on behalf of the organization and no evidence of indebtedness shall be issued. No loan may be made to any officer, directly or indirectly, except that reasonable advances of reimbursable expenses may be made in the discretion of the President or, in the case of the president, as determined by the Parent Board.

ARTICLE X - FISCAL YEAR

The Fiscal year of the Organization shall end August 31 of each year.

ARTICLE XI – POLICIES

Policies may be written and implemented by the Parent Board for any organizational reason deemed necessary. All policies created will be included as an appendix to the by-laws. Membership will be notified of any newly adopted or modified Policies. All members are expected to review and abide by all policies.

ARTICLE XII - INDEMNIFICATION

Section 1: Each person who is or was a director, officer, committee member, or employee of the organization (including the heirs, executors, administrators, or estate of such person) shall be indemnified by the organization to the full extent permitted by the Nonprofit Corporation Law of the state of Wisconsin against any liability cost or expense incurred in the capacity as director, officer, or employee, or arising out of the status as a director, officer, or employee (including serving at the request of the organization as a director, officer, employee, or agent of another organization).

Section 2: The Organization may maintain insurance, at its expense, to protect itself and any such person against any such liability, cost, or expense.

ADDITIONAL BOARD POSITIONS APPENDIX
Last Updated – 9/16/16

Past President

- Purpose: Serves as key support member for the board during the season following the transfer of leadership to the new President to provide continuity and consistency in the leadership of the team and management of the Parent Board.
- Duties:
 - Ensures the ownership of key items is transitions appropriately to the new president including registration details with USA swimming.
 - Helps plan the Parent Meeting during the season following the transition.
 - Provides support to the President and Vice President as needed

Meet Director (These duties are performed by the Head Age Group Coach)

- Purpose: Person in charge of all details surrounding FV Wave Home Meets
- Duties:
 - Identifies dates for and secures facility use for prospective home meets
 - Ensures registration of home meet with Wisconsin Swimming
 - Secure venue (Neenah High School/ANHS if needed)
 - Working with the Lead Age Group Coach to ensure we have arranged venue contracts to secure our meet locations, give to Board for review and approval.
 - Obtain meet officials
 - Hire lifeguards – According to contract/venue request
 - Manage the Console/Colorado System set-up for the meet
 - File meet Information with LSC
 - Order awards
 - Manage meet entries
 - Files post-meet info with WI Swimming
 - Manage correspondence with teams/coaches regarding invites/changes in timelines etc.

Meet Coordinator

- Purpose: To support Meet Director, and other relevant organizational committees with finding volunteers to ensure the ability to execute key team events
- Duties:
 - Assist Meet Director by securing/posting/soliciting volunteers as needed for home meets and being a key contributor to the planning for the team home swim meet(s)
 - Serve as the lead of the Meet Planning Committee
 - Create/maintain swim meet job signup
 - Assist in budget estimates for home swim meets
 - Assist in day of meet activities including – setup, determine cash box needs, heat sheet needs, team signs, admissions needs
 - Work with committee coordinators to obtain/solicit volunteers for other organizational committee needs, such as or other event planning.

- Compose text and solicitations to be given to webmaster for webpage posting RE: volunteer positions. Manage and delegate to parents volunteers as needed
- Ensure that volunteers (and officials) are recognized at an annual and ongoing basis
- Helps recruit volunteers to support committee work.

Communications Coordinator

- Purpose: To manage communications and publicity for the FV Wave
- Duties:
 - Work with the Education Coordinator, Fundraising & Sponsorship Coordinator, Head Age Group Coach, and Team Administrator to support any team recruitment activities including advertising, publicity, etc. in coordination with the coaches and other members of the Parent Board
 - Maintain up-to-date content on website with the assistance of the Team Administrator
 - Develop cadence for relevant team news blasts, social media, and team newsletter, etc.
 - Lead Marketing for home meets and serve on the Meet Committee
 - Assist Social Coordinator with the communication of opportunities for gathering, etc. for travel swim meets
 - Maintain/execute yearly team survey for the board
 - Manage media (or delegate) for large swim meets and invite to home meet (as appropriate)
 - Coordinates and leads the activities of the Communication Committee.

Social Coordinator

- Purpose: Coordinates/delegates all activities surrounding team gatherings
- Duties:
 - Provides guidance to age group parent volunteers to support age group specific events, social outings, etc.
 - Plan/Secure Venue/Menu's/Entertainment and all details for annual team banquet
 - Plan team bonding social activities
 - Play a supporting role as appropriate to the Senior Trip Planning Committee
 - Support the planning and preparation of team trips as needed
 - Coordinate the State Qualifier "Prep" socials
 - Work with the age group parent volunteers to target 1 or 2 social events for swimmers and/or families each season
 - Age appropriate
 - May include events for total team and/or portions of the team
 - Coordinate official team photos
 - Designate/communicate team camaraderie for WAVE meets including hotels (if necessary), any activities/coordinated meals, etc.
 - Oversee best time recognition and coordination for Bronze & Silver Practice Teams

Apparel Coordinator

- Purpose: Coordinates ordering and purchase of all team apparel/merchandise (stickers, towels, caps, etc.)
- Duties:
 - Ensure the team follows the brand logo standards for apparel
 - Orders team caps to be given to new-to-the-team swimmers
 - Responsible for developing design for new team T-shirt each year and coordinating orders from families
 - Coordinates apparel orders for team and families once per season
 - Secures fit kit as needed (Free Trial Week/Try-outs, etc.)
 - Works with Head Coach and team equipment supplier(s) as needed to populate “team store” on supplier web page
 - Manages team sponsorship relationship w/A3
 - Oversees team compliance to team brand and logo standards
 - Provide apparel invoices and documentation to Treasurer in timely manner

Education Coordinator

- Purpose: Coordinator of team education programs
- Duties:
 - Work with the coaches and parent boards to understand the education needs of the team to include
 - Swimmer Education
 - Parent Education
 - Create/coordinate programs for education based on the above needs
 - Example topics include: Nutrition, Teamwork, etc.
 - Supports Head Coach and looking for opportunities to continue to educate and grow our coaching staff
 - Takes the leadership role in working with the Lead Head Coach, Communication Coordinator and Team Administrator to oversee the recruitment and onboarding process for new swimmers and their families for the team.
 - Maintain team handbook
 - Lead support and volunteer coordination of clinics and trial weeks

Fundraiser & Sponsorship Coordinator

- Purpose: Coordinator the fundraising efforts of the team based on need and guidance from the board and team budget
- Duties:
 - Work with the parent board (particularly the President, Vice-President and Treasurer) to understand the financial needs of the team.
 - Take the lead role in coordinating annual sponsorship opportunities between any team meets.
 - Lead a committee to develop team fundraising plans (including corporate sponsorships) and coordinate/execute events as appropriate

Team Administrator

- Purpose:
 - Provide administrative support to Head Coach and Parent Board
 - Establish consistent communication pattern and content to team
 - Manage elements of team web-site
- Detailed Duties:
 - Assist all FVW Board members with communication
 - Send emails for board members copied and or created by me via conversation with board member
 - Assist FVW Board members with web related tasks
 - Put hotel room blocks for meets on the website
 - Create and maintain sign up for Meet Volunteers
 - Create and maintain tabs for Special Events
 - Posting Board minutes
 - Save and post saved board information under General Docs
 - Update Apparel links
 - Maintain Scrip requests on website
 - Credit accounts with Scrip from Scrip Coordinator
 - Bills all meet fees
 - Bills all apparel from Apparel Coordinator
 - Attend a Board Meeting once a month (pending coaching is covered)
 - Registration Responsibilities
 - Keep a waiting list for those who would like to be considered and assist Communications Coordinator with setting up assessments
 - Respond to potential new swimming families, explaining our team philosophy and answering any questions they may have
 - Set up registration on the website each season and answer questions that parents have about registration
 - Contact all new swimmer families and retrieve all complete information to enter to the team data base
 - Confirm with families login instructions to our website and account set up instructions
 - Send all new families the team handbook and apparel information
 - Answer “Contact Us” questions that are sent in through the website, forward those questions requiring a Board member’s reply, confirm question was answered
 - Assist the team in set-up/coordination of any social events, such as the Santa Scamper
 - Provide Coaches Administrative Assistance
 - Manage list of swimmers who’ve purchased caps through the coaches and send invoice
 - Set up coaching schedule to distribute weekly (weekly and meets)
 - Reschedule coaches requesting substitution (weekly and meets)
 - Maintain Coaches button and keep all current schedules up to date day to day
 - Maintain all certifications for coaches including initial requirements, re certifications, and maintaining schedule to fulfill requirements of certified coaches working with uncertified coaches.

- Send weekly correspondence to Coaches and answer all questions, communicate with Head Coach and Head Age Group Coach when needed to answer coach questions
- Gather and recheck coaches hours and expenses monthly to make sure there are no discrepancies in the scheduled hours, send to Huth for payroll
- Keep monthly records of pool hours and cost of usage on an excel report and communicate to Neenah High School.
- Complete and keep notice of new Webinars to continue learning Team Unify
- Maintain the practice schedule on the website for each group and maintain the monthly calendar

POLICY APPENDIX

Visiting Swimmer Policy

Prorated Fee Policy

Team and Group Size Limits and Registration Process Policy

Medical Release and Liability Waiver

Concussion Waiver

Photo Release

Code of Conduct and Bullying Policy

Volunteer Policy

Travel Code of Conduct

Basic Operating Procedures

Fundraising Policy

VISITING SWIMMER POLICY

The **Fox Valley Wave Swim Team** will allow visiting USA registered swimmers to participate in our practice at no fee if:

- a. The visiting swimmer resides outside of a 100 mile radius to the FV Wave's primary pool located at Neenah High School AND
- b. The visit is short term, less than 10 days of practice.

The **Fox Valley Wave Swim Team** will allow college student swimmers who are registered with USA swimming to participate in our practice at no fee during the fall/winter season (Sept through March) over college breaks (i.e. Thanksgiving, Christmas and Spring Breaks). It is assumed that these college swimmers will give back to younger swimmers on the team in some fashion, to be determined and agreed to by the Head Coach.

The **Fox Valley Wave Swim Team** will allow visiting USA registered swimmers to participate in our practice at a cost of \$10 per practice. Participation may not exceed 10 practices in a 2 week period or 20 practices in a calendar year. This fee applies to:

- a. Swimmers that reside within a 100 mile radius of the FV Wave's primary pool located at Neenah High School. Exceptions may be made for swimmers traveling to meets with the **Fox Valley Wave Swim Team** with coach and FV Wave Board approval.

Any visiting swimmer with an outstanding financial balance owed to the team will not be allowed to practice until the balance is paid in full or provisions for payment have been agreed to by the Parent Board.

PRORATED FEE POLICY

The **Fox Valley Wave Swim Team** will pro-rate Fall/Winter fees only if the swimmer(s) in question are involved with a sanctioned school sport that prevents them from joining the **Fox Valley Wave Swim Team** during the swim season. We will only pro-rate fees for a maximum of 1/3 of the swim season. Requests to pro-rate fees must be made in writing via email to the Parent Board President and Treasurer. Pro-rating must be done in full week increments, and does not apply to reduced attendance.

Guidelines

- Swimmer is ineligible to attend practice during pro-rated period.
- When the team needs to cap the number of swimmers in any practice group or on the team in total, spots on the team will be first come, first serve based on payment for the season in full.
- Maximum pro-rating period is 1/3 of season OR the HS swim fee schedule.

This Policy does not supersede the HS swim fee schedule.

TEAM AND GROUP SIZE LIMITS AND REGISTRATION PROCESS POLICY

Background:

Due to restrictions on available pool space/time and ability for the Coaching Staff and Parent Board to effectively manage the administrative duties of the team, there is a need to establish maximum size limits for the total team and individual practice groups. These size limits should be viewed as recommended "not to exceed" targets without discussion and approval by the Parent Board and Head Coach. In establishing these limits, changes to the team registration process will be implemented to provide an opportunity for current members to secure a spot on the team before opening up to new members. Member account balances must be paid in full prior to being able to register for the next season.

Team Size Limits: Overall team size not to exceed 160 swimmers. Group sizes can be adjusted with Parent Board and Head Coach approval:

- Groups sizes not to exceed:
 - Bronze 1 - 20
 - Bronze 2 - 25
 - Silver 1 - 20
 - Silver 2 - 20
 - Gold 1 - 25

- Gold 2 - 25
- Senior - 35
- Senior National 30

Registration Process:

- Current swimmers (swimmers who swam the most recently completed season) and siblings of current swimmers (but new to the team) will have the opportunity to secure a spot on the Fox Valley Wave first.
- Swimmers who have swam in previous seasons will then be offered the opportunity to register, dependent upon practice team availability.
- Finally, waitlist swimmers will be offered registration based on remaining spots on the team.
- Swimmers who move to the area from other swim teams are provided the opportunity to join the Fox Valley Wave at any time.
- A spot on the team will be secured by completing the registration steps **and** submitting payment to the team (registration held until payment received, minimum of first down payment for season must be received). This includes High School swimmers.
- All member account balances must be paid in full prior to registering for the next season. Swimmers with outstanding balances will not be activated until previous season balance is paid in full and minimum payment for new season registration is received.

MEDICAL RELEASE

I certify that I am the parent or legal guardian for my child. I hereby give my permission for any supervisor, coach or other team administrator associated with the **Fox Valley Wave Swim Team** to seek and give appropriate medical attention for my child in the event of accident, injury, illness. I will be responsible for any and all costs associated with any necessary medical attention and/or treatment.

I hereby waive, release and forever discharge **Fox Valley Wave Swim Team** and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in **Fox Valley Wave Swim Team** activities, whether or not damages or loss is due to negligence. I hereby acknowledge that my child is physically fit and capable of participation in all Swim Team activities.

LIABILITY

By registering my child with the **Fox Valley Wave Swim Team**, I agree to participate (or allow my child and family members to participate) in the **Fox Valley Wave Swim Team**, and hereby release **Fox Valley Wave Swim Team**, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child and family members) while participating in the **Fox Valley Wave Swim Team** program, including travel to and from training sessions, swim meets or other

scheduled team activities.

I agree to indemnify and hold harmless the above mentioned organizations and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my child and/or other family members, or damage to my property, the property to my child and/or other family members, or both, while I (or my child) or family members) am participating in the **Fox Valley Wave Swim Team** program.

CONCUSSION

By registering my child with the **Fox Valley Wave Swim Team**, I confirm that my child and I hereby acknowledge having read the concussion fact sheet available under the Docs tab available on the team's home page about the signs, symptoms, and risks of sport related concussion. We also acknowledge our responsibility to report to coaches, parent(s)/guardian(s) any signs or symptoms of a concussion. We certify that we have read, understand, and agree to abide by all of the information contained in the aforementioned fact sheet. We further certify that if we have not understood any information contained in this document, we have sought and received an explanation of the information prior to signing this statement.

PHOTO RELEASE

I certify that I am the parent or legal guardian for my child. I hereby give my permission to the **Fox Valley Wave Swim Team** to publish photographs taken of my child, and his/her name, for use in the Team's printed publications and website.

I acknowledge that since my child's participation in publications and websites produced by the **Fox Valley Wave Swim Team** is voluntary, I (we) will receive no financial compensation.

I further agree that my child's participation in any publication and website produced by the **Fox Valley Wave Swim Team** confers upon me no rights of ownership whatsoever. I agree to release the **Fox Valley Wave Swim Team**, its contractors, directors, officers, agents, coaches and its employees from liability for any claims by me or any third party in connection with my participation.

FOX VALLEY WAVE SWIM TEAM CODE OF CONDUCT

The purpose of this code of conduct for swimmers is to establish a consistent expectation for our swimmers' behavior. By signing this code of conduct, I agree to the following statements:

- I will respect and show courtesy to my teammates and coaches at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will set a good example of behavior and work ethic for my younger teammates.
- I will be respectful of my teammates' feelings, opinions, customs and personal space.

- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.

*Team members are reminded when competing in meets, traveling on trips and attending other team-related functions, they are representing both themselves and the **Fox Valley Wave Swim Team**. A swimmer's behavior must positively reflect the high standards of the Team.*

VIOLATION OF THE CODE

The coaches have the authority to impose the following penalties for violation of the **Fox Valley Wave Swim Team** Code of Conduct. The penalties include, but are not limited to, the following:

- The swimmer will be given a verbal warning.
- The swimmer will be pulled out of practice (partial or full) in addition to a verbal warning.
- The swimmer will need to be accompanied by a parent at practice for four (4) consecutive days.
- The swimmer will be disqualified from one or more events or all events of competition and no refund will be given.
- The swimmer will be removed from practice, meet or team trip and sent home at the athlete's expense.

For any penalty imposed as a violation, there will be no pro-rated fees or refunds.

If the swimmer continues his/her bad behavior and/or the behavior was so egregious to warrant stronger sanctions, the coaches, in consultation with the Board, shall impose the following penalties:

- The swimmer will be suspended from the team and its activities for a period of time. (There will be NO prorated fee for monthly dues.)
- The swimmer may be barred from future meets and other competitions.
- The swimmer may be suspended or permanently dismissed from the team.
- The swimmer may be referred to Proceedings for an LSC or USA Swimming Board of Review.

BULLYING POLICY AND ACTION PLAN TO ADDRESS BULLYING

PURPOSE

Bullying of any kind is unacceptable at the **Fox Valley Wave Swim Team** (the "Team") and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Team is

committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all swimmers and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or swimmer/mentor.

Objectives of the Team's Bullying Policy and Action Plan:

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

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

1. causing physical or emotional harm to the other member or damage to the other member's property;
2. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
3. creating a hostile environment for the other member at any USA Swimming activity;
4. infringing on the rights of the other member at any USA Swimming activity; or
5. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member Team or LSC).

REPORTING PROCEDURE

A swimmer who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;

- Talk to a Team Coach, Board Member, or other designated individual;
- Write a letter or email to the Team Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate team leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

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

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

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

FINDING OUT WHAT HAPPENED

1. First, we get the facts.

- a. Keep all the involved children separate.
- b. Get the story from several sources, both adults and kids.
- c. Listen without blaming.
- d. Don't call the act "bullying" while you are trying to understand what happened.
- e. It may be difficult to get the whole story, especially if multiple swimmers are involved or the bullying involves [social bullying](#) or [cyber bullying](#). Collect all available information.

2. Then, we determine if it's bullying. There are [many behaviors that look like bullying](#) but require different approaches. It is important to determine whether the situation is bullying or something else.

- a. Review the USA Swimming definition of bullying;
- b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?

- Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
- c. Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
 - d. Once you have determined if the situation is bullying, support all of the kids involved.

3. Support the kids who are being bullied

- a. Listen and focus on the child. Learn what’s been going on and show you want to help. Assure the child that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - Develop a game plan. Maintain open communication between the Team and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied. For example:
 - Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - Write a letter apologizing to the swimmer who was bullied.
 - Do a good deed for the person who was bullied, for the Team, or for others in your community.
 - Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don’t work or have negative consequences:
 - Zero tolerance or “three strikes, you’re out” strategies don’t work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior.

Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.

- Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
- f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

5. **Support bystanders who witness bullying.** Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that swimmers can help stop bullying when they see it happening.

- a. Be a friend to the person being bullied;
- b. Tell a trusted adult – your parent, coach, or team board member;
- c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
- d. Set a good example by not bullying others.
- e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

It is understood that all team participants and their parents have a responsibility to do their best to ensure the Code of Conduct and Bullying Policies are adhered to and to help ensure the safety of these team participants. I hereby have read and agree to abide by the Code of Conduct and Bullying Policies above, and acknowledge that, should I violate any provision, I may be subject to disciplinary action, including permanent dismissal from the team.

FOX VALLEY WAVE VOLUNTEER REQUIREMENTS

Effective September 1, 2018

Volunteer hours for the Fox Valley Wave Swim Team are a required element for registering your swimmer(s) with the team. All not-for-profits cannot succeed without the help of the countless members volunteering time and talent to the organization. Fox Valley Wave is no different.

Our paid staff includes coaches and one administrative person. All other duties are performed by the Parent Board (all volunteers) and parents on the team.

Starting with the Fall/Winter 2018/2019 season, our volunteer program will be as follows:

All families will continue to be required to complete volunteer hours. Failure to complete the requirement will result in a \$200 fee at the end of the season. There are many opportunities to complete these hours and projects. Volunteer requirements must be met within the current season, and can not be carried over to future seasons. Volunteer requirements can be fulfilled through the following:

Swim Meet Volunteer – A minimum of three sessions throughout the fall/winter season and a minimum of 1 session throughout the spring season will be required to complete the volunteer requirement. These sessions can be completed at ANY meet or a combination of home or sponsored meets.

Committee Lead/Member – A minimum of 9 hours completes the volunteer requirement. A combination of meet volunteer hours and committee hours may be necessary to complete the 9 hour requirement. Examples include: Best Time Beads Coordinator, Scrip Coordinator, Official at home meets, Committees for meets (concessions, raffles, sponsorship), General Fundraising Committee, Swim Clinics, Small Social Committees (banquet, state celebrations) and other opportunities as approved.

Board Role – Members of the Parent Board complete well beyond any minimum requirement stated above and are thus exempt from volunteer requirements.

FOX VALLEY WAVE SWIM TEAM TRAVEL CODE OF CONDUCT

On occasion, swimmers participate in events and meets without their parents in attendance. When the **Fox Valley Wave Swim Team** (the Team) designates such an event or meet as a “Team Travel” event, all swimmers who attend must travel with the team and adhere to the following Travel Code of Conduct.

Each team member is reminded that when traveling on team trips, competing in meets, and attending other swim team related functions, you are representing both yourself and the **Fox Valley Wave Swim Team** program. Your behavior must positively reflect the high standards of the Team.

GENERAL

- All swimmers and chaperones traveling with the team must attend all team functions and are expected to know all travel/meeting schedules and strictly adhere to them. Coaches and/or their designees will establish warm-up times and other trip-related timetables as needed. Being prompt and on time is essential.
- All swimmers are expected to remain with the team at all times during a trip. Swimmers are not to leave the pool, the hotel, restaurant, or any other place at which the team has gathered without the permission of a coach or chaperone. Any exception to this rule must be jointly approved by the Coach on site and/or their designees.
- Rooms and travel vehicles are to be treated with respect and kept neat. Belongings should be kept together and all trash deposited appropriately. Any damage to rooms or vehicles will be the responsibility of the parties involved and may result in being sent home early from the trip at the parents’ cost.
- The directions & decisions of coaches/chaperones are final.
- Swimmers are to refrain from inappropriate physical contact.
- Swimmers are to refrain from use of inappropriate language.
- The underage use or purchase of alcoholic beverages is unacceptable at any time.
- Use of drugs other than those prescribed by your physician is unacceptable at any time.
- The use of tobacco is unacceptable by any swimmer at any time.
- When group meals are contracted with a hotel or restaurant, all swimmers and chaperones on the trip are expected to participate in and share the cost of these meals, including gratuities.

- When visiting public places such as shopping malls, movie theatres, etc., swimmers will stay in groups of no less than three persons. 13 years of age and under swimmers must be accompanied by a chaperone.
- If a Fox Valley Wave Swimmer would like to return with his/her parents, he/she may leave if the event or his/her meet is over and permission is granted by the Coach and/or his designee. However, the swimmer is still responsible for full round-trip transportation costs.

TRANSPORTATION

- When traveling by car or van, swimmers must wear seat belts and remain seated at all times.
- Swimmers should not ride in a coach's vehicle without another adult present who is the same gender as the swimmer, unless prior parental permission is obtained.

HOTEL

- Male swimmers are not allowed in female swimmers' hotel rooms, nor are female swimmers permitted in male swimmers' hotel rooms, (of our team or any other), unless a chaperone/coach has granted permission (e.g., for a small group of swimmers to watch a movie). Hotel rooms with mixed group activities must have the doors open at all times.
- During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- During overnight team travel, if swimmers are paired with other swimmers they shall be of the same gender and should be a similar age. Where swimmers are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When swimmers are age 12 & under, chaperones and/or team managers may stay with swimmers. Where chaperones/team managers are staying in a room with swimmers, they should be the same gender as the swimmer and written consent should be given by swimmer's parents (or legal guardian).
- Swimmers must stay in the hotel room assigned to them. Swimmers may not change rooms or roommates without authorization from a coach, or designated chaperone.
- All swimmers are expected to strictly adhere to the curfew established. At curfew, all lights, TVs, and all electronic equipment must be turned off. There is to be no telephone or cell phone use, including texting, Skype, FaceBook, twitter, etc., after curfew.
- Swimmers are expected to be quiet and respect the rights of teammates and other hotel guests during evening hours.
- Use of the hotel telephone is prohibited except in an emergency. There shall be no incidental room charges allowed (movie rental/room service).

FORMS

- All release forms must be signed prior to the trip.
- Team officials should obtain a signed Liability Release and/or Indemnification Form for each swimmer.
- Team officials should carry a signed Medical Consent or Authorization to Treat Form for each swimmer.
- The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate team or LSC leadership and the parent or legal guardian of any affected minor swimmer.

Swimmer's Signature

Date

Swimmer's Signature

Date

BASIC OPERATING PROCEDURES

Member Registration:

- All registration will take place via the on-line registration module available through our Team Unify Website. For those new to the team, assistance with the initial registration process will be provided by the Parent Board or Team Administrator (if applicable).
- All communications regarding the registration process will be sent to the membership through an email distribution push to current members, and additional information will be made available on the team's website.

Practice Team Assignments:

- Practice team assignments are determined by the coaching staff and are based on several elements including, but not limited to age, maturity level, and ability to complete the required test set/criteria.
- Practice team assignments are posted on the website prior to the registration period for each new season.
- Any questions regarding member placement in a particular swim team, should be directed to the lead coach for that practice team.

Practice Schedules:

- Practice schedules are created and maintained by the head coach(es) with the assistance of the board as necessary.
- Practice schedules will be posted on the team website under the Calendar tab.
- Best attempts will be made to arrange for a general practice schedule prior to each season's registration.
- Last minute changes to a practice schedule will be communicated by any or all of these methods:
 - Website posting
 - Email push and text messages

Meet Entries:

- All meet entries will be collected through the website meet sign up module. Coaches will ultimately decide events for members even if a parent pre-selects their child's events. Lead Coaches for each group will work with the Head Coach for proper meet entry.
- Meet entry submission will work according to the host team's outline.

Payment of Fees:

- Each member shall choose from the registration payment schedules offered (i.e. Pay in full, Installment pay).
- Meet fees will be charged to each member's account following each meet. These fees will be charged even if a team member does not compete in an event.
- The Treasurer will invoice Family Accounts monthly for both due registration and meet fees.

FOX VALLEY WAVE FUNDRAISING

Fundraising for the Fox Valley Wave Swim Team is required when registering your swimmer(s) with the team.

Our Fundraising program will be as follows:

All families will be required to raise \$75 during the fall/winter season, \$25 during the spring season, and \$25 during the summer season. The full fundraising fee will be billed to your account after registration. Funds raised to offset the fundraising fee will be credited to your account. These fees can be “made up” through Scrip, HuTerra, or fundraising “your way”.

PURPOSE

Fees and money raised from our meets do not meet all our budgetary requirements. Fundraising requirements will be reviewed annually and adjusted as necessary for budgetary needs.