

SUN CITY SWIM CLUB
DRAFT CLUB RULES AND POLICIES

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RULES AND POLICIES

CHAPTER I – CHARTERED CLUB REQUIREMENTS

Section A – The name of the Club is the Sun City Swim Club (Club).

Section B – The purpose of the Club is to further the common good and general welfare of the Sun City community with an interest in swimming. The Club purpose is facilitated through the cooperative exchange of Member knowledge and skills, including both an in-house lessons program and a masters swim program. The Masters Swim Program is administered under the Local Masters Swim Committee - Arizona Chapter of the U.S. Masters Swimming (USMS) Organization.

Section C – Club Rules and Policies (Rules) incorporate by reference all Recreation Centers of Sun City (RCSC) requirements (Bylaws and Policies (e.g. BP-12)) and are accordingly not restated herein. Where RCSC and Club governing documents are silent on an issue, Roberts Rules of Order *may* be used as a guide. Nothing in these Rules absolves any Member from their individual responsibility to know the RCSC requirements with respect to Chartered Club operations and conduct.

Section D - Club facilities and equipment are the property of the RCSC and may not be altered or removed without RCSC permission.

Section E – Definitions. Terms used in these Rules will have the same definitions as similar terms used in the RCSC Board Policy 12 (BP-12). Additional definitions include:

1. “Member” – RCSC Cardholders with a current Swim Club membership, which includes annual completion of the Club Member Information Form and dues payment.
2. “Member-in-Good-Standing” – Members that are not under disciplinary action (e.g. temporary suspension).

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3. “Monitor-On-Deck” – A Member present in the capacity as the Coach, Instructor or assigned Workout Facilitator representing the Club.
4. Lessons Group Lead Instructor – The designated Club Member (otherwise known as the “Lessons Lead”) responsible to manage the Swim Lessons swim program.
5. Starrs Group Head Coach – The designated Club Member (otherwise known as the “Starrs Coach”) responsible to manage the USMS/Starrs swim program.
6. “Instructors” – As used in these Rules are non-compensated individuals providing training to Members as approved by the Lead or Coach.
7. “USMS” – United States Masters Swimming is a national membership nonprofit that provides support and membership benefits directly and via the Local Masters Swimming Committees (LMSCs). Information can be found at usms.org.

CHAPTER II – AUTHORIZED CLUB USERS

Section A – Membership Requirements - General.

1. Membership is divided into groups as follows:
- a. Swim Lessons Group (“Lessons”). There are no swim-skill pre-conditions for membership in the Lessons. All swim-skill levels are accepted. All Lessons participants must be Cardholders, complete the waiver form and pay the Club dues prior to participation.
- b. Starrs Swim Team Group (“Starrs”). The minimum swim-skill ability a member must be able to complete to join the Starrs is a 500-yard swim with no aids, without touching the pool bottom, using freestyle for at least half of the distance, in less than 15 minutes. All Starrs members must be a current member of the USMS. All prospective Starrs Members must first meet with the Starrs Coach who will assign a timer for their qualification swim.
2. The Board *may* refuse or limit membership to any individual unable to meet or maintain the requirements above or with a condition which may create an unsafe situation.

Section B – Membership Dues and Honorary/Lifetime Memberships.

1. Membership dues are established annually by the membership at the October Membership Meeting. Membership dues are on a calendar year basis and are not prorated or refundable in whole or in part. Dues may be paid on or after November 1st for the remainder of the current year and the following calendar year.
2. Lifetime/Honorary Membership eligibility, criteria for selection and approval process is determined by the Board. Lifetime/Honorary Members and their spouses will have their expenses for all Club events waived by the Club.

Section C – Guests and Visitors.

1. Guests and Visitors must be made aware of safety requirements before engaging in Club activities. Guests and Visitors may not displace Club Members to exceed a total of 32 swimmers in the pool. Guests and Visitors may not participate in Club meetings.
2. Guest (a non-Cardholder (e.g. non-resident) with guest privileges) participation in Club activities is limited as follows:
- a. Lessons Activities: No Guest participation is allowed.

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b. Starrs Activities: In addition to showing a valid USMS card, follow procedures for RCSC recreational facility use (e.g. Host Punch Card or Guest Pass). Guests are limited to twelve (12) total workouts per calendar year.

3. Visitor (a Cardholder (e.g. resident) that is not a Club Member) participation in Club activities is limited as follows:

a. Lessons Activities: No Visitor participation is allowed.

b. Starrs Activities: Visitors must complete the USMS thirty-day trial membership form. The minimum swim-skill ability a Visitor must be able to complete to join the Starrs Activities is a 500-yard swim with no aids, without touching the pool bottom, using freestyle for at least half of the distance, in less than 15 minutes.

Section D – Independent Contractors must be authorized by the Club President and complete FORM BP:12-5. All Independent Contractors shall be made aware of the Club Safety Rules, Policies and Procedures.

CHAPTER III – CLUB EXECUTIVE BOARD AND OFFICERS

Section A – Club Executive Board

1. The governance and management of the Club is vested in the Board.
2. The Board shall be elected by a vote of the membership. Only a Member-In-Good-Standing may be considered for election to the Board.
3. The Board consists of a President, Vice President, Treasurer, Secretary, the Lessons Lead and the Starrs Coach. The immediate Past-President is an advisor to the Board and does not have a vote on the Board.
4. All Board members serve without compensation and must recuse themselves from Board decisions if there is a conflict of interest.
5. A Board Member's term of office is for two (02) years beginning January 1 of the calendar year for which the election took place, or until reelected, resignation, incapacitation, or removal from the Board.
6. There is no limit to the number of terms a Board Member may serve.
7. If a vacancy occurs on the Board, within thirty days, the Board shall appoint a member to that position for the remainder of the term.
8. Board Members are expected to participate in all Swim Club Board and Membership Meetings, and if unable to attend meetings, ensure a surrogate attends to provide a status report and/or file a written report to the Board prior to the meetings.
9. Board Members may be removed from office for the balance of their terms by a Super-Majority (two-thirds) vote of the Members at a meeting noticed to include this purpose.

Section B – Officers.

1. The Club Officers are President, Vice-President, Secretary and Treasurer.
2. The President or Vice President must be a full-time Sun City resident.
3. Club Officers are to assist incoming new Club Officers with transition issues, location of records, completion of required reports and continuity of Club operations.

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Section C – Duties of Board Members.

(1) Duties of the President are to:

- a. Perform all duties customary to the office, imposed by these Rules, or as directed by the Club's Membership.
- b. Preside at all Club meetings and functions.
- c. Direct all activities of the Club's Board.
- d. Communicate with the RCSC Clubs Office, including required submission of reports and records.
- e. Ensure the Club's Rules and Policies are being observed.
- f. Subject to approval of the Board, assign duties and responsibilities to Board or Club Members.

2. Duties of the Vice President are to:

1. Act for the President in the absence of the President.
2. In the event of the President's resignation, extended incapacitation, or removal from office, succeed to the office of President for the remainder of the current term.
3. Ensure that any acquisition or disposal of equipment, tools, or fixtures has been properly approved and documented as required by the RCSC – including changes to and submission of the annual Club inventory.
4. Execute additional duties as assigned by the President.

3. Duties of the Secretary are to:

- a. Record minutes of all Club meetings.
- b. Ensure that Club records, except for records maintained by the President, Vice President, Treasurer, Lessons Lead and Starrs Coach are maintained and retained as required.

- c. Manage Club correspondence as directed by the President.

- d. Ensure minutes are readily available to all members.

4. Duties of the Treasurer are to:

- a. Manage all Club financial transactions and accounts.
- b. Be the custodian of all Club funds collected and disbursed.
- c. Prepare up-to-date statements of income, expense and account balance and present at Board and Membership meetings.
- d. Prepare check payments from authorized activities and reimbursements.
- e. Ensure that all financial records are maintained as required.
- f. File Club financial reports and tax documents as required.
- g. If an audit is called, to provide an auditor with required documentation.
- h. Recommend for Board approval a person that may execute the duties of the Treasurer when the Treasurer is temporarily unavailable.

5. Duties of the Lessons Lead are to:

- a. Manage the Lessons Program with direction from the Board.
- b. Recruit, train and coordinate assistant Lessons Program Instructors.
- c. Collect registration forms and provide to the Club Registrar.
- d. Collect dues and other fees and provide to the Treasurer.
- e. Ensure Lessons Members are informed of upcoming events and policies.

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6. Duties of the Starrs Coach are to:
- a. Manage the Starrs Program with direction from the Board.
 - b. Recruit, train and coordinate assistant Starrs coaches.
 - c. Develop, coordinate and distribute the monthly Monitor-On-Deck schedule for Starrs workouts.
 - d. Establish the protocol for members participating in the daily workouts, including assignments of members to workout times and designations for individual and shared lane use.
 - e. Ensure Members-On-Deck are aware of duties and responsibilities, to include assisting Members-On-Deck with planning and conduct of workout sessions.
 - f. Plan strategies and choose relay team members for Starrs Team competitions.
 - g. Help swimmers define and achieve their swimming goals; and
 - h. Ensure Starrs Members are informed of upcoming events and policies.
7. Duties of the Past-President are to provide continuity, background and historical perspective, as applicable, to issues before the Board and membership.

Section D – Committees and Other Member Designations.

1. Committees (including Committee Chairperson designation) and individual member designations may be appointed and dissolved by the President with approval of the Board.
2. The President shall provide committees and designated individuals with direction to include (as applicable) the committee/individual designation purpose, member(s), projected timeline, resources and deliverables.
3. Standing Committees and Member Designations.
 - a. Nominating Committee. At the January Membership Meeting three members will be voted to the Nominating Committee. The Nominating Committee shall follow the direction of the Board to identify potential candidates for elected positions and develop a ballot for the October Membership election.
 - b. Publicity Committee. The Publicity Committee is charged with actively promoting the Club and recruiting Sun City residents, publicizing Club activities and accomplishments (e.g. meet results) and otherwise comply with the direction of the Board. The Committee Chairman shall oversee, as members of the Publicity Committee, the following individual designations and responsibilities
 - (1) Website Manager – Actively maintain the Club Website.
 - (2) Bell Center Club Bulletin Board Manager – Update the Club Bulletin Board at the Bell Center no less than monthly.
 - (3) Club Facebook Page Manager – Actively maintain the Club Facebook page.
 - c. Club Registrar – Maintenance of the membership rosters and required membership roster submissions to the RCSC.

CHAPTER IV – ELECTIONS.

Section A – General.

1. An election will normally be held each year at the October Membership Meeting to elect the Board for the following calendar year.

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2. All Members-In-Good-Standing may run for elected positions.
3. Only Members-In-Good-Standing may be present during Club elections.
4. In the case of an act of God or pandemic situation that prohibits in-person meetings (including elections), the Board shall establish procedures for, including timelines, to conduct a meeting or election.
5. In the event of a ballot vote, the Board shall designate three (03) members, who are not Board members, to tally the vote. The member with the most votes for each position is elected. In the event of a tie for a Board position, a follow-on vote for only the contested position and the tied individuals will be held immediately.
6. If the election is not held as normally provided, the current Board will remain in place until an election is held.

CHAPTER V – MEETINGS.

Section A – General Membership Meetings.

1. Membership meetings will normally be held in January, March and October each year with the specific dates within each month determined by the Board.
2. No Club business, including elections, may be completed without a quorum as required by the RCSC.
3. Only Members who physically attend a meeting may vote. All members must sign in on the form provided at each meeting.
4. After a quorum is present, a simple majority of Members in attendance is required to approve motions; except to amend or rescind these Rules or removal of a Board member, each of which requires a Super-Majority (two-thirds) vote.
5. If Members depart the meeting and a quorum no longer exists, the meeting shall be concluded, and no further business conducted.
6. In the case of an act of God or pandemic situation prohibiting in-person meetings, the procedures for meetings and participation as provided elsewhere in these Rules apply.

Section B – Executive Board Meetings.

1. Executive Board meetings will normally be held in January, March and October each year, usually one-to-two weeks prior to the monthly membership meetings, at dates specified by the Board.
2. The quorum for Board Meetings is not less than four (04) Board members in attendance. Only Board Members may vote at Board meetings, with the exception that the President may only vote in a tiebreaker situation. Board Members attendance for Board Meetings may be electronically.
3. Any Club member may attend Board meetings in-person, except when the Board is in executive session. Remote attendance for Non-Board Members is not authorized (e.g. telephonic, Facetime, Zoom) unless specifically requested by the Board (e.g. witness). Non-Board Member attendees participate only by consent of the chair.
4. In the case of an act of God or pandemic situation prohibiting in-person meetings, the procedures for meetings and participation as provided elsewhere in these Rules apply.

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CHAPTER VI – CLUB RECORDS AND REPORTS

Section A – Club Records.

1. Club records shall be maintained as provided for in Board Member duties and Board Policy.
2. Club Meeting Minutes shall be available on the Club website.

Section B – Club Reports.

Completion of Club reports shall be as provided in the Executive Board duties or as established by the President.

CHAPTER VII – CLUB FINANCES

Section A – Club Fiscal Year and Funds Management.

1. The Club fiscal year is January 01 to December 31.
2. A checking account will be maintained at a local financial institution and the account will have signature authority of the Treasurer and President.
3. The President, only in the absence of the Treasurer, may sign checks.
4. All Club funds (revenues and expenses) must be processed through the Club Accounts.

Section B - Limits on Club expenditures.

1. Purchases over \$500 require approval of the Board.
2. The President may authorize purchases up to \$500. All purchases by the President must be ratified by the Board.
3. A Petty Cash Fund is not authorized. All Club expenditures, including reimbursements, shall be paid by check from the Treasurer.

Section C – Audits of the Club’s financial records - The Treasurer will assist the Auditor to examine the Club’s financial records but shall not perform any part of the audit.

Section D – Funds from Raffles and Other Fundraising Activities.

1. Funds from raffles and other fundraising activities shall be processed through the Club Treasurer.
2. Donations from authorized raffles may only be to the Club and/or other Sun City authorized non-profits.

ARTICLE VIII - CLUB EVENTS, ACTIVITIES, SALES, CONTRIBUTIONS AND RAFFLES

Section A – Club Events and Tournaments are subject to Board approval.

1. The Club, subject to RCSC requirements and restrictions, may sponsor one (01) Swim Meet to include non-Sun City Swim Clubs per calendar year.
2. The Club, subject to RCSC requirements and restrictions, may sponsor one (01) Swim Club Fun Day per calendar year.
3. The Club may sponsor two (02) social events and one (01) holiday party per calendar year.
4. The Club may offer swim clinics subject to Board approval.

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5. The Board will approve any applicable costs for sponsored events. All event fees are to be processed through the Club accounting system.

Section B – Club Sales. The Club and Members may sell swim gear/consumables and Club promotional items. There is no limit to the number of items a Member may sell.

Section C – Club Contributions and Raffles.

The Club may hold raffles at Club social functions (e.g. Christmas party, Fall and Spring socials).

CHAPTER IX – SAFETY, SECURITY AND CLUB MONITORS.

Section A - General. Keeping swimmers safe is the responsibility of all of Members. USMS recommended actions Members can take to keep swimmers safe include:

1. Prevention: Check the pool beforehand and monitor during practice. Watch for tripping hazards, lane line and backstroke flag issues and swimmer signs of distress. Make sure everyone understands lane etiquette.
2. Prepare: Be aware of the emergency action plan to follow in a specific emergency. The USMS encourages swimmers to complete an emergency info card to be available poolside.
3. Preach: Create and promote an environment where safety is always a priority to include consistent adherence to safety and etiquette rules, promote and be responsive to swimmer suggestions and encourage swimmers to watch out for each other.

Section B – Monitor-On-Deck.

1. A Monitor-On-Deck is always required to be on duty during scheduled Club pool times. *If a Monitor-On-Deck is not present during scheduled Club pool times, no swimmers may be in the water as part of a Club workout.* Members-On-Deck exist primarily to ensure the safety of people in and around the pool during Club activities.
2. The Monitor-On-Deck is responsible (as applicable to the specific activity) to know and follow procedures for conducting lessons, workouts, and Visitor & Guest procedures (e.g. collecting fees, etc.).
3. Member refusal to comply with a Monitor-On-Deck's direction may constitute grounds for completion of a Conduct Report (RCSC Form BP 12-14) and subsequent disciplinary action.
4. In the unlikely occurrence of severe personnel conduct that is unresolvable by the Monitor-On-Deck and/or other Club Members present, the Bell Center Attendant shall be contacted for assistance.

Section C – Incidents.

1. If an incident occurs, follow the RCSC guidelines for reporting.
2. Once a situation is stabilized, an Incident Report Form must be completed and filed by those involved in the incident.

CHAPTER X – MEMBER CONDUCT AND DISCIPLINE.

Section A – Member Conduct.

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1. Members agree to abide by RCSC and Club requirements, Lessons Lead and Starrs Coach approved protocol and the directions of the Monitor-On-Deck.
2. Club Member non-compliance with Club Rules and safety policies shall be reported to the Club President.
3. Members agree to observe proper swimming etiquette as described on the USMS official website to include, but not limited to: Health & Safety, Consideration & Respect, Circle Swimming vs Lane Splitting, Workout Etiquette, Traffic Management, Passing Etiquette and Basic Courtesy.
 - a. Starrs members shall maintain flexibility with lane assignments. Lanes will be assigned by the Starrs Coach or the Monitor-On-Deck with authorization from the Coach.
 - b. Swimmers are expected to follow the workout to the best of their ability prescribed by the Monitor-On-Deck unless an alternative workout is mutually agreed.
 - c. Late arriving swimmers must check in with the Monitor-On-Deck for lane assignment and prior to entering the pool.
 - d. Starting blocks may only be used during scheduled Starrs pool time and with prior agreement from the Monitor-On-Deck.
 - e. Starrs Members preparing for a sanctioned event may have priority use of a dedicated lane up to sixty days prior to the event, concurrent with prior authorization by the Starrs Coach or the Monitor-On-Deck with authorization from the Starrs Coach.
4. Visitors, Guests and Members are always to feel welcome. Unacceptable conduct at Swim Club functions includes conduct that is threatening or intimidating, racist, sexist, derogatory, abusive or otherwise disrespectful. Political bias and opinions that may be offensive should be kept out of Club activities.
5. Members are reminded that being a Coach, Lessons Lead, Monitor-On-Deck, Instructor or Club Officer can be challenging, especially as required to enforce Rules and Policies while considering different personalities, cultures and beliefs. Members should always be considerate of that fact and offer as much teamwork and cooperation as possible.
6. Members shall cease Club activities and exit if they become ill. Additionally, Members shall not engage in Club activities under the influence of alcohol, illegal drugs, drugs with warning labels that prohibit the operation of machinery or vehicles or knowingly sick (e.g. cold, flu, virus).

Section B – Member Discipline.

1. Any Member displaying unacceptable behavior may be asked to leave the Club activity immediately to de-escalate the situation. Members asked to leave the Club activity will not be allowed to return until authorized by the President.
2. The President shall be advised of all conduct issues. The President shall make the initial determination of the appropriate action, including but not limited to directing that a Conduct Report be completed and the issue be referred to the Board.
3. Should the Board determine the conduct, or event is so severe and without dispute, it may choose to refer the matter to the RCSC directly.
4. Any Member disciplined by the Club shall be advised of their right to appeal the action to the RCSC.

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CHAPTER XI. AMENDING OR REVISING CLUB RULES & POLICIES.

Section A – General.

1. Changes to Rules are ultimately at the approval of membership.
2. The Secretary will prepare the approved Rules change documents at the direction of the Board, with the signature of the President and date of Membership approval, insert in the master Rules & Policy binder and submit to the RCSC as required.
3. If a Rule or Policy change is not accepted, the minutes shall so reflect, and no further action be taken.

Section B – Amending Club Rules.

1. To amend the Club Rules requires a Super-Majority (two-thirds) vote of the membership in attendance at a meeting noticed to include such purpose.
2. All Rule changes require prior email notification to all members prior to the meeting at which a vote to change the Rules will be held.

CHAPTER XII – DISSOLUTION.

Prior to Club dissolution, and after all debts are satisfied, all property and assets shall be turned over to the RCSC.

DATE MEMBERSHIP APPROVED: _____.