

TRI-CITY CHANNEL CATS SWIM TEAM PARENTS ASSOCIATION
2009 - 2010 STANDING RULES

This association was incorporated as a nonprofit corporation in the State of Washington on March 11, 1981. It is the responsibility of the board to file/review an Annual Corporation Report with the Secretary of State prior to March 1 annually. The corporation shall also file an IRS tax return on the 15th day of the 5th month after the fiscal year close. The association's incorporation number is 2-307949-4.

This association's Federal Employer Identification Number is 91-1291557.

This association shall keep at least two copies of each of its legal documents in two separate locations. The treasurer and the secretary shall maintain the documents.

The coach shall assign athletes to a practice group –Blue, Bronze, Silver, Gold. A description of the practice groups shall be kept current in the club handbook. Training fees and practice times are based on the assigned practice group.

The standing rules shall be adopted annually by a majority vote at the second general Meeting.

The standing rules may be amended at any regular, general membership meeting by a simple majority vote of a quorum provided prior notice to the general membership is given.

In addition to monthly dues other sources of revenue for the team are 1) invitational or championship meets sanctioned by the Inland Empire Swimming (IES), hosted solely or co-hosted (two or three per year) and 2) local high school swim meets that are staffed by TCCC parents.

It is mandatory that each family support the meets hosted by the team. In order to remain in good standing a minimum of 26 mandatory service hours per family per year is required. Participation at hosted meets may include but is not limited to: working in the concessions stand, hospitality room, equipment, set-up and take down, staffing the office, announcing, timing console operation, lane timing, head timer, or any meet official. Hours will be tracked via time cards that are maintained by each family, initialed by a team lead, and turned in after the last meet. Alternatively, a fee of \$8/hr will be assessed for failure to participate at the board's discretion. Arrangements to trade time with others or provide substitute/s is acceptable.

Participation at high school meets includes working as a deck official (6 needed), or office staff (2 needed). Parents qualified as officials are encouraged to participate in officiating during the high school season. Parents planning on working at high school meets need to contact the high school meet coordinator. Families participating will have hours credited toward their mandatory service hours.

The board may include monetary support as the budget allows or via specially designated fund-raisers to send athletes and coaches to national level meets, as long as their attendance is above 80 percent, their dues are current, and the swimmer is a non-collegiate member.

Board meetings of this association shall be held the second Tuesday of each month at 7:00 P.M., unless otherwise ordered by the President. The board meetings are open to all members unless designated as an Executive Session where meeting attendance will be closed to general membership. In all cases, the Secretary shall keep the minutes of the board meetings.

The team shall have at least four stroke and turn officials, a starter and a referee in order to bid IES meets. (IES requirement).

An awards banquet shall be held annually.

Each member family is required to participate on a Channel Cat Committee. Committees are established by the board to accomplish functions important to the organization and administration of the Club. A complete list and description of the current committees will be kept in the club handbook.

TEAM FEES: Fees are billed monthly and due in full by the 10th of each month. Payments received after the 20th are subject to a \$25 late fee. Parents must contact the treasurer regarding discontinuing membership with the Tri-City Channel Cats. Failure to do so will result in continuation of billing and an incurred obligation to pay fees.

- A. USA Swimming Registration Fees: \$61 per swimmer due at time of initial registration, (\$33.50 for a seasonal swimmer who joins after April 1), unless otherwise required by USA swimming, and annually in September. Provides insurance coverage by USA Swimming. USA Swimming offers a reduced membership fee of \$7 for qualifying minority and economically disadvantaged youth.
- B. Annual Channel Cat Administration Fee: \$25 per swimmer and \$40 per family (2 or more swimmers). This fee helps cover the operational costs of running the club. Due at time of initial registration, and annually in September.
- C. Training Fees:

Training fees vary depending on the practice group of the swimmer and the commitment level to the team. There are 3 basic levels of commitment: Year-round, month-to-month, and summer only.

YEAR-ROUND. For swimmers who commit to joining the team on a year-round basis, training fees include dues and dues off-sets. The dues off-sets are discussed in section F. Dues paid up front and in full by October 10 are discounted at 10%. Otherwise, dues are billed monthly in 11 equal installments (no billing for September). The specific dues amounts are provided in the following table:

Practice Group	Year-Round Swimmer Dues		Year-Round Paid Up Front (10% discount)
	Annual total	Monthly Installment (11 months)	
Blue	\$660	\$60	\$594.00
Bronze	\$770	\$70	\$693.00
Silver	\$946	\$86	\$851.00
Gold	\$1066	\$97	\$960.00

Note: Channel Cats do not currently offer a Masters level practice group.

Multiple Swimmer Discounts:

There is a monthly discount of \$10 on the 2nd swimmer, \$15 on the 3rd swimmer, and \$20 on the 4th and all subsequent swimmers of the same family (\$110, \$165, and \$220, respectively, for paid in full after the 10% discount). Discount starts with the lowest level swimmer.

Selection of the YEAR-ROUND swimmer option obligates the member to pay the total annual dues (in full up front or 11 monthly installments) regardless of monthly practice participation and/or termination of membership prior to completion of the annual period. The 11 monthly installments are billed October through August. Members wishing to convert from the YEAR-ROUND commitment status to the Month-to Month commitment status may petition the board in writing for consideration. Petitions will be evaluated by the Channel Cat board using the following criteria:

Gate 1

Reason for Change	Billing
<i>Relocation Physician documented medical condition preventing participation</i>	<i>Maintain Year-Round Swimming Dues Rate for the period swam and release further dues obligation. Dues off-set will be pro-rated to \$20/mo/swimmer.</i>

Gate 2 -

Reason for Change	Billing
<i>Personal Choice Conflict of Activities Priorities Change of Heart</i>	<i>Convert to Month-to Month Dues Rate for period swam. Dues Offset is included in Month-to-Month Rate Note: Fundraising dollars will be forfeited to the team, cannot use for off-set dues.</i>

Exception: An exception is allowed for high school swimmers, who do not swim with the Channel Cats during the high school swim season, to select the year-round option but pay only 9 of the 11 installments. That is, they do not have to pay during the two months of the high school swim season as long as they do not participate in Channel Cat practices during that time. As a year-round swimmer who takes advantage of this exception, the dues off-set fee (section F) is still required in full.

MONTH-TO-MONTH. For swimmers who are not able to commit to joining the Channel Cats on a year-round basis, a monthly participation plan is available as follows;

Practice Group	Monthly Training Fees
Blue	\$90
Bronze	\$113
Silver	\$141
Gold	\$161

Month-to-Month swimmers are billed on a 10 month cycle (October – July). A swimmer who participates in practices for *any part of the month* will be billed for that month. You must notify the Coach and the Treasurer when your child will not be swimming in any particular month in order to suspend your dues for that month.

While there is no dues-offset obligation for month-to-month participants, swimmers are encouraged to participate in the team fundraisers and will qualify for the incentive as described in section G below.

There are no multiple child discounts available for month-to-month swimmers and month-to-month swimmers do not count in the family swimmer total for the purpose of calculating multiple child discounts of year-round swimmers.

There is allowed one opportunity per year for a month-to-month swimmer to select a year-round installment payment plan (at which time they become obligated for the full dues off-set amount if it is not in the swimmer’s first year with the Channel Cats).

SUMMER ONLY. Swimmers may choose to join the team for the summer season only. Unless you are a returning collegiate swimmer, the “summer only” season will begin Memorial Day. If you have swam with the channel cats at any time during the current season you are ineligible for this option and must pay month to month dues during the summer. Swimmers must pay the seasonal USA/IES registration fee (section A above) and the following training fees.

Gold and Silver	\$300
Bronze	\$250
Blue and Orange	\$200

Fees must be paid in full by the end of the swimmer's first week of summer practice. There are no discounts or prorating of summer only fees.

TRYOUTS. A one-time per swimmer, 30 day trial period is offered for \$50 to prospective first time members of the team. A \$50 coaching fee per family is required per trial period. This fee is non-refundable. All other fees are waived until the conclusion of the trial when the family decides to join the Tri-City Channel Cats. The tryout periods, which apply to all new families, begin in September, January, and April, and are held under the supervision of the Head Coach. The Head Coach, in conjunction with the Board of Directors, may change and/or modify tryout dates as deemed necessary.

Exemptions: The following scenarios do not require adherence to the 30-day trial periods (September, January, and April) for joining:

- Swimmers joining as a result of competing at the High School level.
- Swimmers who are current USA swimmers and are transferring from another team.

In these instances, the \$50 coaching fee will not apply; however, the new family must declare their membership commitment e.g., Year-Round Paid in Full, Year-Round Monthly Installments, or Month-to-Month.

- D. Meet Entry Fees: Meet entry fees will be charged for each meet a swimmer is registered “in writing” to attend. The intention to participate in a meet is accomplished by returning a meet sign-up sheet to the coach. Meet sign-up sheets are distributed three times per year. Once an athlete is entered in a meet “in writing”, they will be charged for the entry fees even if they do not attend. The team is not reimbursed for absent swimmers, therefore it is not possible to offer a refund to the family. An exception to “in writing” registration shall be notification directly to the coach, and Club Treasurer, three weeks prior to the first day of the meet in question. If the request is made by telephone or email, it shall be considered equivalent to “in-writing” notification.
- E. Long Course Pool Fee: All year-round swimmers and month-to-month swimmers (who continue into the summer) must contribute to the summer Memorial Pool Fee fund that is collected and paid to the City of Pasco. This fee is due annually in June.

Individual Swimmer Cost: \$ 30
Family (more than one athlete) \$ 50

- F. Dues Off-set Fee: In addition to the training fees (dues) an additional fee of \$200 per swimmer is assessed to “off-set” what the dues total would otherwise be for year-round swimmers. These “off-set” fees may be paid out of pocket or raised through various sales opportunities offered by the team. They include flower sales at Christmas (poinsettias), scrip, Albertsons community partners, and other designated fundraising opportunities as they become available and are approved by the Board. The off-set fee is billed in June. First year swimmers are encouraged, but not required to participate, as are month-to-month swimmers. Families may choose to take advantage of the revenue sources provided for some or all, or more than all (see Item G) of the required assessment. Because of the opportunity to raise these funds, there will be no discounts provided. Other than allowed in section G, below, there are no credits or refunds provided for dues offset funds. The accounting cycle for dues offsets runs from June 1 to May 31; therefore, funds raised during the summer of this fiscal year will be applied to the swimmer’s account for next fiscal year.

Families that currently have swimmers in the water with dues off-set obligation will NOT be eligible for the ‘first year waiver’ for any additional swimmers they add unless those swimmers are month-to-

month. For those families, any additional swimmer joining prior to December 31 will pay the full dues offset amount and those joining after January 1 will pay ½ of the dues offset amount.

Swimmers who join the team any time after September 1, even as a “summer only” swimmer, will be responsible for the dues offset requirement starting with the next fiscal year.

- G. Dues Offset Incentive: To encourage families to exceed dues off-set minimums an incentive is offered as follows. A credit of \$25 will be applied to a family’s billing for every \$100 increment achieved in excess of the respective fundraising minimum. There is no prorating of the \$25 incentive for amounts less than \$100. This incentive will be applied in the form of a credit to the following year’s account (non cash) provided continuous membership is maintained and the member is in good standing. No sharing or transferring of dues off-set in any shape or form is permitted. Members leaving the team will not receive cash refunds should there be a credit on the account at the date of resignation.
14. Health Club Membership: The Tri-City Channel Cats utilize training facilities at the Tri-Court Club (Court Club), Kia Ora Gym, and Columbia Basin Racquet Club (CBRC) during the short course season. Each health club allows Channel Cats who are non-members to use the facilities in a limited fashion according to an agreement that includes an additional monthly fee. Use of either facility by non-members is limited to swim practice only, and requires the signing of a waiver to the club. The health clubs do not offer transfer privileges. Non-member Channel Cats shall declare their intentions to practice at one club and abide by the terms of that club during their association with the Channel Cat swim team.
15. Authorizations and Agreements: To maintain membership in good standing, the following forms are required to be turned in at the beginning of each swim season or when a new member family joins the team. A commitment form summarizing the benefits and obligations of Channel Cat Club membership is required to be signed by an adult family representative at the time of joining the club and annually thereafter. An Athlete Code of Conduct form is required to be signed by the athlete and a parent (guardian) at the time of joining and annually thereafter. A medical release/emergency contact form is required to be signed by the parent (guardian) for each swimmer at the time of joining the club and annually thereafter. Failure to complete and return these forms may result in your swimmer(s) losing training privileges.