



GUIDELINES OF THE COMPETITIVE SWIMMING PARENT COMMITTEE

(adopted May, 2022)

The Competitive Swimming Parent Committee consists of the Parent Committee Leadership and the Lead of each Subcommittee.

Mission

Support the Greater Somerset County YMCA (the “Y”) Competitive Aquatics Program while inspiring and empowering our athletes to achieve excellence both in the sport of swimming and in life.

Role & Purpose

The Competitive Aquatics Program is the responsibility of the Director of Competitive Aquatics and assistant coaches. Under the direction of the Director of Competitive Aquatics, the role of the Competitive Swimming Parent Committee is to:

- A. Guide and encourage the swimmers to achieve, while maintaining sportsman-like conduct, a high level of competitive effort, personal satisfaction, fun, and a sense of responsibility to the team including the coaching staff.
- B. Support the Competitive Swim Team and all swim groups.
- C. Provide the necessary parent volunteers for applicable practice sessions and competitive swim meets by training, supervising, and encouraging the competitive athlete families (the “Members” or “General Membership”).
- D. Provide support to dual and invitational swim meets, to provide competitive opportunities for swimmers.
- E. Provide a structure by which Members can contribute to the success and growth of the swim team and support the coaching staff.
- F. Support the Y mission for the purpose of developing the characteristics of Caring, Honesty, Respect, and Responsibility.



Parent Committee Leadership Roles and Responsibilities

The Parent Committee Leadership (“PCL”) consists of the Chair, Vice Chair, Secretary and Finance Liaison with the following primary responsibilities:

Chair

- Preside at all meetings of the Competitive Swimming Parent Committee and at General Membership meetings.
- Appoint a Nominating Coordinator and govern Competitive Swimming Parent Committee elections.
- Work with the PCL and all Subcommittee Leads to coordinate plans of action and promote unified communication.
- Promote and govern open communication amongst the Competitive Swimming Parent Committee members.
- Collaborate with the Director of Competitive Aquatics, assistant coaches, and Y leadership.

Vice Chair

- Support the Chair and other PCL members and Subcommittee Leads.
- Preside at meetings during the absence of the Chair.
- Assist in the recovery of volunteer fines, if any.
- Upon a vacancy in the Secretary, Finance Liaison or Subcommittee Lead positions, serve as interim replacement until a permanent replacement is appointed.

Secretary

- Organize all meetings of the Competitive Swimming Parent Committee and General Membership and distribute or provide access to any meeting materials prior to the meetings.
- Record the minutes of all meetings of the Competitive Swimming Parent Committee and General Membership. Minutes of meetings will be distributed and approved at the next Competitive Swimming Parent Committee meeting.
- Be responsible for all correspondence of the Competitive Swimming Parent Committee.
- Upon a vacancy in the Vice Chair position, serve as interim replacement until a permanent replacement is appointed.

Finance Liaison

- Oversee the collection of fees and monies from the Members and ensure the deposit of collections in the proper Y account(s).
- Monitor the inflow of funds from Competitive Swim Team activities, including meet entry fees and fund-raising amounts, to ensure proper crediting to the Competitive Swim Team by the Y.
- Reconcile authorized payments against reductions in amounts held to the credit of the Competitive Swim Team by the Y.
- Track check requests submitted to the Y for payment against amounts held to the credit of the Competitive Swim Team by the Y.
- Based on input from each Subcommittee Lead and the Director of Competitive Aquatics, prepare an annual Competitive Swimming Parent Committee budget for approval by the Committee and Y leadership.
- Produce periodic financial updates tracking actual performance vs budget.



The PCL may meet independently of the Subcommittee Leads. The PCL may approve expenses of up to \$1,500 that are not included in an appropriation contained in the Competitive Swimming Parent Committee annual budget. Any such expenses in excess of \$1,500 shall require the majority approval of the entire Competitive Swimming Parent Committee. Expenses included in appropriations contained in the annual budget do not require approvals, but the Subcommittee Lead overseeing the expense should ensure it is consistent with the budgeted appropriation.

Subcommittees and Responsibilities

The Competitive Swimming Parent Committee initially shall have nine standing Subcommittees, each with a voting Lead. In consultation with the Director of Competitive Aquatics, from time to time Subcommittees may be added, removed or combined and voting rights of Subcommittee Leads determined, upon a majority vote of the Competitive Swimming Parent Committee. The maximum number of Subcommittees with a voting Lead shall be limited to thirteen (13), and the total should be an odd number for voting purposes.

The standing Subcommittees with their responsibilities are:

- Competition: *Build/execute all aspects of team-hosted swim meets throughout the SC and LC seasons.*
- Volunteer: *Coordinate parent volunteers at all team events and swim meets, except the Y National Team.*
- Travel & National Team: *Management of Y National Team travel, volunteer efforts, trip budget, and any other items as needed for coaching staff and athletes. Hotel bookings for team at travel meets also handled by this Subcommittee.*
- Apparel: *Coordinate orders utilizing selected vendors.*
- Fundraising: *Plan, organize and execute fundraising activities.*
- Equipment: *Manage all GSCY Storm equipment across all facilities and liaise with the Director of Competitive Aquatics on inventory. Lead is point person for equipment storage unit.*
- Special Events: *Plan, organize and execute all swim team non-competition events (e.g., start of season picnic, banquet, etc.).*
- Hospitality: *Plan and organize food and beverage hospitality for team-hosted swim meets.*

All Subcommittees shall meet as needed to accomplish their goals during the active swim season. Activities of each Subcommittee are to be presented by the Subcommittee Lead to the Competitive Swimming Parent Committee at each Monthly Meeting. Subcommittee members shall be selected by the Subcommittee Lead and are expected to actively participate in the work of the Subcommittee, provide thoughtful input to deliberations, and focus on the best interests of the entire organization and Subcommittee goals rather than on personal interests.

Subcommittee Leads

Each Subcommittee shall have a Lead. Together with the PCL, the Subcommittee Leads constitute the Competitive Swimming Parent Committee.

In addition to specific roles required by the activities of Subcommittees, Leads are expected to guide their Subcommittees, develop necessary work plans and meeting agendas, and work in coordination with the Director of Competitive Aquatics. Subcommittee Leads should:



- Approve reports of Subcommittee meetings before their distribution.
- Inform Subcommittee members on decisions of the Competitive Swimming Parent Committee or Director of Competitive Aquatics that may affect the Subcommittee's work.
- Where appropriate, guide the Subcommittee in proposing new activities that will further the mission and goals of the Y.
- Develop any necessary procedures for the functioning of the Subcommittee, to be approved by the PCL.

Expectations for the PCL and Subcommittee Leads

The PCL and Subcommittee Leads should:

- review all relevant material before committee meetings;
- attend committee meetings and voice objective opinions on issues;
- pay attention to the Y's and the Competitive Aquatics Program's activities that affect or are affected by the committee's work;
- support the efforts of the PCL and Subcommittee Leads and carry out individual assignments made by the PCL or Leads;
- work as part of the committee and team to ensure that the committee's work and recommendations are in keeping with the Y's mission and goals;
- ensure discretion of topics discussed; and
- always abide by the GSCY Code of Conduct.

Tenure, Vacancies and Removal

Tenure

- Positions on the Competitive Swimming Parent Committee shall be to be limited to one (1) per family per term.
- PCL and Subcommittee Leads are elected for a term of two (2) years.
- PCL and Subcommittee Leads are limited to serving a maximum of two (2) consecutive terms. The PCL may, at its discretion, vote to approve a third term in the event that (i) a Subcommittee Lead position requires specific training or knowledge and (ii) it would be in the best interests of the program to maintain continuity and allow the Lead to serve three (3) consecutive terms.
- Parent Committee members cannot serve on the PCL (executive board) and as a Subcommittee Lead simultaneously.
- GSCY Storm coaches cannot serve as a voting member of the Parent Committee.

Vacancies

- If a vacancy occurs in the Secretary, the Finance Liaison or a Subcommittee Lead position, the Vice Chair will serve in the position on an interim basis.
- If a vacancy occurs in the Vice Chair position, the Secretary will serve in the position on an interim basis.
- Upon the occurrence of any such vacancy, or upon creation of a new Subcommittee requiring a Lead, the PCL shall identify one or more suitable candidates who, with the consent of the Director of Competitive Aquatics, shall be elected upon a majority vote of the Competitive Swimming Parent Committee to fill the position through the remainder of the outstanding two (2) year term.



- If the office of the Chair is vacated, the Vice Chair will assume the duties of Chair through the remainder of the outstanding two (2) year term.

Removal

- The Competitive Swimming Parent Committee may remove any member of the PCL or any Subcommittee Lead with or without cause by an affirmative vote by at least seventy-five percent (75%) of the remaining Competitive Swimming Parent Committee.

Competitive Swimming Parent Committee Meetings

Meeting Structure

- The Competitive Swimming Parent Committee shall hold meetings from time to time as may be required to conduct business, and the meetings may or may not be open to the General Membership.
- At least monthly, however, the Competitive Swimming Parent Committee shall hold a meeting (the “Monthly Meeting”) open to the General Membership.
- During the Monthly Meeting, the PCL and Subcommittee Leads shall provide updates on their activities or the activities of their Subcommittees. Although the Monthly Meeting shall be open to attendance by the General Membership, a closed-door session may be held before or after the public session in the event items of a confidential nature are to be discussed.
- Notification of each Monthly Meeting shall be posted on the GSCY website, or otherwise distributed, at least two weeks prior to the meeting date.
- An agenda for the Monthly Meeting shall posted to the GSCY website, or otherwise distributed, at least 5 business days prior to the meeting. The agenda will cite the beginning and ending times for the meeting, meeting location &/or teleconference information, a list of the PCL and Subcommittee Leads, and the agenda of topics. The agenda should indicate who will present each item and whether an item is for discussion purposes only or if Competitive Swimming Parent Committee action is required.
- Any necessary written background information for Monthly Meeting agenda items should be posted to the GSCY website or distributed to the Competitive Swimming Parent Committee with sufficient time for review prior to the Monthly Meeting.

The Chair’s Facilitation of Meetings

- The Chair will serve as primary facilitator of Competitive Swimming Parent Committee meetings.
- The Chair will guide, mediate, probe, and stimulate discussion so as to monitor talkative members and draw out silent ones.
- The principles of Robert’s Rules of Order will be utilized to ensure meetings are effective and efficient.
- The Chair will keep discussions on-track by periodically re-stating the issue and the goal of the discussion.
- The goal of any discussion will be to seek consensus; unanimity is not required.
- The Chair will announce the results of actions taken and explain the follow-up to be taken and by whom.
- Following adjournment, the Chair and Secretary will meet briefly to agree on follow-up actions and responsibility of actions.



Voting of the Competitive Swim Team Parent Committee

- Voting, whether at a Monthly Meeting or otherwise, may be by a show of hands, voice vote, and/or via email. Only Subcommittee Leads with voting rights may vote.
- A quorum of the Competitive Swimming Parent Committee for the purpose of transacting business shall be at least fifty percent (50%) of the voting members. Voting shall be by a simple majority of those present and voting, except to the extent a greater percentage is required by these Guidelines. In the event of a tie vote, the Director of Competitive Aquatics may cast one (1) vote to break the tie; otherwise, the vote shall be deferred to a subsequent meeting.

Written Minutes

- Monthly Meetings shall, and other Competitive Swimming Parent Committee meetings may, be documented through written minutes.
- Minutes shall:
 - include the date, time, and place of the meeting;
 - note the name of the chair, members present and absent, and other key people in attendance;
 - note all formal motions and report on passage or defeat;
 - note all decisions reached, including motions passed and follow-up actions to be taken, with any deadlines for implementation;
 - include a brief summary of discussions, while removing attributable comments by participants unless comment attribution is required for clarity or formal motions are introduced; and
 - provide information on the time and place of the next meeting.
- Draft minutes should be prepared as soon as possible (and within 15 business days) after the meeting. They should be shared with the Competitive Swimming Parent Committee with a request that members contact the Secretary on or before a specific date with any comments or if errors are noted.
- Final minutes for Monthly Meetings will be posted to the GSCY website upon committee approval.

Election of the Competitive Swimming Parent Committee

Every two years, coinciding with the two (2) year terms, elections for the PCL and the Subcommittee Leads shall be held at the April General Membership meeting. Elections will be for nominated candidates only, and no write-in candidates will be permitted.

Nominations of Candidates

- The Chair will select a member of the Competitive Swimming Parent Committee to serve as the Nominating Coordinator.
- The Nominating Coordinator will form a Nominating Committee consisting of the Nominating Coordinator as chair and a parent representative from each practice group level (e.g., Gold, Silver) included in the most recent short course season.
- The Nominating Committee shall distribute a "Call for Candidates" notice to the General Membership at least one (1) month prior to the April General Membership meeting which should include a description of the various positions, including their duties, and the process for nomination.



- Only active GSCY Competitive Swim Team athlete parents &/or legal guardians who have paid all fees, met all other financial obligations (e.g., meet fees, applicable fines), and are in compliance with the GSCY Code of Conduct and Swim Team Handbook may apply to be candidates for nomination.
- Candidates seeking nomination shall complete a questionnaire, developed by the Nominating Committee, designed to assess their level of interest, identify relevant experience, and generally assist in determining their suitability for the desired roles. Candidate interviews may also be warranted to gauge a candidate's true interest and understanding of the obligations of the desired role.
- The Nominating Committee will provide a list of candidates to be nominated to the Director of Competitive Aquatics one (1) week prior to the April meeting, and the Director may remove candidates from the list.
- Nominations of the remaining candidates will be presented by the Nominating Committee at the April meeting.

Voting Eligibility and Process

- All active GSCY Competitive Swim Team athlete parents &/or legal guardians who have paid all fees, met all other financial obligations (e.g., meet fees, applicable fines), and are in compliance with the GSCY Code of Conduct and Swim Team Handbook shall qualify as Members entitled to vote at the April General Membership meeting.
- Members entitled to vote shall have one vote for each of their GSCY athletes. So, for example, a parent with three (3) GSCY swimmers will have three (3) votes, and if a set of parents attends the meeting and they have one (1) GSCY swimmer, the two parents have one (1) vote between them.
- Nominated candidates for positions on the Competitive Swimming Parent Committee shall be elected by a simple majority of votes held by those present and voting at the April General Membership meeting. Elected candidates will assume their responsibilities immediately after election.
- Election results are to be posted on the GSCY website as soon as practical after the conclusion of the elections.

GSCY Code of Conduct

The Y is a nonprofit organization that embraces the core values of caring, honest, respect and responsibility. By joining the Y and the GSCY Competitive Swim Team, athletes and their parents &/or legal guardians agree to subscribe to these operating values. If at any time a person's behavior does not support these values, the GSCY Competitive Swim Team has the right to suspend or remove the person from participating on the Competitive Swim Team, General Membership or Competitive Swimming Parent Committee, and the Y has the right to revoke the person's membership status at the Y.

The Y promotes a safe, welcoming environment for all members and guests, therefore all must:

- Act appropriately at all times in a mature and responsible manner;
- Respect the rights and dignity of others;
- Refrain from language or any action that can hurt or frighten another person or that falls below a generally accepted standard of conduct.