

MSS Policy Manual



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Financial Policies

Payment Financial Policy

All payments are to be made to MSS. Currently MSS accepts checks and cash for payment options. Payments are to be submitted directly to the treasurer with the exceptions of registration payment night and the wreath sale where payments may be made to the registration team and fundraising chair respectively.

Each meet a swimmer participates in has associated fees that will be billed to their Team Unify account. By signing up for a meet, a member agrees to pay the associated fees for the meet. We do not reimburse for meets a member signs up for but is unable to attend. If a swimmer is unable to attend a meet, they need to notify the coach immediately so relays can be restructured. In the case where relays cannot be restructured that swimmer may be billed for the entire relay (as well as their individual events).

For a member to remain in good standing their accounts must remain under \$100 and be paid monthly. We do accept prepayment for families wishing to maintain a positive balance.

The treasurer has the responsibility of recording all transactions both for the club and for individuals. Currently individuals can verify each transaction in their Team Unify account.

Reimbursement Financial Policy

All reimbursements require a receipt for proof of purchase. The club needs this receipt for tax purposes and because it is good business practice. The receipt will be attached to an MSS Reimbursement form (currently a pdf version of this is on our website in the documents section) and properly filled out to indicate the purpose of the purchase, the individual requesting, the president's signature and the individual's signature. Your signature indicates you have purchased the item(s) for an approved purpose on behalf of the club. If you have any question about what is an approved purpose please check with the president or treasurer. The club uses a budget in order to plan and execute it's business and all expenses are required to fall into approved budget categories. Only approved officers and coaches may purchase items on behalf of MSS.

Wreath Fundraising Financial Policy

The wreath sale is our only currently required fundraising event. This is a per family fundraising requirement for all Shark families with the exception of board members and currently registered officials. All families prepay their determined amount during fall registration.

All information regarding the dates of the sale and when and how to turn in orders will be published by the fundraising chair. These dates and details must be followed in order to participate in this fundraiser.

We encourage all families to sell wreaths as this fundraiser helps our club tremendously. If a family does not wish to participate, then the amount they prepaid at registration will cover their obligation as it is considered a “buy out” option. Families should collect for the wreaths they sell. On the designated pick-up night, each family will pay for their wreaths by a single check to MSS (or cash).

For families participating in the wreath sale, they can recover the buyout amount they paid (not more) in the following manner:

- For each defined unit (currently each item) the family sells, \$10 will be removed from their invoice when they pick up their wreaths.
- Each family may recover up to the amount they paid.

Elite Meet Financial Policy

Athletes attending elite meets like the Grand Prix and Junior National meets will be billed an extra fee to pay for coaching expenses. This fee will be split among the participants of the meet and will be billed to each families Team Unify accounts upon return from the meet. The amount will be calculated by the treasurer and will be based on 50% of the airline ticket and hotel costs for the coach. The club is responsible for arranging all coaching accommodations. An estimate can be furnished upon request prior to committing to a special event. The club will pay the remaining 50% of the airline ticket and hotel costs, all food, rental car (if applicable) and coaching time.

These meets are a great opportunity for our qualified athletes to receive experience and individual coaching attention. Sharks are happy to support our elite athletes! We hope our elite athletes are happy to support their club.

Check Acceptance Policy

The McFarland Spartan Sharks will accept check payment for items such as swim registration, splash fees, and club events and equipment. Checks must meet all of the following requirements in order to be accepted by the club:

1. All checks are to include the name, address, and telephone number of the person signing the check.
2. Checks must be from local or in-state bank
3. Starter checks, unnumbered checks or non-personalized checks will not be accepted.
4. All initial checks must have the current date. The club may accept pre-dated checks but this is at the discretion of the Treasurer.
5. All check writers will pay a service charge and any additional bank charges when a check is not honored.
6. The McFarland Spartan Sharks have the right to refuse to accept additional checks from people who have written bad checks and not made restitution in a timely manner. Restitution will include paying any service charges plus any bank charges due.

7. Treasurer will be responsible for detailed recording of all communication and reporting payment issues to the President, CEO and any other board members necessary.
8. The McFarland Spartan Sharks reserves the right to pursue legal action if bad checks are not honored in a timely matter. This is in compliance with Wisconsin Statutes Section 943.24 regarding writing of worthless checks and in particular that check or payment of less than \$2500 is considered a Class A misdemeanor.

If a bad check is received by the club, the policy will be as follows:

First Bad Check Written

- Account holders will be contacted by phone or email (Attachment A) and by mail (Attachment B) by the Treasurer regarding the option to resubmit payment.
- The option for a payment plan will be discussed.
- Restitution (as defined above) is made within 10 days of contact.
- Children may keep swimming and sign up for swim meets and team events as long as the payment plan or restitution has been made within 10 days of contact.
- No further payments will be allowed to be delinquent for the remainder of the swim season.

Second Bad Check Written

- Account holders will be contacted by Treasurer by email (ATTACHMENT C) and mail (ATTACHMENT D), identifying the check number, amount of the check, bank on which the check was drawn, date on which the check was written.
- Restitution (as defined above) will need to be made within 10 days.
- If restitution is not made in a timely manner, the swimmers will need to refrain from practice and all swimming events.
- Accounts will not be able to incur any further club expenses such as splash fees, dues or equipment and swimmers will not be allowed to participate in practices or swim meets.
- Family cannot sign up for the next swim session until account is at a zero balance by the day of registration.
- If account is not a zero balance by the day of registration, they will lose priority registration
- Registration fees must be then made in CASH only.
- If payment is not at zero balance by the day of registration, the McFarland Spartan Sharks has the right to charge a service fee which must be paid at the time of registration.
- Registration fees must be paid in cash on the day of registration payment unless payment plans have been arranged prior to that date. These payment plans are subject to approval by the Board of Directors.
- Splash fees will need to be PRE-PAID for the entire next season.
- If restitution is not made, the McFarland Spartan Sharks reserves the right to pursue formal legal action.

Any additional bad checks or failure to bring balance owed will incur legal action and could result in permanent refusal to become a member of the McFarland Spartan Sharks.
(For attachments refer to Treasurer's Binder)

Financial Assistance Policy

MSS has developed a policy to help ensure that our swimmers continue on the team even when an unexpected financial need arises. Every year, the MSS Board approves an amount set aside to assist our families in need. This fund is intended to provide temporary financial assistance. Those seeking assistance are to complete an application and this is submitted for consideration to the Review Committee. The review committee consists of the MSS CEO, President, Treasurer and Registration Chair. All applicants' identities are kept confidential. A majority vote is required to award funds and this is given as a credit to their Team Unify account. The review committee may not recommend financial assistance and the ultimate decision of the committee is final. Preference will be given to current and returning swimmers, but assistance in general is awarded on a first-come-first serve basis. The financial assistance includes: swim registration fees, USA swim fees, fundraising fees, and home meet splash fees. Financial assistance will not include travel, swim gear, swim clinics, fundraising requirements, social events or other charges of the Club.

The MSS policy financial assistance awarded by session as follows:

1st Session Request - Maximum of 100% financial assistance

2nd Session Request - Maximum of 50% reduced fee and payment plan

3rd Session Request - Maximum of 25% reduced fee and payment plan

4th Session Request - No financial assistance or reduced fees but will work out a payment plan with the Treasurer.

It is expected that those who are awarded financial assistance pay for any additional expenses incurred during the swim session on a timely basis. If any expenses are not paid in full monthly, if the swimmer fails to participate in a majority of practices, or if there is any violation of the MSS swimmer's code of conduct, financial assistance will be retracted. Volunteering for club events is an expectation for all MSS families, including those receiving financial assistance.

Registration Policy

Registration is open to anyone who wishes to participate in our program and is in good standing with our club both financially and with respect to our team policies. If you have a question as to whether or not you are in good standing both the president and treasurer maintain an active list of families and or swimmers who do not meet this requirement.

Our registration process is published on our website. It defines when registration opens for each of the various sessions and for currently registered members and new members. Currently we process registrations online through our Team Unify site. Members wishing to join our club must follow this process in order to register.

Your priority is assigned by family. Each family with an active swimmer year round has the highest priority. The next priority is for families with a swimmer during the fall/winter season. Following this is families with an active swimmer during the summer season. The lowest priority for current members is those with a spring session swimmer. These priorities were set in case a group fills up before opening up our registration to new families. It is always our intent to plan for and maintain all our current swimmers!

Rosters for each group will be filled in the following manner:

- Families with currently active swimmers will be placed first according to the priority defined above.
- New families will be placed next in the order they registered (currently using electronic time stamp) until rosters are at capacity.
- A wait list is compiled of swimmers still interested in swimming with our club when a roster is filled. These families will be communicated to by our registration team

A swimmer is not registered until payment is made on payment night. All fees are listed on our website for each registration. We require your account to be up-to-date prior to registering your swimmer(s).

Failure to pay at payment night will forfeit your roster position(s).

After a swimmer has registered and the club has submitted their USA Swimming registration, that athlete is registered with our team. It is the responsibility of the registration team to verify each MSS swimmer is registered with USA Swimming.

Team Policies

MSS follows all USA Swimming Athlete Protection Policies and USA Swimming Code of Conduct. The most recent updates to these policies can be found on USA Swimming's website.

Team Policy on Behavior

Each family upon registration must sign an MSS Code of Conduct agreement. This document is on our website under both the "Parents" and "Documents" tabs. Violation of any part of this agreement may lead to suspension or dismissal from the team. In either case, refunds will not be given for unused training. All splash fees are due and depending on the violation the swimmer and or family may be placed on the list of people not in good standing with the club.

Team Policy on Social Media

Coaches and Board Members will not become “friends” with MSS athletes under the age of 18. The team FB and Twitter pages will be actively monitored for appropriate comments and posts. The purpose of our MSS Social Media is to recognize and praise our athletes and coaches and inform parents and athletes of any scheduling changes.

Team Policy on Awards

The purpose of our awards program is to recognize milestones in our swimmers careers. Our team policy on awards is detailed in our parent handbook. We recognize swimmers at all levels and actively seek new opportunities and tools to help our swimmers achieve their goals.

Team Policy on Injury

If we have a swimmer with a medical condition that prevents them from being in the water for a period of over 3 weeks we will refund their registration fee given the following conditions:

- The parent or guardian of the injured or ill swimmer notifies the President or CEO in writing.
- A note from a doctor or PA is turned in to the President or CEO

Upon receipt of these items the President/CEO and Treasurer will work together to calculate and process the amount of the refund. The calculation will be based on weeks unable to participate left in the season from the date notification was received. No refund will be made for USA registration, fundraising buyout or bus fees. Splash fees will be subtracted from the refund amount.

Team Policy on Athlete Pick-up

Parents should plan on picking up swimmers no later than 15 minutes after practice ends unless they have made other arrangements with coaches. There is no supervision in the hallways after practice. Any swimmer who is waiting beyond 15 minutes should remain in the pool area. If a swimmer is consistently picked up late or has behavioral problems after practice or in the locker rooms, they may be removed from practices until a correction plan is established.

Team Policy on Group Travel

Purpose: Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar. Team travel is a privilege reserved for those athletes who have demonstrated maturity and respect for our coaches and team.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned

and supervised by the club. All McFarland Spartan Shark team travel will be in accordance with USA Swimming Safe Sport policies.

Section 1 - USA Swimming Required Policies

Club and LSC travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered level 2 criminal background check. (305.5.B)
- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

Section 2 - Team Policies

Eligible to Travel

- a. Prior to travel the head coach will seek approval for the trip from the board.
- b. Prior to travel the head coach will submit a list of swimmers for approval to the treasurer. Swimmers need to be in good financial standing (as defined in our financial policy) in order to participate. The treasurer will return the list to the head coach removing any ineligible swimmers.
- c. Travel plans need to be detailed (dates, method of travel, hotel, etc...) in order to come up with an estimated cost for the trip. The head coach will submit plans and work with our vice president or designated travel coordinator to estimate travel costs for the trip prior to signing up.
- d. Athletes will be responsible for paying 50% of the cost of the trip 2 weeks prior to departure. The treasurer's confirmation to the head coach of payment will constitute board authorization for the athlete to participate.

In Preparation for Travel

- a. A copy of the MSS Code of Conduct must be signed by the athlete and his/her parent or legal guardian prior to any travel. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the McFarland Spartan Sharks. Athlete behavior must positively reflect the high standards of the club
- b. A parent or legal guardian must submit a signed liability release for the athlete.
- c. The head coach or chaperone must compile a signed Medical Consent or Authorization to Treat Form for each athlete.
- d. Chaperone(s) will be selected by the head coach/board president and must have a level 2 background check w/ USA Swimming, be in good standing with the club, and willing to pay for their own travel. The number and gender will be decided by the head coach.

During Travel

- a. 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.
- b. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- d. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- e. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- f. Curfews shall be established by the team each day of the trip.
- g. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- h. The directions & decisions of coaches/chaperones are final.
- i. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- j. When visiting public places such as shopping malls, movie theaters, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- k. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the board of any affected minor athlete.
- l. Swimmers are responsible for all incidental charges during travel including their room service charges, any damages to a room, all meals and recreation.

Section 3 - Failure to Comply

- a. Failure to comply with the Honor Code or Travel Policy as set forth in this document may result in disciplinary action. The decision of the head coach is final. Such discipline may include, but may not be limited to:
 - i. Dismissal from the trip and immediate return home at the athlete's expense;
 - ii. Disqualification from one or more events of the competition;
 - iii. Disqualification from future team travel meets;
 - iv. Financial penalties;
 - v. Dismissal from the team; and/or
 - vi. Proceedings for a LSC or USA Swimming National Board of Review.

Section 4 - Completion of Travel

- a. Upon completion of the trip appropriate fees will be billed to the splash fee account for each athlete. This amount is due upon receipt in order for the athlete to remain eligible per our payment financial policy.

Team Policy on Coach/Official Training

MSS is happy to reimburse coaches and officials for their background checks and USA training and certification courses. Please follow the Financial Reimbursement Policy to apply for reimbursement.

We recognize it is important to maintain currency with all USA Swimming regulations and will support our coaches and officials.

For other training please seek out approval from the President/CEO prior to registering for a course.

Team Policy on Visiting Coach

MSS is happy to schedule visits with visiting coaches. All requests should be made to the Head Coach and Board President. The Head Coach will approve the date and time pending a current background check and athlete protection training documents have been sent to the President. This is to protect our kids and our community.

Team Policy on Guest Swimmers

USA Swimming Members from other clubs may practice as guest swimmers for up to 7 days without charge. Beyond 7 days arrangements for payment must be made through registration chairs. All guest swimmers must meet all MAAPP requirements prior to practicing with the team.

Board Policies

Good Standing Policy

MSS Board Members must remain in good standing, as defined in the Payment Financial Policy, while serving in their position on the board.

Exemption from Wreath Sale Policy

MSS Board Members are not required to sell Wreaths during the annual fundraiser. Their services to the club are valued as their contribution towards meeting the fundraising requirement. Officials actively volunteering in our home meets are also exempt from this fundraiser.