CONSTITUTION AND BY-LAWS

OF THE

NORFOLK FAMILY YMCA AQUAJET SWIM TEAM ASSOCIATION

**Article I - Name**

Norfolk Family YMCA Aquajet Swim Team Association

**Article II – Purpose**

The purpose of the Norfolk Family YMCA Aquajet Swim Team Association is to provide an opportunity for competitive swimming for the youth of the Norfolk area, in cooperation with the Norfolk Family YMCA.

**Article III – Membership**

All youth participating on the Aquajet Swim Team, their parents/guardians and team Coaches.

**Article IV – Eligibility & Registration**

Section 1 -  Any youth at least 5 years of age who has paid the required YMCA registration fee, is a member of the Norfolk Family YMCA, and is a member of USA Swimming.

1. The Norfolk YMCA Aquajets Swim Team Association shall charge fees to each

swimmer.

B. No swimmer shall be denied competing because he or she is unable to pay the

 fees. When a hardship case arises, the Board of Directors will contact the Norfolk

 Family YMCA for sponsorship of the YMCA registration fee. USA Swimming also

 offers an Outreach Program which gives a reduced fee for membership to those swimmers

 who meet the qualifications.

Section 2– Any youth that has passed the required entrance skills assessment.

 A. Prospective swimmers will be asked to meet required skills.

1. Ability to swim two (2) lengths of the pool or 50 yds.

2. Kick one length of the pool on their back

3. Submerge underwater comfortably

4. Willingness to follow directions

Assessment of swimmers and final determination will be the responsibility of the Coach. Coach has final say on placement or acceptance in the club.

 B. Application for review of exceptions to eligibility rules should be submitted

 to the Board of Directors for review.

Section 3 - When a swimmer is over 60 days behind on payment of his/her meet fees, or any other outstanding fees, they shall be suspended from practice and meet participation until the bill is paid.

 A. When entry fees are charged for a meet, each swimmer is responsible for paying

 all his/her fees, even though he/she may not have swum in the meet for one

 reason or another. The Norfolk Family YMCA Aquajets Swim Team Association

 pays these fees one to two weeks in advance and it is up to the swimmer to

 notify the coach in advance if there is a conflict that will prevent them from

 attending the meet.

 B. In the case of relay teams, when a member of the relay team doesn’t show up

 and gave no advance notice they would not be able to attend or they leave a

 meet early without notifying the coach, and a replacement can’t be found, that

 swimmer must pay the fee for the whole relay team.

 C. All outstanding balances must be paid before returning club members can register for

 the next membership year.

**Article V. – Association Board of Directors and their duties**

Section I - The Board of Directors for the Norfolk Family YMCA Aquajet Swim Team Association shall consist of the President, Vice-President, Secretary, Treasurer, Acting Head Coach and Team Registrar.

Section 2 - Term of Office for President and Vice President should be for two years. Secretary, Treasurer, and Registrar are appointed by the President when changes are necessary. Election of Vice President shall be held in May of every other year with the filling of the office in August of the same year. The Vice President position is elected with a majority vote of the current Board of Directors. The Vice President shall fill the Association President office after serving their own two-year term. The position of Head Coach is filled/approved with a majority vote of the current Association Board of Directors. Anyone elected must have been at the general membership meeting.

Section 3 – Duties of the officers are:

      A. President: The President shall conduct all meetings of the Board of Directors. The President

 shall also be responsible for lining up officials for all home swim meets, attending Y League

 meetings or appointing a suitable representative to attend such meetings, and assume

 other duties as are normal to this office.

   B. Vice-President:  The Vice-President shall, in the absence of the President,

 assume the duties of the President. The Vice President position is to a large

 degree a preparation time for serving as President. The Vice President may be

 assigned to various areas of club activity during his/her tenure to get

 experience. This will greatly assist them in getting enough experience to be an

 effective President. The Vice President will act as Chairman of the Coach

 Evaluation Committee.

     C. Secretary:  The secretary shall record minutes of the meetings and be

 responsible for any other publicity that is deemed necessary by the Association Board of

 Directors.

      D. Treasurer:  The treasurer shall be responsible for the payment of bills contracted

 by the Norfolk Family YMCA Aquajets Swim Team Association, and for collecting

 fees and depositing fees and other funds which are collected by the Association.

 The treasurer is responsible for keeping all financial records, bank accounts, and

 financial reports to the Association up to date and accurate. A financial report

 should be made at each Association meeting, as well as anytime such

 information is requested by an officer or an administrator of the Norfolk Family

 YMCA. The treasurer also shall make a supply of cash available for home meets

 when necessary to make change when we are selling concessions,

 programs, etc.

      E. Acting Head Coach: The Head Coach will be responsible for the instruction and

 development of all member athletes in the sport of competitive swimming. The Head

 Coach will be responsibility for the development and supervision of all assistant

 coaches. All Coaches will supervise all athletes at practice, meets and club related

 activities.

 F. Registrar: The registrar will be responsible for the USA Swimming and YMCA registrations

 for the Club, Athletes, Coaches and Officials. The registrar will keep up to date on the

 expiration of Coaches and Officials certification requirements.

Section 4 – Financial Review: The Norfolk Family YMCA Aquajet Swim Team Association Board of Directors will conduct a review of the financial records and procedures of the club. This review will be done on an annual basis.

**Article VI. -  Committees**

Section 1 - Standing Committees, with committee chairman appointed by the Board of Directors

     A.  Concessions Committee: This committee is in charge of the organization of

 concessions for all home swim meets. This would include the purchasing of all items for

 sale at the concession stand for each meet, set-up and clean up at each meet, organizing

 volunteer help the day of the meet, providing a financial report to the Treasurer after

 each meet.

      B.  Fundraising Committee: This committee is in charge of the annual Ad Campaign

 Fundraiser. This committee will present a financial report to the treasurer at the

 conclusion of the fundraiser.

C. Swim Accessories Committee: This committee is in charge of ordering and distribution of

 consignment items for home swim meets. Provide a financial report to the Treasurer

 after each home swim meet.

 D. Coach Evaluation Committee: This committee is responsible for performance

 evaluations of all current coaches.

 E. Tri State Committee: Appointed representative to attend Tri State meetings

 and act as liaison between the Norfolk Family YMCA Aquajet Swim Team

 Association and the Tri State League.

 F. Social Committee: This committee is responsible for assisting the President with the

 Organization of team parties; pot-lucks, pizza parties, bagel Fridays, team breakfasts.

 Special Note: No alcoholic beverages may be served at any team function.

Section 2 - Special Temporary Committees shall be selected/appointed by the Association President and/or coach when necessary to complete a special task.

**Article VII - Meetings**

Section 1 - At least one meeting for the general membership will be held each year, in the fall at registration time.

Section 2 - Board of Directors meetings will be held in August to set the fall/winter meet schedule, coach wages, registration night date. December’s meeting will be held to review registration and home swim meets. March’s meeting will be held to set up the summer meet schedule. Board of Directors meetings will also be held whenever necessary as determined by the Association President, coach, or Vice-President.

**Article VIII - Amendments**

The by-laws of this organization may be amended by 3 affirming votes of the Board of Directors.