



EXPECTATIONS FOR PARENTS

It is our hope that all parents will take an active interest in as many phases of the team activities as possible: swim meets, fundraisers, meetings, volunteer positions, training as officials and other meet positions. Without parent participation, the coaching staff will have a difficult time providing a quality program for your child.

BY-LAWS OF THE BENTON HARBOR-ST. JOSEPH YMCA DOLPHINS SWIM TEAM PARENTS ASSOCIATION

Article I—Name

The name of this organization is the Benton Harbor-St. Joseph YMCA Dolphins Swim Team Parent's Association and will be referred to in the by-laws as the "Dolphins Parents' Association".

Article II—Purpose

The purpose of the "Dolphins Parents' Association" shall be to provide all the services necessary to support a competitive swim team.

Article III—Membership

Section I.

Any parent or guardian of a swim team member or past swim team member shall be considered a member of the “Dolphins Parents’ Association”.

Section II.

Any individual who is a member of the “Dolphins Parents’ Association” shall be entitled to the benefits of making motions, debating, voting, holding a seasonal volunteer position, and serving as a trained meet person.

Article IV—Governing Body

Section I.

The governing body of the “Dolphins Parents’ Association,” shall be the “Dolphin Parent Board”. Consisting of the following positions: (Current parents)

- President
- Vice-President
- Treasurer
- Secretary

Section II.

Each “Dolphin Board Member” must be a part of the “Dolphins Parents’ Association”

Section III.

The term for all “Dolphin Board Members” shall be one year and no officer shall be eligible to serve more than two consecutive terms in the same office.

Section IV.

In the case of a vacancy, the President may appoint a person subject to the approval of the governing body.

Section V.

“Dolphin Board Members” will be elected after Fall Registration and begin their term in the following month.

Article V—Duties of Officers

Section I. The President shall:

- Preside at all “Dolphin Parents’ Association” meetings.
- Appoint all chairpersons for committee work.
- Coordinate the work of the officers and committees in accordance with the objectives of the association.

Section II. The Vice-President shall:

- Serve as an aide to the President.
- Preside in the absence of the President.

- Supervise recruiting activities.

Section III. The Treasurer shall:

- Have charge and custody of and be responsible for all funds of the club.
- Present a financial statement at each meeting.
- Pay all bills incurred by the “Dolphins Parents’ Association”.
- Keep permanent records of all transactions.
- Serve as a budget advisor.

Section IV. The Secretary shall:

- Record the minutes of all meetings of the organization and the board.
- Maintain an attendance record of all meetings.
- Furnish each member with a membership roster of the organization.
- Put a copy of monthly minutes in each members “pocket”.
- Help coach with newsletter as needed.

Article VI—Finances

The “Dolphin Board” must approve all finances from the Swim Team Custodial.

Article VII—Meetings

Meetings shall be scheduled by the “Dolphins Parents’ Association” monthly as determined by the President.

FUNDRAISING

The money raised by the swim team belongs to the entire swim team, including future members. The balance in the swim team account must always be kept up, even when we aren’t raising money for a specific item, so that when equipment needs to be replaced or repaired the fundraising process doesn’t take as long.

Fundraising takes a lot of work from parents, swimmers, coaches, and YMCA staff, but it is necessary for the team to survive. At the beginning of the season, the Parents Association as well as the rest of the parents, need to determine a number fundraisers to do throughout the season (this is in addition to selling the Superbooks) and determine a timetable and plan to successfully complete those. The committee for each fundraiser must see the fundraiser all the way through to the end.

Possible fundraisers include:

- Creating and selling a cookbook

- Swim-a-Thon (a small percentage of the funds must go to the Swim-a-Thon organization)
- Hosting a Masters (adult) swim meet
- Asking for company donations
- Car wash
- Restaurant Nights

ADDITIONAL PARENT FUNCTIONS

Meet Director: Responsible for running each of our home meets (securing all timers and workers for each home meet; setting up for each home meet; etc.); responsible for setting up training session for officials; may appoint any committees necessary to accomplish these tasks.

Concessions Chairperson: In charge of running a concession stand at each home meet as deemed necessary by the “Dolphins Parents’ Association,” in charge of organizing swim team parents association events such as Spring Awards Banquet.

Public Relations Chairperson: Report meet results and all other publicity to newspapers. Also has the responsibility for maintaining the web site.

Swimsuit Orders: A parent needs to take responsibility for ordering team suits and distributing them.

YMCA Officials: YMCA officials are used at all SJYD home meets. The role of the officials is to make sure that all swimmers are swimming legal, so that the meet is swum in fairness.

Meet Manager Operators: The meet manager operators are responsible for running the computer at our home meets. Training is easy for anyone with some computer experience.

Timing System Operators: The timing system operators are responsible for running the timing system at our home meets.

Clerk of Course (*Marshalling*): The clerk of course is responsible for getting the swimmer ready for their events. They make sure that the swimmers are in the correct lanes.

Swim Shop Coordinator: Responsible for placing order for suits and other items used at the swim shop fund raisers for the swim. Responsible for dealing with the money taken in by the shop.

