

Forest Ridge Association  
Fighting Fish Swim Team  
*Operating Rules*  
April 2010  
REV. 4

## ARTICLE I GENERAL

### SECTION 1 Team Name

This organization shall be called the Forest Ridge Association Fighting Fish Swim Team.

### SECTION 2 Membership

The team shall be a member of the Miami Valley Swimming Association (MVSA) and be governed by the MVSA By-Laws.

### SECTION 3 Swimmer Requirements

- a. The membership of the team is open to any child five to eighteen years of age whose parents are a member in good standing of the Forest Ridge Association (FRA). Membership to the swim team may also be extended to the following subdivisions: Villages of Forest Ridge, Wynwood, Quail Hollow, Willow Glen, and Pheasant Ridge. With approval of the FRA Pool and Recreation Committee, membership may be offered to other area swimmers whose MVSA team has been disbanded.
- b. Membership is open to employees of Forest Ridge Pool and swim team staff meeting age requirements.
- c. Dues shall be collected at the beginning of each swim season. Participation in swim meets is possible only after payment in full of these dues.
- d. The child must be able to swim at least one length of the pool (25 meters) in a form acceptable to the coach. The coach will not teach swim lessons, only new strokes and stroke improvement.

## ARTICLE II OPERATION

### SECTION 1 General

- a. The Forest Ridge Association Fighting Fish shall be operated under the

general guidance of the FRA Board of Trustees as delegated to the FRA Pool and Recreation Committee.

b. The Secretary will provide sign up information and registration forms to the Murmurs staff for publication in the April and May issues of the Forest Ridge Murmurs.

c. The Secretary will provide the Murmurs staff the annual schedule of meets, with home meets highlighted, for publication in the June and July issues of the Forest Ridge Murmurs.

## SECTION 2 Transportation

Transportation to and from home and away swim meets is the responsibility of the swimmer or the swimmer's family.

## SECTION 3

The operation of the FRA pool is at the discretion of the Forest Ridge Association, as represented by the Board of Trustees, and the FRA pool manager. By special agreement between the Board of Trustees and the Team:

a. For home swim meets the FRA pool shall be closed to open swimming during the swim meet and for one hour before the swim meet.

b. A FRA pool supervisor must be at the pool for each home swim meet.

c. All capital equipment purchased for the swim team shall remain property of the FRA.

## ARTICLE III FINANCE

### SECTION 1 General

a. The FRA Fighting Fish Swim Team is responsible to the FRA Board of Trustees for all the operating financial matters. During the first season of operation, the FRA advanced the team funds to cover initial operating expenses.

b. The swim team will operate under a balanced budget. The swim team Treasurer will submit an operating and capital equipment budget annually to the FRA Board of Trustees by the first of April each year.

### SECTION 2 Dues

a. Dues will be established at the beginning of each season in line with the budget that was presented and approved by the FRA Board of Trustees.

b. Dues are payable to the swim team Treasurer at the beginning of the swim season and must be accompanied by a completed registration form.

### SECTION 3 Financial Operations

a. The swim team Treasurer shall maintain informal financial records acceptable to the FRA Board of Trustees.

b. Registration forms and dues shall be mailed to or delivered to the swim team Treasurer.

c. All collected monies shall be promptly turned over to the FRA Board of Trustees Treasurer.

d. All swim team expenses shall be according to the annual budget approved by the FRA Board of Trustees. Expenditures shall be accounted for by receipt.

## ARTICLE IV ORGANIZATION

### SECTION 1 Swim Team Committee

a. The parents or guardians of the swim team members shall select replacements for outgoing Committee members at the end of each season. Committee members will serve for two year terms. Terms will be staggered such that all positions will not expire simultaneously.

b. A Committee member may be re-selected for additional terms but for no more than two consecutive terms in the same capacity. A member who has served in the same capacity during each of two consecutive terms shall not be re-selected until one year after he/she ceases to be a member of the Committee.

c. New Committee members will work with the outgoing Committee member for training.

d. The nine member Committee shall be comprised of a Team Representative, Treasurer, Secretary, Concessions, Duty Roster, Equipment, Score/Awards/Records, Fundraiser, and Officials' Representative.

e. These Operating Rules can be changed by majority vote of the Committee and subsequent approval of the FRA Board of Trustees.

f. Duties of the Committee:

1. Team Representative: Solicit volunteers for all the Team Committee positions expiring that year. Maintain communication with the coaches regarding job expectations and performance and assist with any problems

that arise. Attend the FRA Board of Trustees Meetings and the MVSA meetings, as required, as representative of the Team. Schedule Team Committee meetings as directed in Section 2 of this article and as necessary to operate the Team.

2. Secretary: Prepare an article for the April and May Forest Ridge Murmurs containing sign up information for prospective members, and registration forms. Prepare an article for the June and July Forest Ridge Murmurs of the annual schedule of meets, with the home meets highlighted. Prepare an article at the end of the season with results of meets and plans for next season. Prepare Newsletters and/or emails for families throughout the swim season.

3. Treasurer: Prepare annual swim team operating and capital budgets. Collect dues and registration forms. Maintain registration forms for the duration of the season. Compile a roster of swim team members, addresses, phone numbers, and parents' names. Collect concession stand money at the end of each home meet. Keep a running tally of income and expenses and the swim team's cash balance. Format of the records will be coordinated with the FRA Board of Trustees Treasurer.

4. Concessions: Store food and some supplies from meet to meet. (Some things can be stored at pool in shed). Buy all food supplies for each swim meet. Operate within the approved budget and provide receipts for all expenditures to the Treasurer. Set up, run, and take down the concession stand for each home swim meet. Count all money earned at each meet and turn in to the Treasurer.

5. Duty Roster: Pass out a list of all positions needed to be filled at each away and home swim meet. Have a list of positions at the first parents' meeting of the season. Get a roster of the team members and their parents from the Treasurer and fill all positions for home and away meets.

6. Equipment: Keep a running inventory of all equipment for the swim team. Order any additional or replacement equipment the swim team needs consistent with the approved budget. Have capital equipment expenditures approved by the Swim Team Committee. The swim team Treasurer will notify the FRA Board of Trustees before the capital expenditure(s). Maintain and repair any equipment or make arrangements for the equipment to be repaired at the swim team's expense, consistent with the approved budget. Set up and tear down equipment for home swim meets.

7. Score/Awards/Records: Swim records can be accessed through the team's meet management computer software. Keep track of pool and league records for the Fighting Fish swim team members. Post any new records on record board in shelter area. Any new records should also be printed and given to the Secretary for the newsletter and Murmurs' articles. Ribbons and awards need to be checked for quantity at beginning of season, order if needed according to approved budget. Organize the end of the season envelopes for the picnic for each swimmer. Scoring is all done on the laptop computer with the team's meet management computer software.

8. Fundraising/Spirit Wear: Organize fundraising opportunities for the team. Manage the purchase and ordering of team spirit wear.

9. Officials' Representative: This position will have at least one year of stroke and turn experience, and must have completed the MVSA Referee Clinic.

## SECTION 2 Committee Meetings

Team committee meetings will be held once preseason, once post season, and as needed throughout swim season. All additional meetings will be scheduled by the Team Representative.

## SECTION 3 Coaches

a. The swim team committee is responsible for the recruitment and recommendation of hiring of coaches for the swim team.

b. The number of coaches shall be set by the Committee at the end of each season for the next swim season.

c. Coaches salaries shall be consistent with the swim team annual budget and subject to approval by the FRA Board of Trustees.

d. In searching for coaches the Committee will post in the Forest Ridge Murmurs and any swim club resource link available. Previous season coaches may be considered for rehire provided they met the previous season's expectations and fulfilled their contract job requirements. Resumes will be accepted and considered from Forest Ridge residents and the Greater Dayton area. Hiring preference will be given to residents of Forest Ridge assuming coaches are otherwise qualified. At least three Committee members will conduct interviews with qualified applicants. (If an applicant is related to one of the committee members, that committee member shall recuse themselves from the interviewing process.) Each

interviewee shall be asked the same set of questions. An invitation will be extended to the FRA Board of Trustees to observe the interviews. Based on the results of interviews a set of coaches will be chosen by majority vote of the interviewers. The Forest Ridge Board of Trustees will be notified of the Committee's recommendations. Since coaches will become the direct employees of the Forest Ridge Association, offers of employment must be made by the FRA Board of Trustees, through the swim team committee.

e. The committee may recommend ending the employment of a coach by simple majority vote. Severance of employment must be executed by the FRA Board of Trustees or designated representative.