

General Rules and Regulations for Operation of Maple Hills Swim Team

Article I: Swim Team Membership and Rules

- A. The name of our Swim Team will be “Maple Hills Marlins” with direct management by the coach hired by the Maple Hills Swim Club Board.
- B. Membership non Maple Hills will be ages 6 to 17 – or the summer following high school graduation.
 1. Determined by limited enrollment
 - a. Not to exceed **120 members** with some flexibility to accommodate siblings
 - b. Not to exceed 24 – 8 and under swimmers with some flexibility to accommodate siblings.
 2. Registration will be handled as followed. Preference will be given in the following manner with registration dates being set annually by the Board.
 - a. Returning Swim Team families from previous calendar year. Returning swimmers mu register by the first deadline to be guaranteed a spot.
 - b. Returning Swim Team families and Maple Hills Community residents in good standing.
 - c. Returning Swim Team families, Maple Hills Community Residents in good standing and Maple Hills Maintenance Members.
 - d. Open to all.
 3. Non-resident swimmers may join without becoming full members of Maple Hills Maintenance by payment of a special non-residents fee at the discretion of the Board.
 4. Each member family in good standing of Maple Hills Swim Club will have one vote at those elections presented by the Board.
- C. Team Captains will be elected by team members for a period of one summer swim season.
- D. Team colors will be Royal Blue and White
- E. Team symbol will be a Marlin.
- F. Swimsuits will be appropriate for competitive swimming.

Article II. Swim Team Governing Membership

- a. The name of the governing body will "Maple Hills Swim Club Board"
- b. Voting membership of the "Maple Hills Swim Club Board" will be:
 1. Four elected officer positions, 7 Board positions, Team Coach and two 17 and under swimmers.

Article III: Maple Hills Swim Club Board

- A. Officers are elected to a one-year term:

1. President
2. Vice-president
3. Treasurer
4. Secretary

Officer positions may have co-tenancy. One-person position to be vacated after the 2nd year.

- B. Board member positions are elected for two-year terms. Positions 1, 3, 5 and 7 are elected in off-numbered years; positions 2, 4 and 6 are elected in even numbered years.

- a. Elections will be at the annual awards and elections picnic.
- b. Election will be by simple majority vote of the Maple Hills Swim Club membership present at the election.
- c. The four-officer position of the Board may not be filled by an officer or board member of Maple Hills Maintenance Company.

Article IV: Duties of Elected Officers

- A. President will be responsible for:

1. Co-signing all checks with treasurer.
2. Organizing and chairing all Maple Hills Swim Club meetings. Such meeting will include but not limited to:
 - a. Board meeting(s) prior to swim season
 - b. Annual parents and swimmers meeting – publicize time date and location of meeting.
 - c. Mid-summer Board Meeting – get roster of proposed candidates for Officer and Board positions.
 - d. Annual awards and election picnic.
3. Filling appointed and non-elected positions from volunteers and general membership.
4. Casting and deciding votes in case of tie votes in Board matters.
5. Serving as liaison between parents and coach, and coach and other Board members.

- B. Vice-President is responsible for:

1. Taking the President's place in case of absence.
2. Committee reports.
3. Co-signing checks with the Treasurer in the absence of the President.
4. Swim Team Manager
 - a. Arranging for working officials at all meets.
 1. Starter/Referee

2. Stroke and Turn Judges
3. Announcer
4. Record Keeper
5. Clerk of Course
6. Timers
7. Runners
- b. Arranging for all needed home meet volunteers
- c. Making arrangements and helping set up/clean up pool area for home swim meets.
- d. Arranging for officials and other volunteers required for away swim meets and championships.
5. Other duties as required.

C. Treasurer is responsible for:

1. Preparing Budget reports for Board Meetings
2. Keeping records of all monies.
 - a. Income
 - b. Expenditures
3. Co-signing checks with President and Vice-President
4. Other duties as required

D. Secretary is responsible for:

1. Taking notes at all meetings
2. Preparing newsletters from notes for reproduction
3. Producing any internal or external correspondence in quantities needed to satisfy club membership
4. Mailing newsletters to membership
5. Preparing and mailing information required by Midlakes Swim League regarding swim meet results.
6. Keeping Maple Hills Swim Club Rules and Regulations current as to amendments, etc.
7. Other duties as required

Article V: Duties of Others

A. Concessions Manager will have the following duties:

1. Making arrangements and setting up area for sale of refreshments for all home meets.

B. Registrar will have the following duties:

1. Registering all swimmers. Ensuring registration forms are complete. Providing forms to the coach.

2. Turning all proceeds over to treasurer

3. Keeping roster of swimmers current for coach and Board members including name, sex, competitive swimming age group and phone number.

4. Keeping a waiting list for those swimmers who did not make the first 120.

C. Nominating Committee is responsible for:

1. Preparing roster of candidates for election at annual picnic

2. Presenting roster to membership at election time

3. Tallying votes

4. Presenting newly elected officers to the membership

D. Team Representative to Midlakes

1. Represents Maple Hills Marlins at the Midlakes Swim League Meetings

2. Has voting power in the "League"

3. Inform elected officers of changes in operation and rules of competitive swim teams and meets.

Article VI: Amendments to these General Rules and Regulations

A. Presented to elected Board for consideration, refinement and action

B. Presented by elected Board to the general membership for discussion, revision and final presentation.

C. Amendments must be passed by 2/3 majority of voting membership present at the awards and elections picnic before being put into force.

Amendments may also be passed via email as long as a 2/3 majority vote of membership responds.

D. Emergency amendments must be passed by a 2/3 majority of a 70 percent quorum of total voting membership through sealed ballots.

Emergency amendments may also be passed via email as long as 2/3 majority of a 70 percent quorum votes.

E. Amendments become effectively immediately on meeting the above requirements.