



2010 Season By-Laws

10/23/09

Version 2.0

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1 Statement of Organization

1.1 Team Name

The Southbridge Swim Team; aka, The Southbridge Fighting Seals.

1.2 Non Profit Corporation

The corporation is a non-profit non-stock corporation and is not organized for the private gain of any person. It is organized for charitable purposes and for the promotion of amateur athletics.

2 Statement of Purpose

The purpose of the Southbridge Swim Team Bylaws is to define the objective, organizational structure, and procedures that exist to support the Southbridge swim team. This is to ensure that there is a common and consistent understanding of the program, such that all participants can enjoy the benefits and share equally in the responsibility associated with the operation of the swim team.

3 Swim Team Objective

The Southbridge Swim Team is committed to promoting the sport of competitive swimming in an environment of team spirit and good sportsmanship. We strive to develop our swimmer's individual skills to the best of their abilities and provide opportunities for personal and team growth and achievement in weekly swim meet competitions. Above all, we want summer swimming to be a fun and an exciting experience for our swimmers and their families.

4 General Membership

The organization consists of the parents of swimmers (hereafter referred to as the general membership), an elected Board of Directors, positions appointed by the Board of Directors, salaried staff and the swimmers themselves. The title and responsibilities of these positions are defined herein.

4.1 Board of Directors

The Board of Directors will have eight (8) members elected by the general membership during the end of year banquet. The Board of Directors is responsible for the day-to-day operations of the swim team. The Board of Directors will consist of the following positions; President, Vice-President/Team Manager, Secretary, Treasurer, Sponsorship, League/Community Rep, Equipment Manager, and IT.

4.1.1 Responsibility and Authority

As elected representative of the swim team, the Board is authorized to prepare budgets, select individuals for appointed positions, form committees, disburse funds, hire staff, schedule events, interface with the Southbridge Homeowners Association and management company, and perform other management duties as requires to operate the swim program.

4.1.2 Term of Office and Vacancies

Board term positions are as follows:

2009-2010 Term Length

President – 3 years

Vice President – 2 years

Secretary – 1 year

Treasure – 3 years

League Rep – 2 years
IT – 2 years
Equipment Manager – 1 year
Sponsorship – 2 years

2010 – And beyond Term Length

President – 2 years
Vice President – 2 years
Secretary – 1 year
Treasure – 2 years
League Rep – 2 years
IT – 2 years
Equipment Manager – 1 year
Sponsorship – 2 years

Should an elected Board position be vacated prior to the completion of a full term, then the General membership shall elect a replacement for the remainder of the term at the next scheduled membership meeting. During the period between the vacancy and the next scheduled membership meeting, the Board of Directors may appoint a temporary replacement.

4.1.3 Election

Nominees for Board positions will be taken from the General membership, and during the end of season banquet a secret ballot will be conducted with each membership family casting one (1) vote for each open Board positions. Those candidates receiving the most votes will be awarded seats on the Board. No quorum is required for the election.

4.1.4 Board Meetings

Board meetings are called by the President as required to conduct the business of the team. These meetings are open to the General membership. A quorum of at least four Board directors is required for a Board meeting.

4.1.5 Records and Reports

All reports will be available to the General membership upon request:

- a) Minutes of Board and Membership meetings
- b) Treasurer's reports

4.1.6 Board President

The President will be responsible for scheduling and running Board meetings. The Board President will set the agenda for meetings, and will see to it that minutes are taken summarizing decisions and action items. The Board President will maintain a copy of Board meeting summaries for the current and previous years. The Board President is responsible for the general operation of the Swim team; ensures that all parts of the Swim team are operating efficiently and ensures that the team is fulfilling the expectations of the parents and Board members. The Board President is also responsible for overseeing the Coaching staff.

4.1.7 Board Vice-President/Team Manager

The Vice-President handles the duties of the President in their absence. The Board Vice-President is the primary point of contact between the membership and the Board. The Vice-President handles all parent questions/concerns and brings significant issues to the Board for discussion. The Vice-President works with the team volunteer coordinator to ensure they are completing their tasks.

4.1.8 Board Secretary

The Secretary produces minutes for each Board meeting and distributes minutes within 72 hours of a meeting being held. As directed by the Board, the Secretary handles communication with membership. The Secretary will be responsible for handling all spirit wear.

4.1.9 Board Treasurer

The Treasurer provides accounting and financial support to the Board, including disbursement of checks, retaining records of swim team expenditures, and preparation of reports requested by the Board. The Treasurer is provided with an approved budget by the Board and monitors all disbursements for consistency with said budget. In cooperation with the Board, the Treasurer prepares a financial statement for distribution at the annual membership meeting, which includes: start of year budget, performance against that budget, and proposed next year budget. In support of these responsibilities, the Treasurer maintains records for the current and prior years, which is open to inspection by the General membership upon request. The Treasurer will maintain files for each family containing all relevant registration, financial, emergency contact and other necessary paperwork. At the conclusion of the swimming year (August 1st) the Treasurer will shred all documents in their possession which include individual/family medical, financial or other personal information which is not required for team management during the off-season (August 1 – May 1). The Treasurer will submit a certification to the Board once the shredding is complete.

4.1.10 Sponsorship Coordinator

The Sponsorship coordinator manages all sponsorship activities for the team. The Sponsorship coordinator creates the sponsorship packet for approval by the Board, list of businesses to contact, and manages those contacts. Ensures sponsors receive what they are entitled to. The Sponsorship coordinator will be responsible for all team advertising and the fulfillment of such in all team publish material including the team website.

4.1.11 League/Community Representative

The League/Community Rep attends all meetings held by the PWSL and the Southbridge Community Association. The League Rep effectively promotes the interests of the SBST to the PWSL and SBHOA. Ensures the Board is kept aware of all decisions made by the PWSL and SBHOA that directly affect the operation of the team.

4.1.12 Equipment Manager

The Equipment Manager works with the Board to handle all equipment purchases; works with the SBHOA to handle storage of equipment; works with parents who utilize equipment to make sure it is returned and handled properly. Creates an inventory and asset management plan for all team owned equipment.

4.1.13 IT Coordinator

The IT Coordinator works with PWSL IT individuals to ensure compliance with league training and rules. Works closely with the Head coach to coordinate all meet entries. Creates weekly meet entries and coordinates with opposing team. Works with Sponsorship coordinator to coordinate meet sheet creation. Produces entry cards for both teams for home meets. Manages meet results during all swim meets.

4.1.14 Indemnity

All directors of this corporation shall be indemnified by the corporation against any and all expenses actually and necessarily incurred by him or her in connection with the defense of any action, suit or proceeding in which he is made a party by reason of his or her having been a director of the corporation, except in matters as to which he or she shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct.

4.2 Swimmers & General Membership

4.2.1 Swimmers

Any individual who's family is a valid member of the Southbridge Homeowners Association, and who is between 4 and 18 years of age (as of June 1), and meets the minimum swimming requirements of the team (as established by the Board of Directors), and who has paid the registration and program fees and whose family has filled out and signed all paperwork (as established by the Board of Directors) may swim for the Southbridge Swim Team. Further, residents of other local communities, who are between 4 and 18 years of age, and meet the minimum swimming requirements of the team (as established by the Board of Directors), and who has paid the program and registration fees and whose family has filled out and sign all paperwork (as established by the Board of Directors) may swim for the Southbridge Swim Team. In addition, all employees hired by the Board of Directors who are eligible by the league rules may swim for the Southbridge Swim Team. At least one parent(s) or guardians of swimmers are required to serve in a volunteer capacity at each meet in order for the household's swimmer(s) to be eligible to swim.

4.2.2 General Membership

Parents of the swimmers (the General Membership) are entitled to one vote per household in the end of year elections and other membership referenda, including By-laws changes. The general Membership is required to assist in performing tasks in a volunteer capacity as necessary to operate the swim team, as described herein.

4.2.3 Membership Terms

Membership shall exist only for the period covered by the annual dues for each individual swimmer (one year from payment). Membership may be terminated by a majority vote of the Board of Directors should a member fail to abide by the rules of conduct or engage in behavior determined by the Board to be contradictory to the interests of the corporation.

4.2.4 Membership Dues

The Board of Directors shall establish dues for the purposes of defraying the costs associated with running the team. The Board of Directors shall also establish a refund policy.

4.3 Salaried Positions

4.3.1 Selection and Hiring of Salaried Positions

The Board of Directors is responsible for the selection and hiring of all coaches. The coach selection process will be open and publicized, and the Board will provide a detailed job description. The Board will appoint a selection committee whose responsibility it is to seek qualified candidates and make recommendations to the Board. Final selection will be made after a personal interview with the Board has been conducted. The Coaches are accountable directly to the President of the Board of Directors.

4.3.2 Lead Coaches

The primary functions of the Lead Coach are to teach proper swimming techniques and good sportsmanship, to assist and encourage swimmers in improving their swimming skills, and to develop and run a structured swimming program, appropriate to their assigned age group, and which is approved by the Board. In addition, the Lead Coach is responsible for running practices, scheduling swimmers for meets, and maintaining team discipline at practices and meets. The Lead Coach must meet all requirements of the State and County regulations, and provide credentials as to his/her skills and experience. The Lead Coach(es) report directly to the Head Coach.

4.3.3 Head Coach

The Head Coach is responsible for ensuring the Lead Coaches are carrying out the approved swimming programs and ensuring the Lead Coaches are meeting their responsibilities to the swimmers, parents, and Board. The Head Coach will ensure all meet entries are approved and delivered to the IT Coordinator in a timely

manner. The Head Coach must meet all requirements of the State and County regulations, and provide credentials as to his/her skills and experience. The Head Coach may also be a Lead Coach. The Lead Coach(es) report directly to the Head Coach.

4.3.4 Assistant Coach

The Assistant Coach(es) must exhibit the same basic credentials as the Lead Coach, and meet all state and county requirements. The Assistant Coach(es) will take direction from the Lead Coach for their assigned age group. The Head Coach will help select the Assistant Coach(es) and may terminate Assistant Coach(es) with the concurrence of the Board President. The Assistant Coach(es) report to their respective Lead Coach.

4.3.5 Seals in Training (SIT) Coach

The primary functions of the Seals in Training (SIT) Coach(es) are to develop and run a structured program, approved by the Board, geared to individuals who are new to the sport of swimming and who may lack basic confidence and skills in the water. The SIT coach(es) will teach proper swimming techniques and good sportsmanship with the goal of preparing SIT swimmers for membership in the SBST Age Group Program. The SIT Coach(es) must exhibit the same basic credentials as the Lead Coach, and meet all state and county requirements. The SIT Coach(es) report directly to the Head Coach.

5 Membership Meetings

The Board schedules general membership meetings at least twice per year; in the spring prior to the start of the swim season and in the fall/winter prior to the start of the winter swim program. The Board shall provide a minimum of two weeks notice for these meetings. The Board may schedule, with a minimum of one weeks notice, additional meeting and referenda as required.

5.1 Spring Meeting

The purpose of the spring meeting is to introduce all members and swimmers to the coaching staff for the new season, and organize in preparation for the upcoming swim season. This includes the distribution of enrollment material, solicitation of volunteers, and other business items as may be required to begin the season's activities.

5.2 Fall/Winter Meeting

The purpose of the fall/winter meeting is to introduce all members and swimmers to the winter swim program. This includes the distribution of enrollment material other business items as may be required to begin the winter activities.

6 Swim Program

6.1 General Description

The swimming program consists of the Seals in Training program, the Age Group program, Winter program, competitive events, social events and end-of-year awards. The programs are structured to meet the needs of all participating swimmers, and to encourage and reward personal improvement as well as competitive excellence.

6.1.1 Seals in Training Program

Seals-In-Training (SIT) is a developmental program designed to prepare young and / or inexperienced swimmers for the advancement to an appropriate age group on the swim team. SIT Swimmers will be assigned to training groups based upon age, after an initial skill survey at registration and during the first week of practice. Each SIT training group will have an individual coach that will conduct the skill surveys and train the swimmers as defined for each age group. Children not ready for swim training will be asked to leave the program and will be refunded registration fees minus any external fees already paid by the team (i.e. league fee, insurance fee, etc). The focus is on teaching beginning swimming skills that lead to successful completion of

freestyle and backstroke events. The coaches will guide the swimmers on water entry/exit, proper body positioning, kicking, breathing, and streamlining. Each swimmer will train on beginner stroke, elementary backstroke and use of a life vest. Also, swimmers will be trained to be comfortable with submerging underwater and to achieve the ability to swim/float without the use of a life vest. Coaches will coordinate skill tests with the appropriate age group coaches for assignment to the team age groups.

The SIT program is not intended to replace swim lessons. This program merely builds on a swimmer's experience in the water so that they can advance to their age group level. SIT swimmers can swim at regular season swim meets as soon as they have the interest and ability to swim freestyle for 25 meters across the pool with little or no stopping. The SIT coaches, along with the appropriate age group coach, will conduct skill tests on Monday and Tuesday nights to determine readiness for swim meet events. The coaches will discuss with the swimmer's parents the readiness of the swimmer before entering him/her into a swim meet. SIT swimmers are part of the Southbridge Fighting Seals Swim Team and will have practice during the normal swim team practice dates and times. The swimmers can take part in all swim team activities, including team photo, Spirit Week, Divisional meet if qualified, the end of season banquet and pool party. Each SIT swimmer will receive a trophy at the banquet and coaches will nominate swimmers from this group for a Coaches Award and a Most Improved Award.

Seals In Training (SIT) Developmental Swimming Program

Description	Age & 2010 Fee	Initial Survey at Registration	Initial Skill Test at First Practice	Initial Group Assignment	Training	Goals	Meet Entry Test (MET) Age Group Assignment Test (AGAT)
Family Member of existing registered swimmer	4 \$120 per season	<ol style="list-style-type: none"> 1. Preschool Attendance 2. Readiness to sit & listen 3. Potty Trained 	<p>Dry land – Simon says, Follow the Leader</p> <p>Pool – walk in entry up to chin, holding a kick bard</p>	<p>1 hour per night X 4 nights per week with no more than 6 swimmers per coach.</p> <p>Swimmer will remain in this group the entire season.</p>	<p>Water safety, feet first, underwater swim, freestyle, elem backstroke, floating, kicking, use of life vest</p>	<p>Freestyle - 25 meters</p> <p>EBKS – 25 meters</p> <p>Exit pool unaided</p>	<p>MET – Demonstrate entry and stroke during practice in swim lane</p> <p>No AGAT</p>
New to Swim Team	5-6 \$120 per season	<ol style="list-style-type: none"> 1. Preschool or Kinder attendance 2. Readiness to sit and listen 3. Point out basic body parts 	<p>Dry land – Simon says, Follow the Leader</p> <p>Pool – walk in entry up to chin, holding a kick bard</p>	<p>1 hour per night X 4 nights per week with no more than 6 swimmers per coach.</p> <p>Swimmer may move to 8&U group during season</p>	<p>Water safety, feet first, underwater swim, freestyle, elem backstroke, floating, kicking, use of life vest, diving</p>	<p>Freestyle - 25 meters</p> <p>EBKS – 25 meters</p> <p>Exit pool unaided</p> <p>Racing start</p>	<p>MET – Demonstrate entry and stroke during practice in swim lane</p> <p>AGAT – 8u coach observes MET and agrees to promotion</p>

Seals In Training (SIT) Developmental Swimming Program

Description	Age & 2010 Fee	Initial Survey at Registration	Initial Skill Test at First Practice	Initial Group Assignment	Training	Goals	Meet Entry Test (MET) Age Group Assignment Test (AGAT)
Beginning Competitive Swimmer 1	7-8 \$120 per season	<ol style="list-style-type: none"> 1. Swim lesson history 2. Readiness to sit and listen 3. Other sports participation 	<p>Dry Land – basic stretching, sitting toe touch</p> <p>Pool – walk in entry up to chin, holding kickboard, hold breath for 5 seconds</p>	<p>2 hours per night X 4 nights per week with no more than 10 swimmers per coach.</p> <p>Swimmer may move to 8&U group during the season.</p>	All 5-6 skills, freestyle, backstroke, stroke breathing	<p>Freestyle – 25m</p> <p>Backstroke – 25m</p> <p>Racing starts</p>	<p>MET – Demonstrate entry and stroke during practice in swim lane</p> <p>AGAT – 8&U coach observes MET and agrees to promotion</p>
Beginning Competitive Swimmer 2	9-14 \$120 per season	<ol style="list-style-type: none"> 1. Swim lesson history 2. Other sports participation 	<p>Dry Land – basic stretching, sitting toe touch, basic calisthenics</p> <p>Pool – walk in entry up to chin, holding kickboard, hold breath for 10 seconds</p>	<p>2 hours per night X 4 nights per week with no more than 10 swimmers per coach.</p> <p>Swimmer may move to the appropriate age group during the season.</p>	All beginning competitive swimmer skills, intro to flip turns	<p>Freestyle – 50m</p> <p>Backstroke – 50m</p> <p>Racing starts</p>	<p>MET – Demonstrate entry and stroke during practice in swim lane</p> <p>AGAT – Age group coach observes MET and agrees to promotion</p>

6.1.2 Age Group Program

Description	Age & 2010 Fee	Initial Survey at Registration	Initial Skill Test at First Practice	Initial Group Assignment	Training	Goals	Meet Entry Test (MET) Age Group Assignment Test (AGAT)
8 & Under	5-8 \$100 per season	<ol style="list-style-type: none"> 1. Successful completion of SIT program or swim lessons 2. Readiness to sit and listen 3. Other sports participation 	<p>Dry Land – basic stretching, sitting toe touch</p> <p>Pool – entry by jumping and recovering from being submerged to a safe location, using a kick board to travel 25 M, hold breath under water for 5 seconds</p>	<p>2 hours X 5 nights/days per week with no more than 10 swimmers per coach.</p> <p>Swimmers may be assigned to SIT 7-8 group for skill development. Swimmers may swim in IM or practice with 9-10 group based upon skills.</p>	Free, Back, Breast, Fly, with stroke breathing	<p>Freestyle – 25m</p> <p>Backstroke – 25m</p> <p>Breaststroke – 25m</p> <p>Butterfly – 25m</p> <p>Racing starts</p>	MET – Demonstrate entry and stroke during practice in swim lane

SBST Age Group Swimming Program

Description	Age & 2010 Fee	Initial Survey at Registration	Initial Skill Test at First Practice	Initial Group Assignment	Training	Goals	Meet Entry Test (MET) Age Group Assignment Test (AGAT)
9-10	9-10 \$100 per season	1. Swim lessons or Swim Team history 2. Other sports participation	All 7-8 skills, hold breath under water for 10 seconds	2 hours X 5 nights/days per week with no more than 15 swimmers per coach. Swimmers may swim practice with 11-12 group based upon skills.	All 8&U strokes, flip turns, and IM. Swimmers may be assigned to the SIT 9-14 group.	Freestyle – 50m Backstroke – 50m Breaststroke – 50m Butterfly – 50m IM – 100M Racing starts	MET – Demonstrate entry and stroke during practice in swim lane
11-12	11-12 \$100 per season	Same as 9-10	All 9-10 skills	2 hours X 5 nights/days per week with no more than 15 swimmers per coach. Swimmers may swim practice with 13-14 group based upon skills.	All 9-10 strokes, flip turns, and IM. Swimmers may be assigned to the SIT 9-14 group.	Freestyle – 50m Backstroke – 50m Breaststroke – 50m Butterfly – 50m IM – 100M Racing starts	MET – Demonstrate entry and stroke during practice in swim lane
High School Swimmers	13-18 \$100 per season	Same as 9-10	All 5 strokes	Same as 11-12. 1 coach assigned	Same as 11-12 with refinement	HS strength, speed and technique	Same as 11-12

6.1.3 Winter Program

The swim team conducts its annual Winter Swim - Stroke and Turn Conditioning Program beginning in early January and continuing through May. The program is normally held on a weekend day. Winter swim is designed as a flexible program for swimmers ranging in ability from the beginner, to developmental swimmer focusing on improving stroke technique, to experienced swimmer wanting to stay fit throughout the year. There are no swim meets. This is meant to be a fun environment where swimmers can benefit from a low swimmer to coach ratio. The program will develop all four competitive strokes, as well as starts and turns.

Winter swim is not intended to take the place of a year round program. However, if your goal is improved technique, increased endurance, and/or better physical shape for the start of the summer season, the Southbridge Fighting Seals Winter Swim program is for you! The program is open to all swimmers regardless of residence. Program and registration information will be posted on the team website and advertised in the November time frame.

6.2 Team Swimming Records

Personal best Swim records and team swim records can be set at any officially timed meet. The IT Coordinator shall keep record of the personal bests and team records. This information will be available to swimmers throughout the swim season.

6.3 Awards

All swimmers are to be awarded participation awards upon completion of the swim season. In addition, Most Valuable awards shall be given to the boy and girl in each age group based on the total individual points scored during the entire season. Most Valuable boy and girl for the team will be given based on total individual points scored. Awards will be given to the Most Improved girl and boy swimmers in each age group and the entire team based on cumulative time dropped during the season. The Coaches award will be given to the girl and boy

swimmers who best exemplify excellence in team spirit, attitude and attendance. The coaches may give additional awards. Awards are to be announced at the end of season party.

6.4 Code of Conduct

In order to maintain a safe and structured environment that is conducive to achieving the objectives of the swim team, the Board of Directors shall establish a code of conduct. All swim teams members, their families and staff are expected to abide by the Code of Conduct. The Code of Conduct shall be placed on the team website and be part of the team application for review and acceptance by signature/initial by each member family.

7 Modification of By-laws

7.1 General Information

Any General Member may submit written suggestions for by-law changes to the Board of Directors. The Board is authorized to prepare and submit revised by-laws for ratification by the General Membership.

7.2 Ratification Process

Ratification of changes to this document requires a majority vote of the General membership attending a membership meeting. Proposed changes will be distributed to the General Membership at least one week in advance of the vote.

8 Dissolution of Corporation

Upon dissolution of the corporation, the Board of Directors shall transfer all remaining assets, after paying or making provisions for payment of all debts, obligations, liabilities, costs and expenses of the corporation, to the Southbridge Homeowners Association, a 501©(3) corporation.