

Lake Shawnee Swim Team Standing Rules

Section I – Purpose

The Lake Shawnee Club Swim Team (LSST) is a standing committee of the Board of Governors of Lake Shawnee Club (Board) and participates in the North Jersey Regional Lakes League (NJRL). The primary goal of LSST as a recreational swim team is for all swimmers to have fun. In addition to this goal, the coaches and swim team board will work to foster participation, develop good sportsmanship, team spirit, a good self-image, and above all, to help all swimmers improve both their skills and their times throughout the season in a friendly recreational swimming environment. LSST will also promote a sense of community that will endure beyond the swim season.

Section II – Membership

Swimmer's parents must be members in good standing of the Lake Shawnee Club or an immediate family member of a member in good standing to participate on the team. Immediate family members include grandchildren, nieces, or nephews.

In addition, swimmers may be officially sponsored by a Lake Shawnee member in good standing, as determined by the rules of the Club and swimmers are officially considered guests of the sponsor family and must abide by all guest rules. No more than 20% of the swim team members may be sponsored members. All sponsored swimmers must be approved by the LSST committee. Prior year sponsored swimmers may be given special consideration when determining sponsorship for the following year. Multiple sponsored swimmers of a Club Member family may constitute one sponsorship.

Swimmers must conform to the current NJRL rules regarding swimmer eligibility.

- The Board will have the authority to suspend or revoke team membership for cause.
- The coach shall have the discretion to determine if a swimmer has sufficient skills to join the LSST.
- Swim team members and parents will conform to all club bylaws, standing rules and policies.
- No swimmer will be allowed to participate without paying the required registration fee and other fundraising obligations as determined by the committee.

Section III – Officers

The LSST Committee will consist of the following positions.

- Swim Team Chairperson
- Swim Team Co-Chairperson
- Financial Secretary
- Secretary
- Parent Liaison

The following sub committees, but not limited to, may be established as required by the committee:

- Facility/ Equipment
- Coaching staff selection
- League Representative
- Membership
- Fund Raising
- Parent Volunteer Lists/ Meet Director
- Incentives and Awards
- Food/Concession

Guidelines outlining committee & subcommittee member job duties are to be included in the Parent Handbook. These duties are to be maintained by the secretary and updated and amended from time to time with the approval of the committee.

The term for all positions is one year from September 1st to August 31st of the following year.

The Swim Team Chairperson will have the authority to name a replacement for any committee or subcommittee member who cannot fulfill or complete his or her term of office. In the event of a vacancy in the Chairperson's position, the appointment will be made by the Club President with consent of the Board

Each position, with the exception of League Representative, may be filled by a single member, a family, or two members sharing the position.

Section IV – Committee Meetings

Monthly meeting will be held at least once a month from February through August. Other meetings should be called by the Swim Team Chairperson as deemed necessary.

A quorum consists of (3) three committee positions to conduct business.

Committees meeting are to be posted in advance. Parent participants can attend committee meetings and offer input.

Committee and subcommittee members are encouraged to provide a report of any activity at its meetings. The secretary will record minutes and provide such copies to the Club President, committee and subcommittee members. Parent participants can receive a copy upon request.

A parent handbook will be maintained by the committee and available to parent members

Section V – Elections

All committee positions are volunteer positions. Selection of committee and subcommittee members for the following season with the exception of chairperson is to be made through the parent participants of the swim team by a simple majority of parents present at the August meeting. Selection of the chairperson for the following season is to be made through the parent participants at the August meeting with the approval of the Club President and consent of the Board. If no person is selected from among the parent participants the Club President shall designate a chairperson with consent of the Board.

New committee members are to assume their duties at the September meeting.

Section VI – Finances

The swim team committee is a self-sustaining committee funded through the registration fees and fundraising activities of the committee to sustain its operation. The Board of Governors agrees to fund a portion of the swim coach's salary the amount to be determined by the Board.

The financial records of the LSST are combined with those of the Lake Shawnee Club, and are maintained on a fiscal year basis. All club policies in regards to accounting and finances are to be adhered to and in accordance with the Club Treasurer.

The Financial Secretary will prepare and submit all club event sheets and monies to be turned over in a timely manner for deposit to the club office manager after each event. The Financial Secretary shall submit all receipts for reimbursement to the club office manager and obtain any checks required for swim team events. In the absence of the financial secretary for any unforeseen reason, the financial secretary may designate another committee member to perform these duties on a temporary basis.

The Financial Secretary should prepare and submit a team budget to the Board at its February meeting, or as scheduled by the Board for the Board's review and approval.

The Financial Secretary shall maintain a record of all registration fees paid and those outstanding including any other financial obligations as set by the committee for each swim participant.

The Board has the authority to suspend or revoke team memberships for financial non-performance.

A roster of team membership will be submitted to the Office Manager prior to the start of the swim season to ensure the participant is a club member in good standing.

Registration fees and other fundraising obligations are to be determined by the committee.

Section VII – Coaching Staff Selection Sub-Committee

A Coaching Staff Selection Subcommittee should be assembled at the beginning of each year.

The Coaching Staff Selection Sub-Committee chairperson should be a member of the LSST committee. The other members of the committee are not required to be committee members. There shall be a minimum of two members' and a maximum of five.

The committee's duties include recruiting, interviewing, and making recommendations to the Board to hire/fire/retain candidates.

No existing swimmer will be hired as a coach or assistant coach. To avoid any conflict of interest, any coaching candidate will not be considered for employment if a parent is a current LSST Committee member. Should the LSST Committee Member decided to resign their position, employment may be considered.

All resumes for employment are to be sealed and forwarded via mail, email or hand delivered by the candidate directly to the Office Manager of the Club. No resumes are to be accepted by any LSST Committee Member or Staff Selection Sub-Committee Member prior to the formal opening process. All mailed resumes must be postmarked ON OR BEFORE the deadline date to be considered. Resumes may be emailed on or before any deadline date. Email resumes will be printed and sealed in an envelope by the Office Manager. The Office Manager will hold all resumes until such time that the Staff Selection Sub-Committee Chair requests them for review and consideration.

After the established deadline, the Sub-Committee Chairperson will obtain the sealed resumes received by the Office Manager and present to the Sub-Committee at its meeting for opening and review. No resume is to be opened until such time that the Selection Sub-Committee is ready to review and start the selection process.

Once potential candidates are selected the Sub-Committee Chairperson will present the coaching candidate(s) resumes to the entire LSST Committee meeting for review and approval. All final coaching candidates resumes considered for employment will be forwarded to the Club President for final review and approval.

Upon final approval, a coaching employment contract for the season will be prepared by the Swim Team Chairperson and forwarded to the Club President for approval with consent of the Board.

The monitoring of the coaching staff's performance will be the responsibility of the LSST Committee's designee. Any coaching issues are to be brought to and addressed by the LSST committee. Any decision for disciplinary action or termination of any coaching staff will be investigated by the LSST committee and its findings and recommendation forwarded to the Club President for final approval with consent of the Board

Section VIII –Grievances/Suggestions

Any suggestions and/or grievances of members concerning the activities of the LSST must be filed in writing with the Swim Team Chairperson for consideration by the Board.

Under no circumstances should parents of members take grievances to the coaching staff.

Section X – Swim Meets

Meets will be conducted in accordance with the current NJRLL Standing Rules, unless other arrangements are made with the opposing team.

Section XI – Coaches

A coach recommended by the committee and hired by the Board has the responsibility for the organization, training and other day to day functions of the Swim Team under the supervision of the Swim Team Chairperson and the Committee.

Any number of assistant coaches will be recommended by the Coaching Staff Selection Committee each year and approved by the Board.

All coaches will be required to attend the Child Abuse Awareness Seminar conducted by the Township of Jefferson Recreation Department.

Section XII- Scholarships

Upon graduation, any high school level LSST swimmer will be eligible for a scholarship for each completed high school season and upon completion of the senior swim season in an amount determined by the LSST Committee and based on LSST funds available.

LSC Board Approved: