

Policies of the Grosse Pointe Gators

I. Fee and Assessment Policy

Fees

Fees shall be paid in a timely manner as prescribed by the Board. A swimmer must be current with all fees to be entered in any USA Swimming swim meet. No dues or fees shall be refundable. Under special circumstances of resignation, the Board may consider an application for refund of dues and fees on a pro-rated basis, minus any administrative costs.

Amounts

The Board, in an amount deemed sufficient to meet reasonably anticipated expenses for the following year, will establish swimmer fees. Fees shall be reviewed and established in August annually. Amounts may be increased or decreased by the Board of Directors upon reasonable prior notice to all members through publication in the newsletter or other communications venue.

Late Payment

Any payment of fees or installment, which remains unpaid for more than 14 days, shall be subject to a default charge in the amount of 10% of the amount of such payment. If a member shall remain in default more than fifteen days following the second notice, such member shall be suspended from all membership privileges until all indebtedness, including any late charges shall have been paid in full.

Special Assessments

The Board, by the affirmative vote of not less than 3/4 of the Directors then serving, may establish a special assessment at any time and in such amount as the Board, in its sole discretion, deems necessary to meet the Club's financial obligations. Special assessments shall be due and payable 30 days from the date of the mailing of notice of the assessment unless another date is established by the Board and stated in the notice of assessment.

Fund Raising

In lieu of a special assessment, the Board may provide for fund raising activities and may require the participation of each member in such activities, or, equivalent in cash in such amount as reasonably determined by the Board. Additionally, the Club will explore ongoing fund raising activities (i.e. bake sales, car washes, merchandise sales, etc.) to help cover ongoing and special Club costs.

Board Reimbursement

To adequately facilitate the day-to-day operation of the club, board members may be required to make purchases on behalf of the club. For purchases less than \$250, advance permission by the board is not required. Board members will be required to provide receipts to the Treasurer for reimbursement. For purchases over \$250, board members must present the intended purchase at a board meeting for approval prior to making/committing to the purchase. In certain emergency situations, purchases over the \$250 limit, may be made after contacting all members of the executive board and gaining concurrence on the necessity of making the purchase without full board discussion/approval.

II. Coaching Policy

Coaching Staff

The coaching staff shall consist of a Head Coach and a number of Assistant Coaches as so deemed necessary by the Board of Directors based on the recommendations of the Head Coach.

Hiring of Coaches

Coaches are hired by the Board and must comply with all rules, regulations and policies set forth in these by-laws and directed by the Board. The Board will appoint a Coach Selection Committee who will determine coaching needs and qualifications, conduct recruiting and interviewing, and then present candidates to the Board for final approval.

Michigan Swimming Registration

The Club shall pay for and register each coach with Michigan Swimming as required in the fall of each year as soon as the coach has renewed any necessary certification cards.

Practice Schedule

The coaching staff shall establish and conduct daily practice as they deem fit; and provide appropriate supervision of swimmers during use of facilities both at practice and at swim competitions. The practice schedule and coach assignments will be presented to the coach liaison in advance of practices.

Coach Certification

All coaches must have the proper certification cards necessary for employment by Club. The coaches are responsible for keeping all certifications current.

III. General Club Policies

Open Practice

The Club practices are workouts between the swimmers and coaches. Parents may view practices from the stands, but shall refrain from walking on the pool deck or talking to coaching staff and swimmers during practice. All visitors, including small children must remain quiet during practice. All discussions with the coaching staff must be limited to a pre-arranged non-practice time, or if necessary, the period immediately preceding or following the swimmer(s) assigned practice time.

Limiting of Practice

Parents that do not follow the guidelines or are considered disruptive may be barred from future practices sessions. In the event of a disruptive parent or guardian, the coach will immediately notify the board president who will contact the involved parent or guardian and review the issue at the next board meeting.

Completion of Forms/Paperwork

Parents/legal guardians must promptly fill out and return all necessary forms for Club membership, upon joining the Club and prior to being allowed to participate in practices or meets.

Meet Fees

Relay Fees:

It is the goal of The Club to pay for all relay entries in USA Swimming swim meets. However, the club reserves the right to pass relay charges should a relay swimmer(s) leave the meet early or scratch the meet for reasons other than illness, without giving ample time to find a replacement, if applicable; then the cost of that relay shall be assessed to that swimmer or divided among the absent swimmers.

Individual Event Fees:

Swimmers are responsible for all individual event fees.

Visiting Swimmers

The Board may approve a swimmer not attached to the Club to practice with the team under special circumstances. Guest swimmers must be registered members of US Swimming in good standing.

Promotion of Outside Agents

The Club will not endorse any commercial enterprise or a candidate for public office.

IV. CONFLICT OF INTEREST POLICY

The Grosse Pointe Gator Swim Club Inc. strives to maintain the highest ethical standards in establishing and abiding by its policies, procedures and programs and to avoid any conflict of interest in the actions it adopts and the activities it pursues.

The Club recognizes that conflicts of interest may be of varying forms or degrees and may be potential, actual or apparent. To address potential, actual and/or potential conflicts of interest, the following policies and procedures are adopted:

1. **Disclosure.** When a director or officer is affiliated with an organization seeking to provide services, equipment or facilities to the Club or when a director or officer has any duality of interest or potential conflict of interest, real or apparent, such affiliation or conflict shall be disclosed to the President of the Club who shall disclose the same to the Board of Directors. Such disclosure shall be made a matter of record at the next ensuing meeting of the Board of Directors and prior to any commitment being made on the part of the Club to incur any obligation which may be affected by such affiliation or conflict. An affiliation with an organization will be considered to exist when a director or officer or a member of his or her immediate family or close relative is an officer, director, trustee, partner, shareholder, member, employee or agent of, or has any other substantial interest or dealings with, the organization with which the Club is contemplating to transact business.

2. **Voting.** Any director or officer having an affiliation or potential, actual or apparent conflict of interest on any matter shall not vote or use his or her personal influence on the matter, and shall not be counted in determining a quorum for the meeting at which the matter is voted upon, even if permitted by law. The Board of Directors should seek, obtain and rely on appropriate objective data in considering all issues presented for consideration. The minutes of the meeting should reflect that disclosure was made, that the interested director abstained from voting, that such person was not counted in determining a quorum, and that objective data was considered and used as a basis for making the decision.

3. **Statement of Position.** The foregoing policy and procedures should not be construed to prevent a director or officer from stating his or her position on any matter under consideration, or from answering questions of others relating to the matter.

4. **General Duty of Good Faith.** Directors and officers shall exercise the utmost good faith in all transactions and in performing their duties to the Club. They shall be held to a strict rule of honest and fair dealing between themselves and the Club. They shall not use their positions, or knowledge gained from their positions, in a way that creates or exacerbates a conflict between their own personal interests and those of the Club.