

Mt. Lebanon Aqua Club, Inc.

2022 Standing Rules of Organization

Standing rules are motions of a permanent nature. They are used to supplement the MLAC By-laws. They are needed to keep from going through the formality of amending the unit by-laws when situations arise that could be covered by a standing rule.

Standing rules may be adopted without previous notice by a majority vote at a business meeting. No standing rule is in order that conflicts with the by-laws.

A standing rule may be rescinded or amended at any regular meeting by a 2/3 vote of members present without previous notice or by a majority vote with previous notice. The standing rules will continue in force until temporarily suspended, amended, or rescinded.

Standing rules should be revised and updated once a year from the revision date noted above.

- A. **Standing Chairs:** The following is a list of current standing chairs and the associated job description [reporting lead]:
1. **Allegheny Mountain Swimming (AMS) House Of Delegates (HoD) Representative(s)** [President]: Three (3) members (or number as designated by the AMS HoD regulations) in good standing who shall regularly attend meetings of AMS and shall report on such meetings to the Board of Directors. One representative should be an athlete. Meetings are held in September/October and May.
 2. **AMS Student Representative** [Head Coach]: One student-athlete in good standing selected from the Shark group by the head coach shall regularly attend meetings of AMS and report on such meetings to the Head Coach.
 3. **Club Attire Chair** [VP Facilities]: One member shall work with VP Facilities and equipment to maintain the team store, works with vendors to coordinate orders and delivery of MLAC branded clothing and accessories, and maintain the team store at MLAC events.
 4. **Meet Director Chair(s)** [Swimming Director/Head Coach]: One to four members shall handle administrative duties of any club-sponsored meet; including, but not limited to, obtaining appropriate sanctions, sponsors and facilities, staffing and supervising meet jobs, and managing hospitality and concessions. This position shall be filled no less than five (5) months prior to each meet.
 5. **Business Donation Chair** [Swimming Director and Meet Director(s)]: One member shall coordinate with local businesses to provide donations, order catering, and send appreciation correspondence for hospitality for hosted swim meets.
 6. **Volunteer Coordinator Chair** [VP Programs]: One member shall be the primary contact for members' questions about service opportunities, descriptions, issues, remaining credits, etc. The Chair will also maintain records regarding all members' completed service and respond to members' emails promptly. 2-4 credits/year.
 7. **Officials Chair** [First VP and Swimming Director/Head Coach]: One member shall help recruit new officials from the membership and provide officials for club-sponsored meets.
 8. **Public Relations/Ad Sales Chair** [VP of Communication, Historian, VP of Fundraising, and VP of Programs]: One member shall regularly submit articles to local media to promote individual accomplishments, club activities, and competitive swimming. The Chair shall also collect articles from publications and post on club bulletin board before submitting the articles to the Historian. The Chair shall sell heat sheet ads to local businesses, obtain graphics, and format pages for publication in our hosted meets' heat sheets. Work with VPs Fundraising and Programs to publicize MLAC program and events.
 9. **Safe Sport Chair** [First VP]: shall work with the AMS Safety Coordinator to implement a safety program to ensure the Club's compliance with the AMS warm-up procedure, and to ensure that the coaches meet safety training requirements and that the facility in use meets safety requirements. The Safety Officer is also responsible for providing and maintaining incident reports. Responsible for updating and maintaining MLAC safe-sport policies including (but not limited to) bullying policy,

electronic communications policy, parent/guardian and swimmer codes of conduct, and team travel policy.

- B. **Standing Committees:** The following is a list of the current standing Committees and their job descriptions.
1. **Annual Meeting and Award Banquet Committee:** Chaired by VP Membership and shall be held in conjunction with the Annual Meeting of the General Membership. Shall arrange for a facility, food and awards to honoring our swimmers' achievements. Size of committee determined by VP Membership.
 2. **Budget Committee:** Chaired by the Treasurer in accordance with the requirements set forth in MLAC by-laws.
 3. **Nomination Committee:** Chaired by one member of the Board of Directors and include at least two other BoD members and two participants from the general membership.
 4. **Advertising Committee:** Chaired by Public Relations/Ad Sales Chair to approach local businesses for heat sheet ad sales when the meet is providing heat sheets. Consists of 1-2 members from general membership. Provide artwork/graphics in proper copying formatting to Meet Directors at least one week prior to each hosted meet.
 5. **Concessions Committee:** Chaired by Meet Director(s) and include up to 3 participants from the general membership. Shall work to plan, coordinate, and manage concessions for hosted indoor meets. Shall maintain records of inventory and expenses according to the requirements of the Treasurer. Must meet budgetary restrictions set forth by the annual budget.
 6. **Fundraising Committee:** Reports to VP Fundraising and include up to 3 participants from the general membership. Shall work to create, organize, manage, and promote fundraising events during MLAC-hosted meets. 1-4 credits/year.
 7. **Head Coach Personnel Committee:** Chaired by the President and includes the First Vice President, a minimum of two other members of the Board of Directors, and two participants from the general membership. When necessary will solicit applications, interview potential candidates and make recommendations to the Board of Directors with regards to hiring of a Head Coach. This only applies to the hiring of a Head Coach.
 8. **Staffing Committee:** Chaired by the President and includes the First Vice President, Treasurer, Member at Large (attorney), and a past president. To prevent conflicts of interest and to protect staff privacy none of the committee members will be paid staff of MLAC. The committee will work with the Head Coach to write job descriptions, determine salary ranges for positions based on local market value, and to advertise positions. The Head Coach will conduct interviews and make recommendations to the Staffing Committee on who to hire and where in the salary range to place prospective candidates. The Staffing Committee will take prompt action on the recommendations.
 9. **Scholarship Committee:** Chaired by the First VP and includes the VP of Membership and the Treasurer. This committee will apply USA Swimming recommended practices and act on all scholarship requests. The committee will implement MLAC's commitment to promoting broad and equitable representation in aquatic sports.
 10. **Volunteer Committee:** Chaired by the VP of Programs and will include the Swimming Director and Volunteer Coordinator Chair. Has the power to act for the Board of Directors on all issues associated with volunteer assignments, credit assignments, updates to the volunteer policy, and tracking completed commitments.
- C. Each chairperson and committee chair shall keep a detailed procedure folder or binder outlining all duties and activities of his or her committee/position, suggestions for successor, current committee report and/or job description. This folder shall also include copies of by-laws and standing rules. The folder and two copies of the committee report shall be submitted to the Historian in August or no later than one month after the work has been completed. Ongoing committee chairpersons should report to the designated member of the Board of Directors monthly at least one week prior to the monthly meeting of the Board of Directors.
- D. **Policy for Addition of Swimmers during the Season:** All coaches should understand that, under no conditions, will swimmers be permitted to train with MLAC in any manner inconsistent with this policy.
1. Planned Tryouts will be scheduled by the Head Coach in consultation with the VP of Membership and VP Programs and communicated via the website, flyers, etc.

2. Swimmers who want to join the club during the season:
 - i. Following an organized club tryout, swimmers who are invited may begin practicing upon registration. Registration will be done online at www.mlacswimming.com. The VP of Membership will assist if needed and process the registration in a timely manner (including adding the registrant to the email distribution list and appropriate roster group).
 - ii. In the case that there is no club tryout, interested swimmers will coordinate a tryout during a scheduled MLAC practice with the VP of Membership and an MLAC coach. Swimmers who are invited may begin practicing upon online registration at www.mlacswimming.com. The VP of Membership will assist if needed and process the registration in a timely manner (including adding the registrant to the email distribution list and appropriate roster group).
 3. Unregistered Swimmers who want to swim on a trial basis in order to make a decision regarding membership with the Club may do so for a period of five (5) days.
 - i. Until the registration process is complete, these swimmers are NOT members of the Club and they are afforded no benefits that come with membership.
 - ii. Walk-ins to a specific practice will not be accepted under any circumstances. Unregistered Swimmers will identify themselves to the appropriate coach, Head Coach, or VP Membership.
 - iii. Unregistered Swimmers/parents/guardians will be directed to MLAC VP Membership and www.mlacswimming.com.
 - iv. At the completion of the trial period, the Coach will inform the parent/guardians whether the swimmer is eligible to join the MLAC Competitive Club. If eligible and the invitation is accepted, the family will be directed to MLAC VP of Membership and www.mlacswimming.com.
 - v. In the case that the swimmer is recommended for pre-competitive swimming, the family will be directed to the VP of Instructional Programs.
- E. It is the policy of MLAC, Inc., to provide a club credit card to the Program Director and Swim Director for the purpose of purchasing everyday items for their areas of responsibility.
1. The club Treasurer will be notified via email of all purchases with 3-5 days of purchase, as this information is needed for accounting purposes.
 2. Any purchases exceeding \$250 will be requested in advance to the club Treasurer. The club Treasurer will seek approval from the Board as needed.
 3. The Board will budget for general expense items annually and provide that amount in writing to the Directors, by September 1. Any purchases exceeding the budget amount will be requested in advance to the club Treasurer. The club Treasurer will seek approval from the Board.
- F. Policy for Diving and Use of Diving Boards Pursuant to USA Swimming Rules and limits of insurance coverage from USA Swimming Risk Management, the following policy is adopted regarding diving into pools. This policy is applicable for all MLAC sanctioned activities unless otherwise agreed-to in writing by the MLAC Board of Directors.
1. **Teaching Racing Starts:** Minimum water depth for teaching racing starts in any setting from any height starting block or the deck shall be 6 feet (1.84 meters) measured for a distance of 3 feet 31/2 inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from the end wall. In pools with water depth of less than four (4) feet, swimmers must start in the water.
 2. The use of diving boards, swings, etc. are strictly prohibited during MLAC activities. This policy may be specifically amended by Board action for pre-arranged activities outside of practices or meets where liability coverage from the host facility is available and arranged.