

# BY LAWS OF HOOSIER HILLS SWIM CLUB

## ARTICLE 1: NAME, OBJECTIVES AND JURISDICTIONS:

- 1.1 NAME - The name of the corporation shall be Hoosier Hills Swim Club, Inc., an Indiana not-for-profit corporation. Here after known as H<sub>2</sub>O.
- 1.2 OBJECTIVES - H<sub>2</sub>O is a group member of Indiana (ISS) and United States Swimming (USS) that is dedicated to promoting swimming as a lifelong sport and whose primary objective shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming.
- 1.3 JURISDICTION – H<sub>2</sub>O shall have jurisdictions over the sport of swimming and club activities as delegated to it as a group member of ISS in accordance with these Bylaws, the ISS and USS code, and all applicable policies and procedures.

## ARTICLE 2: MEMBERSHIP:

- 2.1 MEMBERS – The membership of H<sub>2</sub>O shall consist of the following:
  1. Athlete Members – An Athlete Member is an individual who participates or competes in the sport of swimming and is in good standing as a paid member of H<sub>2</sub>O.
  2. Coach Members – A Coach Member is an individual who is affiliated with H<sub>2</sub>O, who has satisfactorily completed all safety and other training required by H<sub>2</sub>O and USS. This individual must be in good standing with H<sub>2</sub>O and approved by the H<sub>2</sub>O Board of Director's.
  3. Parent Booster Club Members - A Parent Booster Member is an individual who is responsible for an Athlete member and is good standing as a paid member of H<sub>2</sub>O
  4. Affiliated Members – Affiliated member is an individual who participates as a member of the Parent Booster Club, who supports the H<sub>2</sub>O swimming program, but which does not have an Athlete member or serve as a Coach member. This individual must be approved by the H<sub>2</sub>O Board of Director's and abide by the rules and regulations of H<sub>2</sub>O.

- 2.2 MEMBER'S RESPONSIBILITIES – Each member shall abide by the Constitution of Bylaws of H<sub>2</sub>O, as well as the rules and regulations set forth by ISS and USS. Each Member shall not take or allow to be taken, any action, or conspire with or instigate any other person to take or allow to be taken, any action which could bring the sport of swimming, H<sub>2</sub>O, ISS or USS into disrepute. By accepting membership each member agrees to abide by the rules and regulations established by the H<sub>2</sub>O board of Director's.

### ARTICLE 3: ORGANIZATIONAL STRUCTURE:

- 3.1 ORGANIZATION – The Parent Booster Club Members shall serve as the governing body of H<sub>2</sub>O and will be responsible for providing leadership to the corporation. Leadership will consist of Officers, and Board of Directors. Other members may attend and participate in all aspects of the organization, but have no vote in the selection of leadership.
- 3.2 OFFICER – The Parent Booster Club Members shall elect on an annual basis a President, Vice President, Meet Director, Secretary and Treasure.
- 3.3 BOARD OF DIRECTORS – The Board of Director's (BOD) shall consist of the Officers elected in article 3.2.
- 3.4 CONFLICT OF INTEREST – To avoid conflict of interest, the following shall apply:
1. Only one parent per family may serve on the BOD.
  2. Family members of any BOD member may not serve as a paid coach.

### ARTICLE 4: BOARD OF DIRECTORS:

- 4.1 MEMBERS – The Board of Director's (BOD) shall consist of the individuals stated in Article 3.3 and shall be established by the President to meet monthly beginning the first month following the conclusion of the winter swim season.
- 4.2 VOICE AND VOTING RIGHTS – The voice and voting rights of BOD members shall be as follows:
1. Board Members – Each Board Member shall have both voice and vote.
  2. Coach Member – Coach Members may attend open meetings of the BOD and be heard in the discretion of the presiding officer.

3. Individual Members – Individual Members of the Parent Booster Club who are not BOD members may attend open meetings and be heard in the discretion of the presiding officer. These individual members shall have no vote in BOD meetings.
- 4.3 DUTIES AND POWERS – The BOD shall act for H<sub>2</sub>O during the intervals between the Annual Meeting held each February. In addition to the powers and duties described in the Constitution and Bylaws, the BOD shall have the power and it shall be its duty to:
1. A majority of the BOD member shall be required to be present in order to vote on any rules and regulatory changes.
  2. Establish and direct policies, procedures and programs for H<sub>2</sub>O. These shall include the selection of competition meets in conjunction with the Head H<sub>2</sub>O Coach.
  3. Oversee the conduct of all members' and staff of H<sub>2</sub>O as it relates to the day-to-day management of the affairs of H<sub>2</sub>O.
  4. Cause the preparation and presentation of the annual budget of H<sub>2</sub>O and make a recommendation of the appropriation of funds for the year.
  5. Retain such independent contractors and employ such persons as the BOD shall determine are necessary or appropriate to conduct the affairs of H<sub>2</sub>O.
  6. Establish team fees for H<sub>2</sub>O.
  7. Execute all contracts for the use of facilities and purchase of equipment necessary and appropriate to conduct the business of H<sub>2</sub>O.
  8. Appoint all Chairpersons of standing committee's.
  9. The BOD shall fill all vacancies created by resignation of officers or BOD members, except for the position of President.

## ARTICLE 5: OFFICERS

- 5.1 ELECTED OFFICERS – The officers who shall be elected by the Parent Booster Club Members are:
1. President
  2. Vice President
  3. Meet Director / Meet Entry
  4. Secretary
  5. Treasure
- 5.2 ELECTIONS – The Parent Booster Club Members in good standing, at their annual meeting, shall elect the officers listed in Article 5.1 for term of one year. Only Parent Booster Club Members in good standing shall be eligible to hold office and they must maintain their eligibility throughout their term of office.

- 5.3 TERMS – The term of office of all elected officers shall be one year and shall commence on the first day of the first month following the end of the winter session.
- 5.4 DUTIES AND POWERS – The duties and powers of the officers shall be to attend and participate in all meetings of H<sub>2</sub>O and as follows:
1. PRESIDENT: The president shall oversee and have general charge of the management, business, operations, affairs and property of H<sub>2</sub>O, and general supervision over its officers, members, and agents, shall call meetings when and where deemed necessary. The President shall preside at all meetings of the BOD, Executive Committee and Parent Booster Club. Said officer shall appoint committee chairpersons and members for standing and special committees as may be necessary to permit H<sub>2</sub>O to effectively, efficiently and economically conduct its affairs.
  2. VICE PRESIDENT: The Vice President shall conduct meetings in the absence of the President, and at the request of the President or in the event of the disability of the President, shall perform all of the duties of the President, and when so acting shall have all the powers of the President. The Vice President shall also assist the Meet Director in any and all preparations for the H<sub>2</sub>O team meets.
  3. MEET DIRECTOR / MEET ENTRY: The meet director shall be responsible for the swimming programs conducted by H<sub>2</sub>O. They are also responsible for the operational meet rules with particular attention to meet management and evaluation of meets. They shall apply for all dates of H<sub>2</sub>O meets, all correspondence with USS including sanction numbers and meet final reports. This officer shall apply for pool and cafeteria usage for all home meets and handle all communications with guest clubs. Perform monthly backups of website documents and all documents on the team computer for storage off site.
  4. SECRETARY: The Secretary shall be responsible for keeping a record of all meetings of the BOD, Executive Committee and Parents Booster Club, conducting official correspondence, issuing meeting and other notices. The secretary shall keep all newspaper articles, official documents, club correspondence and any other records (Monthly calendars, USS Registrations, phone tree and verify monthly reports written by Treasure) of H<sub>2</sub>O in a safe and orderly manner.
  5. TREASURER: The treasure is responsible for all financial matters of H<sub>2</sub>O, including the preparation of an annual budget, control and implementation of financial and accounting controls. The treasurer shall also collect all dues and other fees payable to H<sub>2</sub>O, have custody of H<sub>2</sub>O's

checking and savings accounts. Work with the Secretary on monthly reporting and budget. They shall also handle all accounts payable and receivables of H<sub>2</sub>O, and keep an accounting of all financial transactions involving H<sub>2</sub>O funds. It is the responsibility of the Treasure to handle the finance for fundraising. The treasure can appoint a fundraising chair person.

## ARTICLE 6: PARENT BOOSTER CLUB

- 6.1 MEMBERSHIP – Membership in the Parent Booster Club is mandatory for all parents, guardians or other family members of H<sub>2</sub>O athletes as long as they are in good standing and they abide by the rules and regulations established by the BOD.
- 6.2 PURPOSE – The purpose of the Parent Booster Club is to aid the progress of the competitive swimming program, to work at all team meets, serve on committees as needed, and to raise funds in support of H<sub>2</sub>O programs. If an individual is unable to work or support a H<sub>2</sub>O meet and fulfill their obligation to the purpose of the organization, a donation of \$20.00 will be accepted on behalf of the organization.
- 6.3 MEETINGS – The Parent Booster Club will meet on a monthly basis as directed by the President and will hold an annual meeting at the end of the winter season. The purpose of the annual meeting will be to review past year activities, plan for the up coming year, and elect officers to direct these activities on behalf of H<sub>2</sub>O.

## ARTICLE 7: COACHES

- 7.1 POSITIONS – The following coaching positions will be recognized by the H<sub>2</sub>O Swim Club:
1. Head Coach
  2. Coach
  3. Assistant Coach
- 7.2 QUALIFICATIONS – The qualifications for the Head Coach and Coach positions include the following:
1. College degree preferred.
  2. USA Coaches Certification, Level I required, Level II Preferred.
  3. Motivated, Enthusiastic and energetic personality.
  4. Leader, influential with the group, and is a positive role model.
  5. Coaching experience with emphasis on stroke technique.
  6. Good communication skills.
  7. Need to get along with swimmers, parents and other staff.

- 7.3 HEAD COACH RESPONSIBILITIES – The responsibilities for the H<sub>2</sub>O Head Coach includes the following:
1. Oversee entire coaching program.
  2. Communicate with swimmers and parents on progress of swimmers.
  3. Understand goals of individual swimmers.
  4. Generate season plan and goals for areas of focus to enable swimmers to peak at appropriate times.
  5. Mentor and develop other coaches.
  6. Keep coaches up to date on goals and focus.
  7. Develop and post the coaches meeting schedule.
  8. Develop and post the swimming workout for all swim groups with input from the coaching staff.
  9. Includes responsibilities as defined for Coach and Assistant Coach
- 7.4 COACH RESPONSIBILITIES: The responsibilities for the H<sub>2</sub>O Coach includes the following:
1. Ensure the safety of swimmers while practicing or attending swim meets.
  2. Provide professional coaching by continued education of coach technique and swimmers fundamentals. Continued education and training shall be funded in part by the H<sub>2</sub>O swim club as determined by the BOD during the budget setting process.
  3. Use numerous techniques to teach and instruct such as on deck instruction and in water display.
  4. Follow through to complete the daily practices as scheduled by the head coach.
  5. Assist the head coach in developing training practice plans and workout sets for practice. Adjust as necessary.
  6. Develop programs for continued growth of team.
  7. Provide personal and social development for life time skills.
  8. Provide a fun and enjoyable environment.
  9. Includes responsibilities as defined for Assistant Coach
- 7.5 ASSISTANT COACH RESPONSIBILITIES: The responsibilities for the H<sub>2</sub>O Assistant Coach includes the following:
1. Be at practice 15 minutes early. Insure pool is ready for practice (i.e. lane lines are installed and no hazards are in or around water).
  2. Check board for practice workout.
  3. Work with swimmers while enforcing practice workout.
  4. Emphasis on stroke technique.
  5. Communicate with swimmers and parents on swimmers progress.
  6. Provide professional coaching.
  7. Work with all coaches to insure safety of all swimmers.

## ARTICLE 8: SWIM SEASON

- 8.1 Summer session runs from April – August.  
Winter Session runs from September – March

## ARTICLE 9: SWIM PRACTICE

- 9.1 Swim Practice will be held at the area High School pools.  
Practice times and locations will be determined by pool and coach availability.

## ARTICLE 10: SWIM MEETS

- 10.1 Swim Meets will be scheduled by the BOD and Head Coach.

## ARTICLE 11: CODE OF CONDUCT

- 11.1 Athletes are responsible for any damage they cause to the facilities and or property. They should expect to be disciplined and will be required to pay for damages.

- 11.2 Misconduct includes; but is not necessarily limited to:
1. Violation of the safety guidelines.
  2. Disrespect to meet management personnel, officials, coaches or fellow athletes.
  3. Stealing, destroying, vandalizing, or possessing the property of others.
  4. Possession or use of alcoholic beverages, tobacco products, or illegal drugs.

- 11.3 Athletes are also responsible for knowing and complying with H<sub>2</sub>O and the facility's safety rules. These rules are for your protection and athletes should not disregard them or act in any way that is injurious to themselves or others.

- 11.4 Respect yourself, respect others and respect others property.

## ARTICLE 12: DISCIPLINARY ACTION

- 12.1 Any H<sub>2</sub>O club member (athlete, coach, parent booster club, affiliate, BOD) that violates the H<sub>2</sub>O By-Laws, pool safety rules and guidelines or code of conduct shall be subjected to disciplinary action up to and including termination from the H<sub>2</sub>O Swim Club.

## ARTICLE 13: FEES AND SCHOLARSHIPS

- 13.1 FEES: Fees associated with participation in H<sub>2</sub>O shall be determined by the BOD during organization and budget preparation of each swimming session. Fees are typically required for membership, practice, practice equipment, swim clinics and attending swim meets. Fees will be published in advance. Members that are negligent or delinquent in paying required fees shall not be allowed to enter the pool until fees are paid in full, and may be subjected to disciplinary action.
- 13.2 SCHOLARSHIPS: The BOD will determine prior to each swimming season, the number of scholarships and the amount of scholarship award to be made available to H<sub>2</sub>O member scholarship applicants. Scholarships include:
1. Scholar-Athlete Award for senior high school student athlete members. See attachment for rules, eligibility and application.
  2. Athlete Scholarship for families in need of financial support. See attachment for rules, eligibility and application.

## ARTICLE 14: ORGANIZATION, AMMENDMENT OF BYLAWS AND DISSOLUTION

- 14.1 Non-Profit and Charitable purposes – As stated in Article 1.2, H<sub>2</sub>O is organized exclusively for charitable and educational purposes of fostering amateur sports competition in swimming within the meaning of section 501(c)(3) of the IRS Code. Not with standing any other provisions of these bylaws, H<sub>2</sub>O shall not, except to an insubstantial degree, (1) engage in any activities or exercise any powers that are not in furtherance of the purpose and objectives of H<sub>2</sub>O or (2) engage in any activities not permitted to be carried on by: (A) a corporation exempt from federal income tax under such section 501(c)(3) of the IRS Code or (B) a corporation to which contributions, gifts and bequest are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code.g crs

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## Scholarship Application

Name: \_\_\_\_\_ Age \_\_\_\_\_

Address: \_\_\_\_\_

Guardian Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please attach a copy of your free School lunch application or acceptance letter. You may submit your application to an H<sub>2</sub>O Board member or coach or you can mail it to the address below. Your application will be reviewed by the Board at the next board meeting.

Mail to: H<sub>2</sub>O Swim Club  
P.O. Box 875  
Madison In 47250

(Below to be completed by Board)

\_\_\_\_\_

Board Comments: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

## **2005-2006 SCHOLAR-ATHLETE AWARD**

The purpose of this award is to emphasize the importance of scholastic achievement through a program that recognizes the scholastic excellence of H2O swimmers.

**ELIGIBILITY:** Open to all H2O-USA Swimming athletes who: has completed grade 12 during 2005-2006, and has attained a 3.0 or higher grade point average (GPA) for the ENTIRE 2005-2006 school year.

**APPLICATION:**

A student must submit an application. A copy of the student's final report card must be included with the application. YEAR END REPORT CARD IS REQUIRED FOR VERIFICATION OF CUMULATIVE GPA. Signature of guidance councilor is required only if your School does not issue report cards with a calculated cumulative GPA.

You must write a short paragraph explaining how swimming has affected or changed you.

**DEADLINE:**

All applications with (1.) report cards, AND (2.) Counselor's signature (if school does not issue report cards with a calculated cumulative GPA), MUST BE POSTMARKED AND/OR RECEIVED NO LATER THAN JUNE 30, 2006.

**POINTS:**

Conversion of letter grade standards to point values are as follows:

SCHOLASTIC	VALUE	EVENT STANDARD
A	4	A, AA, AAA, AAAA
B	3	B, BB
C	2	C
D	1	--
--	0	NT

**APPLICATION:**

Application for this award must be made on the form provided. Completed applications may be sent through your coach (signature required), or directly to the address below. Direct submission is highly recommended.

**NO Application WILL BE ACCEPTED AFTER JUNE 30, 2006.**  
Incomplete applications will not be processed. Award recipients will be notified by mail. Please keep a copy of your application.

**SEND COMPLETED APPLICATION WITH REPORT CARD TO:**

Hoosier Hills Swim Club  
P.O. Box 875  
Madison IN, 47250  
Attention: Board of Directors

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**H2O SWIMMING**  
**2005-2006 SCHOLAR-ATHLETE AWARD**  
**APPLICATION FORM**  
**(PLEASE READ INSTRUCTIONS BEFORE COMPLETING)**

NAME \_\_\_\_\_ Age \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

High School \_\_\_\_\_

College planning to attend \_\_\_\_\_

USS Card Number \_\_\_\_\_

Cumulative grade Point Average \_\_\_\_\_

Guidance Counselor's Signature \_\_\_\_\_  
*(If required)*

How has swimming effected you? *(use additional paper if needed)*

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Swimmer Signature: \_\_\_\_\_

**SEND COMPLETED APPLICATION WITH REPORT CARD TO:**

Hoosier Hills Swim Club  
Attention: H2O Board  
P.O. Box 875  
Madison IN 47250

Deadline: June 30, 2006