

AQUASTAR POLICIES

POLICY 0700 – PURPOSES

The purposes of the team are:

- (a) To sponsor and develop a team qualified to compete in state and national meets and to further the interest and education of children and parents in competitive aquatic sports.
- (b) To maintain membership with USA Swimming (USA-S), Inc., abiding by its rules and regulations for competitive aquatic sports.
- (c) To encourage and support summer aquatic programs and high school aquatic sports.

POLICY 0710 - BOARD OF DIRECTORS

Responsibilities of the Board include, but are not limited to, the following:

Directing the team toward the fulfillment of the team purposes.

- (a) Managing the administration and financial aspects of the team and its assets, exclusive of the swimming- related responsibilities of the Head Coach and staff.
- (b) Approving the hiring and/or dismissal of staff and establishing compensation and benefits.
- (c) Receiving and acting on written criticisms and suggestions related to team programs. These written criticisms and suggestions shall be prepared and submitted by the Grievance Committee.
- (d) Approving the loan, purchases, sale, or disposition of physical assets.
- (e) Maintaining communication with and responding appropriately to the Members.
- (f) Considering and approving policies governing operation and management of the team.
- (g) Performing duties articulated in the Bylaws of the Corporation as being the responsibility of the Board.

POLICY 0720 - COACHING STAFF

A Head Coach selected as required for each aquatic program and/or facility shall be responsible for the direction of his program. A yearly program shall be presented to the Board for approval at the regular September meeting.

The Head Coach's duties are specifically, but not limited to, the following:

- (a) Organizing the team and its associated practices.

- (b) Establishing qualifications for acceptance to aquatic team programs.
- (c) Assigning swimmers to appropriate training groups.
- (d) Hiring and firing of assistants with Board approval.
- (e) Selecting meet schedules.
- (f) Scheduling practices and use of pools.
- (g) Providing representation of the team at appropriate Gulf USA-S meetings.
- (h) Reporting monthly and responding to the direction of the Board of Directors.

POLICY 0730 – FINANCE

The Treasurer shall maintain and direct the finances of the team according to the Finance Policy Manual, which shall be approved by the Board.

POLICY 0740 - SUSPENSION AND EXPULSION

Any swimmer or parent may be suspended by the Head Coach or by a two-thirds (2/3) majority vote of the Board. All suspensions must be an agenda item for the next Board meeting. Such person may be suspended for:

- (a) Interfering with the team, coach, or coaching techniques.
- (b) Exploiting any member of the team or using the team for personal gain.
- (c) Failing to pay fees and assessments without showing reasonable cause.
- (d) Any overt action, communication, or inference, which could bring discredit or reflect adversely on the team.

No refunds of moneys shall be made as the result of a suspension.

A suspended person may be expelled by a two-thirds (2/3) majority vote of the Board. Appropriate refunds may be made on a percentage basis as of the effective date of expulsion.

POLICY 0750 – AMENDMENTS

These policies may be amended by a majority vote of the Board.

POLICY 0760 – GRIEVANCES

All concerns should first be addressed to the coach involved, then to the Head Coach, and then to the President. Unresolved matters are then presented to the Grievance Chair in written form. The matter must be reduced to writing so that the concern is adequately understood and so that the matter does not change with time, making it an uncertain target incapable of being resolved.

Once the grievance has been received, the Grievance Chair will investigate to the degree he feels is necessary. The coaches and the President should be contacted to ensure that proper procedure has been followed. Then the Grievance Chair prepares and submits a written response for that grievance to the entire board, which will approve an appropriate response and assign the President or another party to implement that decision.

POLICY 0770 – ON DECK

The following is the AQUA team policy relating to use of facilities during official team sanctioned practices. AQUA recognizes facilities included in its pool rental agreements and various covenants of its insurance policy in formulating this policy statement. AQUA's objective is to maintain a safe environment for athletes, coaches and spectators. The policy is written to provide general guidelines; individual pool layout and local rules may vary.

- (a) Coaches and Board members shall have authority to administer the policy.
- (b) All athletes, coaches and spectators should read, understand and adhere to local rules posted at practice facilities.
- (c) The coaches on deck have responsibility for supervising practice, and assuring proper use of practice facilities.
- (d) The practice facility includes pool, deck space, restrooms, walkway access, bleacher areas, and parking lots. During the hours of team-sanctioned practices, only coaches and athletes should utilize on-deck areas. On-deck areas are defined as those utilized by athletes and coaches during the normal course of practice that include the pool, pool end deck space and a buffer along each side necessary for unrestricted movement of the coaches and athletes.
- (e) Spectators, defined as anyone in the pool area other than coaches and athletes participating in the practice, may utilize deck space and bleacher or other seating areas provided outside the pool-length buffer at each practice facility. Spectators should avoid pool-end deck spaces.
- (f) Spectators should avoid activities that may be disruptive to coaches, athletes and other spectators during the hours of team-sanctioned practices. Parents or guardians should ask questions of the coaches either before or after practice, and they should supervise their minor children to assure proper use of practice facilities and adherence to this policy.
- (g) Some practice facility deck spaces include diving boards and non-swimming equipment such as exercise bikes, and tumbling mats. These are not included in our rental

agreements and as such should not be utilized by AQUA coaches, athletes or spectators.

- (h) Other areas of the practice facility such as equipment lockers and storage rooms are also off limits. AQUA athletes are expected to come to practice with their own training equipment, and equipment owned by others and stored at the practice facility is not included in our rental agreements.
- (i) It is the expressed desire of the Board that each practice facility have a knowledgeable parent or Board member available to answer questions relating to registration, meet entry, etc who should be positioned so as to avoid disruptions to practice. If individual pool layout requires use of on-deck space for information displays, these may be provided in areas accessible to spectators that do not disrupt practice and that are permitted by the coaches at that facility.
- (j) We should leave practice facilities clean and free of debris regardless of their condition when we arrive. AQUA is a guest at practice facilities, and as a team we should work to maintain good standing at all times.

It is not the intention of the Board to restrict spectator access to practice or to the coaches, nor is it the intention of the Board to detract from the AQUA team experience. It is our obligation, however, to provide a safe practice environment. The Board endorses this policy, and it reminds all who use our practice facilities to be gracious guests there.