

# RALPH J. STOLLE COUNTRYSIDE YMCA

## TORPEDO SWIM TEAM BOOSTER

### CONSTITUTION

#### ARTICLE I NAME AND COMMISSION

This non-profit organization shall be known as the Ralph J. Stolle Countryside YMCA Torpedo Swim Team Boosters and hereinafter referred to as the Swim Team Boosters.

#### GENERAL COMMISSION

The Ralph J. Stolle Countryside YMCA Torpedo Swim Team Boosters are commissioned by and responsible to the Ralph J. Stolle Countryside YMCA Torpedo Boosters Board of Directors. The Torpedo Swim Team Boosters Board of Directors is commissioned by and responsible to the Ralph J. Stolle Countryside YMCA Aquatic Committee.

#### ARTICLE II PURPOSE

The purpose of the Swim Team Boosters shall be to assist the YMCA and Swim Coach(es) in any way possible to insure the smooth functioning of the Swim Team Program.

- Section 1. To implement the stated purpose and to uphold the standards of the YMCA of the USA Swimming Organization as they relate to competitive swimming and within the “Rules That Govern YMCA Competitive Sports.”
- Section 2. To promote organized competitive swimming for members of the Ralph J. Stolle Countryside YMCA.
- Section 3. To provide beginning through advanced levels of swimming activity geared to each swimmer’s ability level. The emphasis shall be on providing the maximum opportunity for competition for the largest number of swimmers, but the regular planned program of vigorous physical activity promotes individual physical fitness.
- Section 4. To work toward the continued improvement of the swimming facilities in the Warren County area.
- Section 5. To aid in the development of good character in boys and girls who compete in swimming activities through the Boosters demonstration and adherence to the YMCA core values of Caring, Respect, Honesty, Responsibility, and Faith.
- Section 6. To maintain an active swim team program in association with the appropriate standing committee of the Ralph J. Stolle Countryside YMCA Board of Directors and staff administrators.

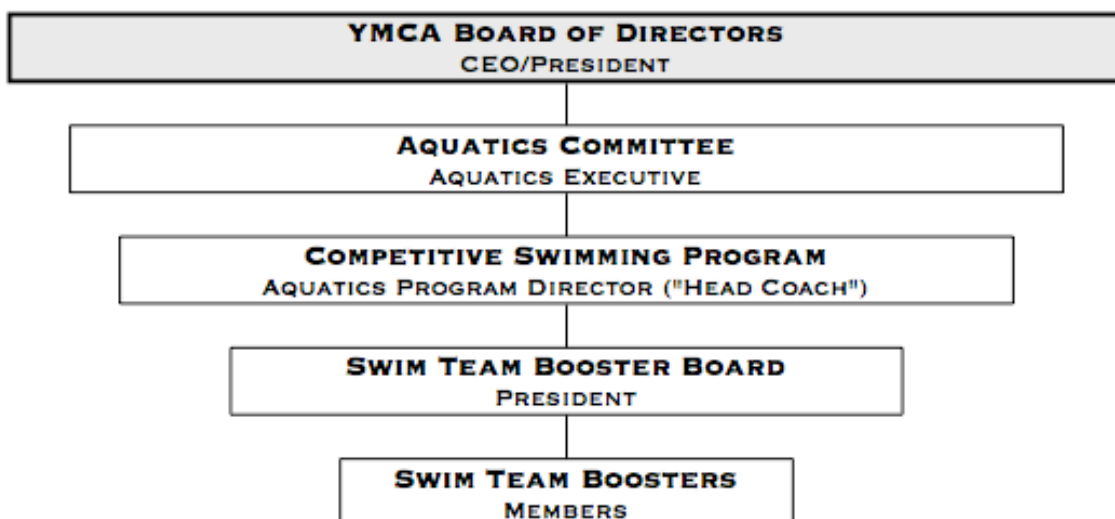
- Section 7. To assist in competitive swimming meets in which the Torpedo Swim Team participates which are scheduled at the Countryside YMCA pool or other area pools. Specifically, the Swim Team Boosters are:
- To provide trained officials for starting, timing, stroke and turn judging, and scoring.
  - To provide “host” and other subsidiary meet functions.
  - To provide and maintain meet record keeping and award functions.
- Section 8. To provide for periodic recognition of performances and achievements by the Swim Team and its members through publicity announcements, awards ceremonies, and other means of recognition.

### **ARTICLE III MEMBERSHIP**

- Section 1. The Swim Team Boosters shall be comprised of the parents or legal guardians of all registered members of the Countryside YMCA Torpedo Swim Team and other interested persons or volunteers as approved by the YMCA Aquatic Administration.
- Section 2. A member is considered to be in “good standing” when all financial obligations to the Ralph J. Stolle Countryside YMCA and to the Swim Team are current, and has demonstrated adherence to All YMCA core values of Caring, Respect, Honesty, Responsibility, and Faith.
- Section 3. Any Swim Team Booster in good standing has the privilege of holding office.
- Section 4. Office holders can make and second motions, debate motions and issues, and vote at Booster Board meetings.
- Section 5. The Swim Team Boosters Meeting is held as part of the Short Course season award ceremony.
- Section 6. All Swim Team Boosters in good standing can vote on issues presented by the Booster Board and can petition the Booster Board in writing (see Article VIII).

### **Article IV Organizational Structure and Board Positions**

The Swim Team Boosters operate within a hierarchy of the Ralph J. Stolle Countryside YMCA that is organized as shown.



The Swim Team Booster Board is a small group that is elected to represent the full body of the Swim Team Boosters and manages the on-going activities of the team in support of the purpose stated in Article II.

Section 1 Officers

The elected officers of the Swim Team Booster’s Board shall consist of a President, a Secretary, a General Treasurer, an Escrow Account Treasurer, a Meet Director, a Fundraising Chairperson, a Communications/Committee Chairperson, and a National Team Chairperson. The above named officers along with the Head Coach shall constitute the Swim Team Boosters Board of Directors. Each member of the Board of Directors shall have one vote even if one person holds more than one office.

A non-voting Past-President position shall exist for a period of one year from the time a new President takes office.

The CEO/President and the Aquatics Executive are *ex-officio* members of the Swim Team Booster Board.

President

1. The President shall exercise general supervision over the affairs and activities of the association.
2. The President is responsible for setting the agenda and for notifying the Booster Board, the Aquatic Executive, and the Head Coach of all board meetings.
3. The President shall assist the General Treasurer in drawing a yearly budget which will be proposed at the August Board Meeting, formally accepted at the September meeting pending availability of actual year-end figures, and presented to the Aquatics Committee Meeting in the 3<sup>rd</sup> Quarter for final approval.
4. The President shall provide communication between the Swim Team Booster Board and Countryside YMCA Aquatics Committee and the Aquatic Executive.
5. The President shall attend Southwest Ohio Swim League meetings.
6. The President shall serve as an *ex-officio* member of all committees.

7. The President shall nominate an eligible member to fill any vacant Booster Board position except for the position of National Team Chairperson. The Booster Board votes on the nominee.

#### Past President

1. The Past President shall assist the new President in his orientation to office and provide continuity from the past administration to the new one.
2. The Past President position shall exist for a period of one year from the time a new President takes office. After one year, the Past President position will be phased out.
3. The Past President may work on special projects deemed appropriate by the Booster Board.
4. The Past President is a non-voting position.

#### Secretary

1. The Secretary is responsible for taking notes and preparing minutes of the actions and activities of all meetings of the Swim Team Booster Board.
2. The Secretary prepares a summary of the Booster Board meeting minutes for publication to the full Swim Team Booster Members.

#### General Treasurer

1. The General Treasurer is responsible for all transactions related to the income to or outflow from the Swim Team General Fund Account.
2. The General Treasurer works closely with the President when preparing the annual budget, and monitors the actual expenses for each budgeted item throughout the year and prepares a report for the Booster Board meeting.
3. The General Treasurer will prepare financial reports including General, Escrow, and National Team accounts quarterly for audit by the YMCA Aquatic Executive and the President/CEO of the YMCA.

#### Escrow Account Treasurer

1. The Escrow Account Treasurer is responsible for all payments to a swimmers' escrow account and all disbursements from escrow accounts for meet entry fees, USA swim cards, and other items handled through the swimmers' escrow accounts.
2. The Escrow Account Treasurer will prepare monthly financial reports presented to the Booster Board and the YMCA Aquatic Executive.
3. The Escrow Account Treasurer will provide input to the quarterly financial reports for audit by the YMCA Aquatic Executive and the President/CEO of the YMCA.

## Fundraising Chairperson

1. The Fundraising Chairperson is responsible for the organization of the fundraising committee and developing fundraising programs and events.
2. The Fundraising Chairperson will secure the approval of the YMCA Aquatic Executive for all new fundraising programs and events and provide an annual summary of approved programs and events.
3. The Fundraising Chairperson will present to the National Team Chairperson a list of families eligible to transfer excess fundraising to the national team and will prepare a report detailing the amounts.
4. The Fundraising Chairperson will provide input to the quarterly financial reports for audit by the YMCA Aquatic Executive and the President/CEO of the YMCA.

## Meet Director

1. The Meet Director shall organize volunteers to conduct and/or aid in the running of dual or invitational meets.
2. The Meet Director is responsible for the committee tasked with the maintenance, upkeep, distribution, and re-ordering of all competition equipment and supplies. (This is exclusive of the starting blocks, lane lines, and the physical condition of the competition pools, which are the responsibility of the Head Coach.)
3. The Meet Director shall maintain close communication with the Aquatic Executive in preparation for all meets.
4. The Meet Director shall maintain a record of parent obligations for required meets, including but not limited to, the annual David A. Hewitt Winter Polar Bear Invitational, the Southwest Ohio Swim Officials Swimming and Diving Classic, the annual David A. Hewitt Summer Polar Bear Invitational, the Southwest Ohio Sectional and League Championships and the Great Lakes Zone Championships.
5. The Meet Director shall be responsible for scheduling workers for the Southwest Ohio Sectional and League Championship and the Great Lakes Zone Championship meets as assigned by the league.
6. The Meet Director shall maintain a list of all capital equipment, its location and condition. This list shall be provided to the YMCA Aquatic Executive annually.

## Communications/Committee Chairperson

1. The Communications Chairperson shall maintain the Parent Manual which includes the parent commitment letter, parent code of conduct, and signature page collected at the beginning of the season and delivered to the Head Coach.
2. The Communications Chairperson shall organize and arrange for the Parents Meeting, "New Parents" meeting, and other meetings as necessary.
3. The Communications Chairperson shall organize committee chairpersons and maintain copies of every committee's responsibility in the form of

the “Countryside YMCA Torpedoes Swim Team Standing Committees” document.

4. The Communications Chairperson shall appoint members to standing committees as needed.
5. The Communications Chairperson shall designate person or persons to arrange reservations (blocks of rooms) for all out of town meets, excluding YMCA Nationals (which is a responsibility of the National Team Chairperson).

#### National Team Chairperson

1. The National Team Chairperson is responsible for all fundraising, travel arrangements, and communications relative to the participation of the Swim Team in YMCA of the USA Short Course and Long Course National Championship Meets.
2. The National Team Chairperson is responsible for all deposits to and disbursements from the National Team General Account.
3. The National Team Chairperson is responsible for maintaining a balance of the funds allocated to each family that has established a “National Team Family Account” to accumulate excess fundraising used to offset the expenses of participating in a YMCA National Championship Meet. A list of those families having active accounts shall be presented to the Fundraising Chairperson in December.
4. The National Team Chairperson shall provide information to all swimmers newly eligible to compete at the YMCA National Championship Meets.
5. The National Team Chairperson shall prepare estimated and final reports of the costs associated with the YMCA National Championship Meets. The final reports shall be presented to the Booster Board and be included in the quarterly financial reports for audit by the YMCA Aquatic Executive and the President/CEO of the YMCA.

#### Head Coach

1. The Head Coach is an employee of the Ralph J. Stolle Countryside YMCA and must fulfill all duties outlined in the “Aquatic Program Director/Competitive Swimming” job description as determined by the YMCA Aquatic Executive.
2. The Head Coach is responsible for recruiting assistant coaches as needed and working with the President and General Treasurer to define their remuneration within the guidelines established by the YMCA Aquatic Department Budget.
3. The Head Coach is expected to instill in all assistant coaches an appreciation for and embodiment of the mission, vision, and values of the Ralph J. Stolle Countryside YMCA as laid out for employees of the YMCA.
4. The Head Coach is responsible for ensuring that all coaches are in compliance with the policies of the YMCA and hold all certifications

required by the YMCA and any other national governing bodies under whose rules and regulations the Swim Team competes.

5. The Head Coach will set up a practice schedule and assign swimmers to various practice groups.
6. The Head Coach will set up training programs applicable to the various age groups and abilities.
7. The Head Coach will enter swimmers in all meets and championships in the events the coach deems appropriate and necessary, either for the benefit of the swimmer or of the team.
8. The Head Coach will maintain discipline of the team during practices, meets, and trips.
9. The Head Coach will obtain and set up a meet schedule so that all members of the team will be tested in various events prior to the championship season.
10. The Head Coach will decide what meets the members of the team will attend other than scheduled meets.
11. The Head Coach is responsible for the maintenance, upkeep, and replacement of the training equipment, starting blocks, lane lines, and the physical condition of the competition pools.
12. The Head Coach is responsible for the maintenance, upkeep, and display of all team awards, trophies, plaques, and banners.
13. The Head Coach shall maintain team records in accordance with League rules and team policies.
14. The Head Coach is responsible for the presentation of candidates for the position of National Team Chairperson.

## **ARTICLE V            NOMINATIONS**

### **Section 1.    Nominating Committee**

1. The Head Coach shall chair the Nominating Committee.
2. The Nominating Committee shall have, at minimum, one Booster Board member exclusive of the President, one Standing Committee member, and one general Booster member.
3. The members of the Nominating Committee shall represent all practice groups.
4. No one planning to be a nominee may serve on the Nominating Committee.

### **Section 2.    The Nominating Committee shall make public a call for nominations for all Booster Board positions to be elected at the next general meeting.**

### **Section 3.    Eligibility of Nominees.**

1. No person shall appear on the slate without consent to serve if elected; this includes any person nominated to remain in his or her position for a subsequent term.
2. Each nominated person must complete and submit to the Nominating Committee a nomination acceptance form that formalizes his or her consent to serve.

3. No person shall be nominated from the floor. Every nominated person must have submitted his or her form to the committee by the posted deadline.
4. A nominee for the office of President preferably should have prior Booster Board experience.

Section 4. Preparation of Slate.

1. In preparing the slate, the Nominating Committee shall select from those persons who have submitted nomination acceptance forms and are determined to be qualified for the position.
2. When there are sufficient eligible nominees, the Nominating Committee should strive to present a competitive ballot for each position.
3. The proposed slate of candidates shall be made public to the general Booster members.

**ARTICLE VI ELECTIONS**

Section 1. Elections for Booster Board positions shall be held at a Swim Team Boosters meeting which occurs during the yearly Awards Ceremony held at the conclusion of the Short Course swim season.

Section 2. Elections shall be by paper ballot prepared one per family in “good standing.”

Section 3. Ballots must be voted in person by the parent or legal guardian representing the family.

Section 4. The two-year term of office for the slate of newly elected officers shall begin September 1 of the year elected.

Section 5. Staggered Terms

1. The offices of President, Escrow Account Treasurer, Communications/Committee Chairperson, and National Team Chairperson shall be elected for terms beginning in even-numbered years.<sup>1</sup>
2. The offices of Secretary, General Treasurer, Meet Director, and Fundraising Chairperson shall be elected for terms beginning in odd-numbered years.

**ARTICLE VII RESPONSIBILITIES OF THE YMCA**

Section 1. To provide guidance to the Swim Team Boosters Board of Directors in planning and execution of the Ralph J. Stolle Countryside YMCA Swim Team Program (Aquatic Executive)

Section 2. To ensure that all Swim Team members meet membership requirements. (Aquatic Executive)

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<sup>1</sup> The election in 2009 will initiate the staggered terms by electing the President, Escrow Account Treasurer, Communications/Committee Chairperson, and National Team Chairperson for a one (1) year term commencing September 1, 2009.

- Section 3. To hire and employ the coaching staff in consultation with the Aquatic Executive and the Swim Team Booster Board of Directors.
- Section 4. To ensure that the coaching staff and the Swim Team Boosters Board of Directors are kept abreast of rule interpretations and changes affecting YMCA competitive swimming. (Aquatic Executive)
- Section 5. To approve all new fund raising activities undertaken by the Swim Team Boosters in the name of the Ralph J. Stolle Countryside YMCA. (Aquatic Executive and President/CEO)
- Section 6. To provide adequate representation on appropriate district, state, regional and national committees pertaining to YMCA competitive swimming. (Aquatic Executive)
- Section 7. To sign all contracts for rental of space and pools outside the YMCA. (YMCA President/CEO)
- Section 8. To schedule pool time and maintain adequate water conditions. (Aquatic Executive)
- Section 9. To set team registration fees in consultation with the Swim Team Boosters Board of Directors. (Aquatic Executive/Aquatic Committee/YMCA President/CEO)

**ARTICLE VIII QUORUM**

- Section 1. Six (6) members of the Board shall constitute a quorum.
- Section 2. Passage of any motion except an amendment shall require a simple majority.

**ARTICLE IX AMENDMENTS**

- Section 1. Amendments to the Constitution may be initiated by recommendation of the YMCA Aquatic Committee, the Booster Board of Directors, or by a minimum of ten (10) Booster members through a written request presented to the Swim Team Booster Board of Directors.
- Section 2. Amendments shall be adopted by a two-thirds majority vote of the Swim Team Booster Board of Directors contingent on subsequent approval by the Aquatic Executive, the Aquatic Committee, and the President/CEO of the Ralph J. Stolle Countryside YMCA.