

INDIAN HEAD SWIM TEAM BY-LAWS

Ratified: July 28, 2024

The Indian Head Swim Team (“IHST”) is established as a 501(c)(3) public charity, self-governing organization for the benefit of the citizens of Southern Maryland. The IHST consists of an IHST Executive Board, Appointed Committees, a Team Coach and Assistant Coach(es), volunteers from the general membership and members of the community interested in competitive swimming. The following By-Laws provide IHST its operating procedures and objectives.

ARTICLE I: Name and Governing Directives

This organization is known as the Indian Head Swim Team, hereinafter referred to as IHST. The team is also doing business as the Indian Head Torpedoes. IHST will be governed by applicable directives from the State of Maryland, the Prince-Mont Swim League, and Charles County Department of Parks and Recreation.

ARTICLE II: Purpose

The purpose of the IHST is to develop and preserve a non-profit swimming organization for the citizens of Southern Maryland. To sponsor competitive and developmental swimming events; to develop in the members of the team a love for swimming, advanced aquatic skills, teamwork, good sportsmanship, and to compete in the Prince-Mont Swim League.

ARTICLE III: Executive Board and Appointed Committees

The IHST Executive Board has general supervision of the affairs of the IHST and consists of elected members from the IHST team membership.

Section 1: Elected Members of the IHST Executive Board shall consist of a President, Vice President, Recording Secretary, Treasurer, and League Representative. Vacancies which occur in these positions shall be filled as designated in Article V, Section 2. Each elected member shall have one vote in the operation of the IHST. Duties of each elected member of the IHST Executive Board are described in Article VIII, Section 1.

Section 2: Appointed Members are members of the following committees:

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| A. Fund Raising Manager | F. Special Events Manager |
| B. Ribbons & Awards Manager | G. Concession Manager |
| C. Apparel Manager | H. Communication Manager |
| D. Equipment Manager | I. Data Manager |
| E. Meet Manager | |

Duties of each Appointed Member are described in Article VIII, Section 2.

ARTICLE IV: Operation of the IHST

Operation of IHST shall be by the Executive Board and the Committee members. The President may call a meeting of Board or of the operational groups as necessary. Each member is a representative of his/her area of responsibility. Each appointed member of a committee will keep the IHST Board and

other committee members informed on items of interest and actions (proposed or past) in their area of responsibility. Any action requiring the commitment of IHST funds must be approved by a majority vote of the IHST Board. All actions of the IHST Board require a majority vote of the IHST Board. Phone polling or voting is allowed when a meeting is deemed impractical by the President.

ARTICLE V: Elections and Appointments

Section 1: Elections for the IHST Executive Board shall be held annually. A majority of Swim Team parents present, and voting shall be required to elect (1 vote per family membership). If there is but one nominee for a vacancy, voting by ballot shall be dispensed with.

The IHST Executive Board positions are filled for one-year terms. Efforts will be made to replace no more than two board members per year. This offsetting of election of board members is meant to provide some continuity on the Board from year to year.

Any parent or guardian of a team member is eligible for election to the Board, provided not more than one member per household serves on the Board together, where feasible. Nominations for the upcoming swim season shall be made by the current Board, or from the floor of the last General Membership meeting of the preceding season. All nominees must give prior consent before being placed on the ballot.

Voting shall occur at the last general membership meeting, which coincides with the annual Awards Banquet. Voting shall be by a show of hands with the candidates receiving the largest number of votes for the open Board positions elected to fill these vacancies.

The new Board becomes responsible for the operation of the team following the conclusion of the current season (usually following the All-Star Meet). Newly elected Board members may be asked to complete a satisfactory background check.

Section 2: Committee Chairs/Members – Volunteers shall be appointed by the general membership to lead standing committees and fill working positions. Volunteers shall be solicited throughout the year to fill these and other team positions. If there is a vacancy on the Board, the vacancy will be filled by appointment of the Board until the next regularly scheduled election.

ARTICLE VI: Removal of Executive or Appointed Committee Member(s)

In the event that an elected member fails to execute his/her duties to the satisfaction of a majority of the attending IHST membership, that individual may be removed from office by a majority vote of the Board. Replacements for a removed member will be filled as prescribed in Article V, Section 2.

ARTICLE VII: Amendments to the By-Laws

These By-Laws may be amended only at a meeting of the General Membership through a majority vote of adults in attendance.

At the end of each season, at the General Membership Meeting, the IHST Board shall distribute the By-Laws with any proposed changes to all members in attendance of the meeting for review and comment. Any member may propose By-Law changes at any General Membership Meeting with 30 days advance notice by reasonable methods. Any change shall be enacted by a majority vote of those members in attendance.

ARTICLE VIII: Duties of Officers

Section 1: Executive Board

The Executive Board (hereafter referred to as the Board) shall consist of five (5) members with the following titles and duties:

Section 1.1: President – Shall have general supervision and control of the Board and IHST. He/she shall preside at all general meetings and serve as a liaison to all committees within the IHST. He/she shall assign duties and responsibilities to Board and Committee members to ensure the safe and efficient operation of the IHST. Shall be responsible for the annual review of the IHST By Laws and Handbook and update the date of review or revision. This may be delegated; however, the President will be ultimately responsible for the update on the website.

Section 1.2: Vice President – Shall perform the duties of the President in his/her absence or inability to serve. Shall perform other duties as designated by the President.

Section 1.3: Recording Secretary – Shall keep a record of all meetings of the Board. Shall keep an accurate roster of the Swim Team Members, Executive Board members, and Appointed Committee members. He/she shall prepare and distribute all official correspondence of the IHST. He/she shall communicate key actions of all Board Meetings to the general membership.

Section 1.4: Treasurer – Shall collect all receipts of the IHST. He/she will draw all checks and disburse payments of operational expenses of the IHST. Shall render statements to the IHST Board and Committees as required for the efficient operation of the IHST. He/she shall prepare an annual financial statement and present it at the annual end of season meeting. The IHST Treasurer will have singular authority to issue funds from the IHST Treasury and will be responsible for accounting for all receipts. In the event the Treasurer is not available, the President or Vice-President can disburse funds.

Section 1.5: League Representative – Shall perform all duties as prescribed by the Prince-Mont Swim League (PMSL) and other duties as required. Shall attend and participate in PMSL and IHST meetings as required to ensure all Board and Committee members are informed on all issues related to Prince-Mont Swim League. Shall serve as liaison between the IHST and the Prince-Mont Swim League. Shall attend all PMSL meetings and report any actions or obligations incurred. Any proposals to, or votes taken on behalf of IHST at a PMSL meeting shall be made with the concurrence of a majority of the IHST Executive Board. Shall call upon League Rep alternate to attend PMSL meetings should League Rep not be available.

Section 2: Appointed Members – These positions are voluntary and require appointment by the IHST members. If there is no volunteer for a position, the IHST Board shall modify the duties and responsibilities to ensure all necessary functions are accomplished during the swim season. Volunteers may be asked to submit to a child protective background check at their own expense in order to volunteer.

Section 2.1: Fund Raising Manager – He/she shall plan, organize, and manage all fund-raising events for the Swim Team. He/she shall work in conjunction with all other members of the Board and Committees interested in participating in the raising of funds. Shall attend meetings as required with the IHST Board

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to ensure the approval and understanding of the Board. Shall make deposits of all funds to the IHST Treasurer at the conclusion of any event.

Section 2.2: Ribbons & Awards Manager – Shall purchase and maintain an adequate stock of ribbons and awards for the upcoming swim season. Obtains aging out swimmer certificates/awards for meets where those swimmers are recognized. Choice of awards should be agreed upon by board and coaches.

Section 2.3: Apparel Manager – Shall research, select, and advise the IHST board of the type of swimsuits, t-shirts, caps, and other team apparel to acquire. Will sell the swimsuits/apparel for the team on a yearly basis. Shall work with the communication manager to post apparel thru team website. Will coordinate with the treasurer to ensure all funds are deposited to the IHST.

Section 2.4: Equipment Manager – Shall be responsible to purchase all necessary equipment for the operation of swim meets at the Host Pool. Shall organize volunteers to transport the equipment to and from the equipment shed for home meet use. Shall organize volunteers to set up and take down all equipment for home meets. Shall inventory and maintain all equipment as necessary and obtain funds from the IHST Treasurer for the purchase and repair of IHST equipment.

Section 2.5: Meet Manager – Shall perform all duties as prescribed by the Prince-Mont League and other duties as required. Shall attend seeding meetings, as requested, and provide the information necessary to **Indian Head Swim Team**. Assist the Host Chairperson to conduct the Dual, Divisional, All-Star or Charles County Championship Swim Meets in a smooth and efficient manner.

Section 2.6: Special Events Manager – Shall be responsible for the planning and organizing of all special events as deemed appropriate. These events include but are not limited to: Meet the Coach Night and the year-end Awards Banquet.

Section 2.7: Concessions Manager – Shall be responsible for concession food sold during home meets. Shall work closely with Board and team membership to provide a variety of items for purchase. Will be provided a starting “bank” for change by the Treasurer. All funds shall be deposited with the IHST Treasurer at the conclusion of each home meet.

Section 2.8: Communication Manager – Shall maintain the team’s website and social media accounts at the direction of board and appointed managers as the President directs.

Section 2.9 Data Manager – Shall exchange relevant data between home and away teams in advance of meets. Inputs meet data and provide results for ribbons/awards at meets. Disseminates meet results after meets. Identifies new team/pool records. Attends Prince-Mont Swim League meetings and championship planning meetings, as necessary.

ARTICLE IX: Swim Team Membership

Section 1: Qualification Requirements

Members of the Indian Head Swim Team (IHST) shall:

1. Be a resident of Southern Maryland;
2. Be between 5 and 18 years of age;
3. Not compete on any other summer swim team;
4. Be willing to attend all practices and meets; and

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5. Be able to swim one (1) length of the pool (25 meters) without assistance. Note: If at the end of the first week of practice the Coach determines that a child cannot swim one (1) length of the pool in free style, the parent(s) will be contacted, the child may be cut from the team, and a full refund of the child's registration fee will be issued.

Section 2: IHST swimmers will wear a Torpedoes swim cap in all swimming competitions. It is permissible to wear an alternate swim cap for competition, but no other swim team names and/or logos are permitted. During practices and other times, non-team suits are approved. Warm-ups and other items are suggested to keep your swimmer warm and comfortable.

Section 3: Registration and Annual Membership Dues

Applicants must register annually prior to each swim season. The maximum number of swimmers will be at the discretion of the board and the head coach. A one-year increase in the membership can be approved by the Board of Directors. Registration dates will be determined prior to each swim season and published in the IHST web site or other reasonable means of notification each spring. Registration requires the completion of the registration form with the signature of the swimmers' legal parents or guardians, full payment of the registration fee, and the verification of birth date. Proof of date of birth is required for all new members. Members are required to report special medical conditions or medications to the coach and the board of directors. Medical conditions will be kept strictly confidential. No swim team applicant may participate in swim team functions or practices until registration is complete and in order. Exceptions to the rule must be cleared by the board.

Annual membership dues shall be set by the Executive Board each year, prior to the start of the season.

Section 4: Membership Attendance Requirements

Coaches are expected to attend all practices and meets as prescribed in their contracts. Members are expected to attend all practices and meets.

Members will declare their availability via prescribed means (i.e. SwimTopia) by Wednesday @ noon prior to the meet. This may allow the team to compensate for the absence of the swimmer for competition.

Members who miss three (3) practices in a given week may be ineligible to participate in the following weekend's meet. The Coach will have final say as to whether the member will participate.

Swimmers who practice with a USA Swimming team during the summer are required to make at least one IHST practice each week. On the days they practice with their USA club, they are excused from practice. USA swimming practice attendance may be verified by the IHST Coaching staff to ensure that each and every swimmer trains for each meet.

In the event that the Coach deems it necessary to remove an individual from the team, he/she will present the proposed action to the IHST Executive Board for approval. Upon approval, the team member will be notified in writing of this action.

Section 5: Member Conduct

Members will at all times be in accordance with pool rules and any additional rules the Coach or Board deems necessary for the orderly operation of the swim team.

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The Coach has final decision authority on all matters pertaining to the operation of the swimmers. In the event a member disputes the decision of the Coach, he/she may formally petition a review by the IHST Board. The findings of the Board will be final in all disputes.

All swimmers are expected to follow the verbal direction of any coach at any time. When a coach is working with swimmers, it is important that he/she have the swimmer's undivided attention. When a coach signals for silence, that signal is to be complied with immediately. If a child fails to demonstrate this ability of self-control, that child may be removed from the workout situation.

Swimmers are never to enter the swimming pool without a coach present on the pool deck. While in the pool, swimmers are to remain against the wall, never playing in the lane. The only time a swimmer will be allowed to be away from the wall is when swimming a given distance or when instructed by a coach (i.e. practicing turns). Swimmers will not be allowed to walk on the bottom of the pool unless something is wrong (i.e. a leg cramp or a feeling of dizziness).

The use of profanity, verbal abuse, or physical abuse towards another person will not be tolerated at any time.

Section 6: Eligibility for Awards

In order to be eligible for the yearly trophies, swimmers must swim in at least three IHST meets. Prince-Mont dual meets are held on Saturday mornings from 8:30 A.M. through approximately noon.

The Executive Board may include Time Trials as one of the Meets under this requirement if, in the opinion of the Executive Board, a child may not be able to meet the minimum requirements due to a limitation on heats.

ARTICLE X: Parent / Guardian Obligations

We cannot stress enough the importance of the coach-swimmer relationship. We want your swimmer to relate to his/her coach in matters concerning his/her ability to swim competitively. When parents or guardians interfere with the opinions of how a swimmer should swim, considerable confusion can follow as to whom the swimmer should listen to. It is the coach's responsibility to provide constructive criticism of a swimmer's performance. In swimming, as in other endeavors, there are peaks and valleys along a long road of work, swim, and more work. It is the parent's or guardian's responsibility to provide love and encouragement that bolster the swimmer's confidence along the way. Coaches work best at coaching, parents at parenting.

Section 1: Meet Rules

The Prince-Mont Swim League Handbook is the guideline for all rules and regulations concerning swim meets. Please refer to the Prince-Mont Swim League website for updated handbook.

Each parent is responsible for arranging transportation to and from meets and is encouraged to attend with their swimmers. These meets are great fun for swimmers and parents alike and are an opportunity to participate in a special way in their young swimmer's career. The coaches are responsible for the team as a whole and cannot provide an individual's transportation needs. Therefore, please do not ask a coach to provide transportation.

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During a meet, the Torpedoes have a "Team Area" and the team sits together as a group. This helps promote team unity and spirit. When a swimmer first arrives at a meet, he/she should locate and go to the team area.

As a matter of courtesy, all questions by swimmers or parents concerning event results, officiating calls or the conduct of a meet will be handled by the coaches. If you have a question or concern about your swimmer during the course of a meet, please talk to the Coach.

Event assignment is the responsibility of the coach. Each Torpedoes swimmer is responsible for knowing which events he/she is swimming and is responsible for reporting to the Clerk of Course for that event. If, for some reason, a swimmer cannot compete, the coaching staff should be notified ahead of time.

Always police the team area. As a matter of common courtesy, leave the Team Area and pool deck in a neat and clean condition at the conclusion of each meet.

Section 2: Relays

Building a relay team is the responsibility of the coaching staff. In considering the make-up of the relay team membership, the coach considers many variables: the attitude of the swimmer; his/her ability to perform under pressure; the type of meet the swimmer had for that day; and finally, the score of the meet. Even considering these variables, it is often very difficult to select the best relay team. Please support our Coach in his/her choices and team make-up by planning to participate throughout the entire meet.

If for some reason your swimmer must leave the meet early, please notify the Coach as soon as possible. In this manner the Coach can inform other swimmers and ensure we have teams for the relays.

Section 3: Volunteering

Assist the various IHST Committees in the operation of Fund Raisers, Special Events, Snack Bar, and Meets. Be prepared to participate as one of the many necessary volunteers that make the meets run. The Meet Manager will assign volunteers to slots ahead of the meets to ensure smooth operations.

Section 4: Officials

Every year prior to the start of the swim season the Prince-Mont Swim League makes available online or in person training for those volunteers working the deck at the swim meets. The positions include Referee, Starter, Head Judge, Stroke and Turn Judge, Head Timer, Scorekeeper, Ribbon Writer, Clerk of Course, Meet Manager and Announcer.

ALL Referees, Starters, and Stroke and Turn Judges must have attended a clinic for their position within the previous 15 months, as required by Prince-Mont Swim League.

ARTICLE XI: Swim Team Coaches

The IHST shall interview and engage a swimming head coach for the season. The coach shall be considered to be an independent contractor and will receive payment for services rendered. The IHST's total obligation to the coach shall be disbursed in payments to be made in installments as determined by the negotiated contract. IHST shall not be responsible for the payment of taxes or social security costs due to the government. This is considered the responsibility of the Swim Team Coach. The salary and contract shall be negotiated by the IHST Board.

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Section 1: Child Protective Background Checks

All Coaches may be required to submit to a Child Protective Background Check through the third party designated by the IHST Board. Contracts will be dependent on satisfactory findings. The background check will be the financial responsibility of IHST.

Section 2: Coaches Conduct for Child Protection

Coaches shall:

1. Refrain from degrading language or behavior and stop any observed or reported disrespectful behavior between team members, including sexual harassment.
2. Not threaten or intentionally inflict injury upon anyone and are responsible for stopping threatening behaviors of team members.
3. Not commit any sexual offense against a minor or engage in any sexual contact with a team member.
4. Not make any sexual advance or engage in verbal or physical contact with a team member.
5. Not have non-related one adult/one swimmer private interaction except in an emergency where following this policy would be dangerous to the swimmer. In an emergency, the coach or volunteer must contact a Board member to inform them of this contact and the reason for it. If a child is receiving individual instruction or working with a private coach, the activity must be in a public setting.

Section 3: Head Coach Duties and Responsibilities

The Swim Team Coach will execute the following duties during his/her period of employment:

1. Train, coach, and seek to instill good sportsmanship in the swim team members.
2. Recommend Assistant Coach candidates to the IHST Executive Board for hiring. The coach will have singular responsibility for the management, discipline, and attendance of the coaching staff.
3. Work with the IHST Board, Committees and Officials of the Prince-Mont Swim League as required. The coach shall be the singular point of authority between the Board and the team in all matters pertaining to the swim team coaching.
4. Shall call on the assistance of the Board as necessary to carry out the coaching duties.
5. Assess the team's performance and suggest to the Board recommendations to improve the overall efficiency of the team.
6. Submit to background check annually.
7. Be responsible for the conduct of the IHST swimmers while at practice and during meets. The Coach shall have authority to discipline IHST members and if necessary, will present recommendations for expulsion from the team to the IHST Board.
8. Organize and conduct regularly scheduled practice sessions for IHST.
9. Prepare all necessary practice equipment and return same to storage upon completion of each practice session.
10. Teach competitive swimming strokes and techniques to swimmers.
11. Attend all practices and meets; exceptions by board approval.
12. Assist each swimmer to identify his or her goals for the swim season.
13. Develop and implement methodologies for individual goal accomplishment.
14. Prepare the line-up and event cards for each meet in a timely manner.
15. Post seeding sheets - in a conspicuous location or email prior to each Dual Meet.
16. Develop, establish and implement an enforceable code of conduct.
17. Establish and maintain open lines of communication with the swimmers, parents and the Executive Board.
18. Set aside time to discuss individual swimmer issues with parents, as requested.
19. Coordinate and manage services of the Assistant Coach(es).

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20. Establish and/or maintain Certifications in CPR, First Aid, Professional Lifeguard and Pool Care Operator; and

21. Assume all other duties and responsibilities ordinarily inherent in the role of Head Coach of a swim team.

All of the above tasks and responsibilities shall be conducted with the knowledge and concurrence of the IHST Board.

Section 4: Assistant Coach Duties:

Assistant Team Coach(es) will execute the following duties during his/her period of employment:

1. Perform duties as defined by the Head Coach.
2. Act in accordance with all IHST By-Laws.
3. Work in conjunction with Head Coach, the Board, and IHST members.

ARTICLE XII: General Funds Management and Disposition Guidelines

As a yearly goal, seek to maintain a minimum balance of \$5,000.00 at the end of the season. This minimum balance is used to pre-order equipment and ensure adequate funds are available to hire the swim coach and any assistants required for the coming year.

The End of Year Report will be presented to the general membership at the end-of-season General Membership Meeting/Award Banquet. Copies of the report after the end of the season will be made available on demand.

No individual of the general membership may incur obligation in the name of the IHST unless he/she is given that authority by approval of the IHST Board.

All funds earned from sales, membership dues, special events, and donations will be used to ensure the efficient accomplishment of the IHST goals as expressed in Article II. In the event that there is an excess of funds at the end of the season over the minimum \$5,000.00, the Board will determine if these funds are to be held in the IHST checking account or to purchase and update equipment. At no time will any of the money be returned in cash form to the general membership. No member of the IHST Board or Committees shall benefit from these funds except as part of the operation of the team and any special event sponsored for the team.

In the event the IHST is dissolved, all funds, after the payment of outstanding debts, shall be donated to the town of Indian Head.

ARTICLE XIII: General Membership Meetings

Each year the President of the IHST Board shall call to order two (2) General Membership Meetings. The first General Membership Meeting shall take place in the spring before team practices begin. The second General Membership Meeting shall take place shortly after the All Star Meet in conjunction with the Awards Banquet.

The General Membership may call a General Membership Meeting at any time upon presentation to the IHST President of a petition for such meeting bearing the signatures of at least 10% of the General Membership. Within thirty (30) days of receipt of said petition, the President shall convene a meeting of the General Membership.

ARTICLE XIV: Reporting Suspected Child Sexual Abuse

The President of the Board is designated to receive reports of suspected or actual sexual abuse or other inappropriate conduct. The President will promptly notify proper law enforcement agencies.

All coaches, volunteers, parents, and team members are directed to report any incident of abuse or suspected abuse that they witness or that is reported to them to the Board President. This does not preclude individuals from reporting abuse or suspected abuse to the proper law enforcement authorities.