

Piranha Swim Team Parents' Organization

PSTPO

Procedures Manual

April 2016

The following policies, practices and procedures are written to provide a framework for normal day-to-day operations of the Piranha Swim Team Parents Organization (PSTPO). Any circumstances that would require deviation from the written policies and procedures would require prior authorization from the CEO of the YMCA of Indiana County (YMCA). The policies, practices and procedures will be reviewed annually for accuracy and completeness.

The PSTPO exists to support the YMCA swim team program and enhance the experience of our swimmers. This volunteer led group of parents provides critical assistance and serves in numerous functions which enable the YMCA to continue to keep our swim team program affordable for all. There are a number of positions available in which to serve including: volunteer leadership positions, chairperson positions and swim meet volunteer positions. It is essential that all parents fulfill the expectations of the team in serving in these roles to ensure the success of the team as a whole.

This program functions under the direction of the Head Swim Coach, Aquatics Director, and other members of the YMCA Senior Leadership team. The primary purpose of the PSTPO is to coordinate various Events/Activities throughout the swim season that are intended to be team building and enjoyable for all. Some events include: DelGrosso Amusement Park Day, Fall Festival, Night at the Races, pizza/pasta parties and more.)

Purpose

- The PSTPO is established as an organized group of volunteers who have a common interest in the support and advancement of the YMCA of Indiana County's swim team program.
- The purpose of the PSTPO organization is in alignment with the YMCA's mission and vision and the YMCA's Board of Directors and CEO enthusiastically endorses their volunteer support.
- Swim team programming typically encompasses children ages 6-18. Occasionally and with prior coaches permission, children under the age of 6 may join the team.
- The team will practice year round and training may take place at the Y, Mack Pool and occasionally at IUP.

PSTPO Membership

- Parents of swimmers age 18 years of age or younger are members of the Piranha Swim Team Parents Organization are automatically a member of the PSTPO.
- Swimmers must pay all fees associated with being a part of the YMCA swim team program including but not limited to: YMCA membership dues, seasonal swim team program fee, other elective fees (like USS membership), swim meet entry fees (if applicable).
- Parents of former swimmers may continue to volunteer for the purposes of advancing the program.

Officers

- Key PSTPO volunteers will serve in elected officer roles for the PSTPO that will function under the guidance of the Director of Aquatics.
- The PSTPO will elect from its own, a President, Vice President, Treasurer and Secretary to provide leadership for the volunteer committee.
- Additionally, the immediate former PSTPO President will serve as an officer.
- Officer positions will typically be elected at the Spring banquet with their term beginning immediately after election
- Elected officers shall serve a two-year term.
- Officers are expected to make every effort to attend all meetings. Officers who miss 4 or more meetings over the course of a year may be asked to step down from their elected position.
- Officers may be reelected after the conclusion of their term.
- Officer vacancies may be filled at any regularly scheduled PSTPO meeting provided the vacancy and proposed officer has been announced to the entire team 30 days in advance of the election.
- The President shall:
 - Create monthly PSTPO meeting agenda
 - Lead PSTPO meetings
 - Serve as the primary liaison between the PSTPO and YMCA

- Ensure adherence to all written and understood guidelines and principles including: PSTPO Procedures Manual, Swim Team handbook and other YMCA requirements and regulations
- Ensure a positive working relationship between PSTPO and YMCA
- Abide by PSTPO Code of Conduct
- The Vice President shall:
 - Keep swim team records up-to-date
 - Keep email list up-to-date
 - Work with Director of Aquatics to ensure all documents are up-to-date
 - Become President should the President vacate his/her position prematurely
 - Ensure adherence to all written and understood guidelines and principles including: PSTPO Procedures Manual, Swim Team handbook and other YMCA requirements and regulations
 - Ensure a positive working relationship between PSTPO and YMCA
 - Abide by PSTPO Code of Conduct
- The Secretary shall:
 - Create minutes after each PSTPO meeting
 - Maintain the official records of the PSTPO
 - Gather and keep copies of committee meeting minutes
 - Ensure adherence to all written and understood guidelines and principles including: PSTPO Procedures Manual, Swim Team handbook and other YMCA requirements and regulations
 - Ensure a positive working relationship between PSTPO and YMCA
 - Abide by PSTPO Code of Conduct
- The Treasurer shall:
 - Keep accurate records of all PSTPO transaction and account balances
 - Reconcile accounts regularly with YMCA Director of Business Services
 - Ensure purchases are budgeted and follow disbursement guidelines
 - Execute approved disbursements
 - Manage swimmer account balances
 - Prepare annual budget
 - Ensure adherence to all written and understood guidelines and principles including: PSTPO Procedures Manual, Swim Team handbook and other YMCA requirements and regulations
 - Ensure a positive working relationship between PSTPO and YMCA
 - Abide by PSTPO Code of Conduct

PSTPO Committees

- The PSTPO officers shall hold election for or appoint committee chairpersons in critical volunteer leadership positions necessary for the effective operations of the PSTPO. These chairperson positions include but are not limited to:
 - Meet Manager - coordinates all swim meet volunteer workers for swim meets we host or sponsor, organizes and runs dual meets, and is responsible checking working order of the stopwatches and electronic starting equipment. He/She also serves as the Nominating Chair for new officer selection.
 - Concession Chair - is responsible for all aspects of concession operations for home dual meets and INDY sponsored invitational events.
 - Entertainment Chair - coordinates all aspects of the Fall/Winter Season Banquet, Fall and Spring Kick-Off Events, Light-Up Night, Winter Pizza Parties/Spaghetti Dinners, Novice Festivities, Ribbons, Summer Donut Days, Summer Amusement Park Outing, and any other special events.
 - Fundraising Chair - coordinates all aspects of additional fundraising events organized by the PSTPO and ensures all “small games of chance” guidelines are in compliance when using the YMCA’s license.
 - Golf Outing Chair
 - Night at the Races Chair
 - US Swim Chair - assists in scheduling US Swim Meets, submits meet entries for our US Swim Meets using designated team and meet management software, keeps track of entry deadlines for meets and coordinates these with our US Swim Parents.
 - Website Chair - manages the swim team website content and updates information regarding meet results, upcoming events, team records, team stats, parent communications, and important information based on the needs of the head coach.

- Public Relations Chair - handles outside communications concerning swim team activities, dual meets, league standings etc. with local newspapers and/or radio. He/She also updates the bulletin board with candid photographs of swimmers and distributes said photos at the Spring Banquet. He/She shall also schedule the group and individual pictures for the swim team and coordinates the swim team yearbook.
- Team Apparel/Cap Chair - coordinates team orders of apparel and swim caps that will be purchased by the parents. Reviews all design ideas with YMCA Brand Compliance officer to ensure items meet Y-USA guidelines.
- Equipment/Purchasing Chair – orders team apparel, ribbons and other related items. The Equipment/Purchasing Chair is the only authorized person permitted to make purchases for the swim team.
- New Family Liaison Chair - reaches out to new swim team families to guide them through the expectations of swim team parents as well as answer questions.
- Values Committee Chair - ensures that the PSTPO promotes those values that are integral to the Indiana County YMCA.
- Transportation Chair - schedules transportation to away meets including dual meets and single day championship meets, coordinates payment from the PSTPO to the bus company, decides on fees for riding the bus based on the total bus charge, organizes a sign-up list of bus riders, and collects money from the bus riders.

Role of the PSTPO

- The PSTPO shall provide support and assistance to the YMCA's Director of Aquatics in relation to the swim team program.
- The PSTPO is accountable to the YMCA Director of Aquatics, Associate Executive Director, CEO and Board of Directors.
- The PSTPO will engage swimmers' parents to volunteer to support the programs and activities of the PSTPO.
- The YMCA Board of Directors shall be the sole board of Directors for the organization, known as the YMCA of Indiana County.
- The PSTPO will communicate a written summary (minutes) of any meetings or activities regarding the program. The Associate Executive Director and/or Director of Aquatics should be in attendance for each meeting held regarding the PSTPO.
- The PSTPO shall meet as necessary to aid in the planning of program, fundraising and special events for the swim team.

PSTPO Meetings

- Typically the PSTPO will meet monthly at the YMCA. Every attempt will be made to hold the meeting on a consistent day and time.
- Meetings will loosely follow Roberts Rules of Order.
- A meeting agenda will be prepared in advance.
- Committee chairpersons are responsible for submitting both meeting minutes as well as items requiring action for approval to the President in advance of the meeting agenda preparation. Each action item will be a line item on the agenda.
- Meetings will begin with a call to order at the designated meeting time. Meetings must meet Quorum requirements in order to vote on action items. If quorum is not met, the meeting may still take place, however, action items cannot be resolved.
- A quorum will be met when at least 5 members of the PSTPO and 2 officers are present.
- At each meeting, the President shall appoint a referee and auditor to aid in the management of the meeting agenda. The referee will ensure there are no side bar conversations that side track the meeting. The auditor shall ensure that discussion items that are not on the agenda are held till the end of the meeting and discussed then if time permits.

YMCA Board Representation

- The PSTPO shall be invited to recommend one of their officers to be considered to sit upon the board of directors of the YMCA. If so interested, this person must be willing and able to fulfill all YMCA Board of Directors responsibilities.

- The YMCA Board of Directors shall reserve 1 position on the YMCA board for representation of a PSTPO member. The PSTPO may nominate its member and submit the nomination to the YMCA board development committee chairperson. Pursuant to the regular nomination and voting procedures and rules in the YMCA's by-laws, the YMCA board shall consider the nominee and record the vote to accept or not accept the individual nominated. If accepted by the YMCA board, the PSTPO nominee shall serve as a member of the YMCA board with full rights, privileges and responsibilities in accordance with the YMCA's by-laws, job descriptions, and expectations.

Policy Authority

- In compliance and conformity with the YMCA Bylaws, Rules, Regulations and policies, the YMCA of Indiana County's Board of Directors is the sole policy making board.
- The PSTPO is encouraged to share ideas that improve our swim team program. When appropriate, the PSTPO may recommend the CEO consider policy revisions. When this is the case, the CEO will determine the proper course of action. If board approval is required, the CEO will take the subject matter to the YMCA Board of Directors for consideration.
- If the PSTPO recommends the addition of or amendment to any YMCA policy, the CEO will involve the YMCA Executive Committee in determining the proper course of action.

Operational Authority

- The Head Swim Coach will provide day-to-day oversight to the operation of the swim team program. All operational decisions are finalized by the Director of Aquatics, Associate Executive Director and CEO.
- The PSTPO will provide volunteers to support to the Head Swim Coach and Director of Aquatics in terms of: practice support, swim meet operations, fundraising activities/events, and non-swimming activities/events for the swimmers.
- Purchases of equipment or services must be done in accordance with the Y's existing purchasing guidelines. The elected Treasurer will be required to meet with the YMCA's Director of Business Services to learn and adopt these procedures.

PSTPO Budget and Check Requests

- The PSTPO will develop and approve an annual budget for the purposes of supporting swim team related expenses not covered by the YMCA.
- The budget will include both planned revenues and expected expenses for the PSTPO operating year June –May.
- The annual operating plan should be developed with a plan to generate positive net revenues at the conclusion of the fiscal year. This surplus will be retained in a designated swim team account for future large swim team expenses like: timing system, scoreboard, record board or other large items.
- The PSTPO budget will be prepared by the Treasurer and approved by the PSTPO at the April meeting.
- Committee chairpersons are permitted to operate within approved budget guidelines to manage their committee responsibilities.
- Unbudgeted expenses must be approved at a monthly PSTPO meeting prior to those expenses being authorized. Any expenditures incurred without prior proper authorization may not be reimbursed.
- All expenses must be submitted to the Treasurer on the proper forms with proper approval signatures.
- All expenditures must be accompanied by either multiple bids for a product or service, with the best option being selected.
- All expenses must have receipts submitted for tracking purposes
- All checks require a PSTPO officer signature and an approved YMCA signature.

Lines of Authority

- All swim team staff or volunteers will report directly to the Head Swim Coach and Director of Aquatics who has the authority to make personnel decisions (i.e. hiring and firing, training, supervision, disciplinary actions, etc...).
- The swim team staff and volunteers do not report to the PSTPO. Nonetheless, the Director of Aquatics shall establish a supportive and cooperative relationship with the PSTPO. The Director of Aquatics shall ensure that the PSTPO is provided information and statistics relevant to promote and raise funds for the swim team. The PSTPO may request the Director of Aquatics to invite swim team staff or volunteers to attend PSTPO meetings to provide program updates.
- The Director of Aquatics reports directly to the Associate Executive Director.

Accountability and Communication to the YMCA

- As the parent organization, the YMCA assumes responsibility for the PSTPO in conformity with the YMCA standards of practice and service delivery. The CEO shall manage all necessary communications with the Y-USA national affiliate. The PSTPO, program director or swim team staff or volunteers shall not have independent communications with the Y-USA national office.

Fundraising Authority

- The PSTPO and program director shall inform the CEO of any proposed grant writing, fundraising or promotion activity to make sure that it is in compliance with the YMCA bylaws, rules, regulations and Articles of Incorporation.
- Fundraising activities requiring the use of the YMCA's small games of chance license must receive prior approval from the YMCA Director of Development so as to ensure all requirements and regulations associated with utilizing the PA State small games of chance license are upheld.
- In order to ensure a coordinated approach to all fundraising activities, events and requests; no single request in excess of \$250 will be made without first seeking approval of the CEO or fundraising professional employed by the YMCA. This will aid in eliminating double asks and minimize any potential confusion our donors may have.
- All annual fundraising activities should be communicated to the Director of Development so that every effort may be made to avoid overlapping events or activities.

Fundraising Obligations and Planning

- One of the primary purposes of the PSTPO is to raise funds and other resources to support the swim team program and services.
- Annually, the PSTPO elected officials will work with the Director of Aquatics and the Director of Business Services to develop an annual budget. This budget will include plans for all activities throughout the year. Each activity should contain adequate details of income and expenses expected for each event and then rolled up for the year. Every effort should be made to have this plan yield a net positive income for the purposes of funding future large purchase items. Once complete, this plan must be shared with the entire PSTPO for their approval.
- Proposed fundraising activities may include organized appeals, campaigns, events, grant writing and other strategies. Upon the PSTPO's request, the CEO or other YMCA management staff shall provide marketing & planning assistance in coordination of other YMCA appeals by providing best practices, approving materials, shadowing and other support.
- All literature and electronic presences must be in full compliance with Y-USA brand standards. Documents may not be created or distributed without first obtaining the YMCA's brand expert approval. All literature must be approved by the Director of Aquatics prior to publication.

Funds Allocation

- The YMCA commits to providing a legal, corporate and administrative structure for PSTPO related activities and the program services. The YMCA also commits to providing support to the PSTPO's efforts to raise funds for the program.
- Any funds raised or donated to the PSTPO will be considered restricted and be used specifically for that purpose.
- In the unlikely event that the PSTPO would cease to exist, all funds and assets would be absorbed by the YMCA and used for the purposes of aquatics programming.
- All funds donated, granted or allocated to or acquired by the PSTPO shall be the property of the YMCA.
- All funds shall be deposited in the YMCA accounts and recorded in the financial records of the YMCA as restricted funds for the PSTPO.
- The YMCA shall designate, dedicate, track, and report distinctly the funds intended for use for the PSTPO.
- The PSTPO may not open a bank or other type of account in the name of or for the purpose of supporting the swim team.
- All equipment and supplies and other property donated, acquired or purchased for the use of the swim team shall be the property of the YMCA.
- Purchases for the swim team where the Y already has an existing account will be made using the existing account and noted by the Director of Aquatics as a PSTPO expense.

- The YMCA shall manage all PSTPO funds as a part of the overall organizations fiscal responsibility. These funds will be included as a part of the Y's annual audit.
- The YMCA shall provide monthly financial reports to the PSTPO. The reports shall reflect revenue dedicated to and expenses charged by the PSTPO in a clear line item format.

Communication

- To include all print, electronic, public and private information shared about the swim team programs will be owned, controlled and originate from the YMCA Director of Aquatics.
- All PSTPO incoming mail correspondence will come directly to the YMCA and all outgoing mail will originate and be metered from the YMCA or its outsourced mail-house.
- The YMCA will maintain a mailbox for such mail and other communications with the PSTPO.
- All electronic communication: email, social media, and website will be owned and managed by the YMCA and program director responsible for the program or designee. The PSTPO will identify a volunteer to help with the upkeep of the INDY Swimming website and the information contained therein.
- All fundraising communications of any sort must be approved by the Director of Development.
- All communications must adhere to YMCA brand standard guidelines where applicable.

Liability Insurance

- The YMCA will include the swim team program, equipment and facilities as a part of its General Liability and insurance package.
- All volunteers must maintain current volunteer application paper work and complete required clearances to stay compliant with PA State Child Protection Laws.
- All volunteer paperwork and clearance requirements can be obtained from the Director of Aquatics.

Marketing and Recruitment

- The YMCA will include the swim team as a part of the overall organizational marketing and promotional plan.
- The PSTPO may plan a broad range of additional marketing, public relations and recruitment activities, but shall not execute plans without prior approval of the program director or other YMCA Senior Leader. Activities may include local media, campaigns, workplace and service club presentations, speeches, and forums.
- The YMCA shall develop and coordinate marketing and recruitment plans.

Agency Identification

- The PSTPO shall ensure that all printed materials including letterhead, notices, informational pamphlets, press releases, research reports, applications for funding, presentations, announcements and similar public notices include the statement the "Piranha Swim Team is a program of the YMCA of Indiana County." All foregoing shall be submitted to the program director, brand expert and CEO for prior review and approval.
- The YMCA of the USA has strict Brand Compliance guidelines. The PSTPO must work with our YMCA Brand Expert to ensure these guidelines are maintained.

Confidentiality

- All YMCA representatives and PSTPO members shall abide by all policies, practices, procedures and federal and state laws relating to the confidentiality of the records and information of volunteers and recipients of swim team program services.

Notice of Legal Claims

- If the Advisory Committee receives notice of any lawsuit, claim, audit, or request for inspection involving the PSTPO, they shall report such notice to the CEO immediately. The PSTPO is not authorized to respond to any demands or requests on behalf of the Y, PSTPO or swim team without the express written approval of the YMCA Board of Directors.