

## **BOARD OF DIRECTORS**

The administrative functions of the club are overseen by the Board of Directors. The board consists of seven members, six of which are elected the other being the Head Coach. The elections for board positions are held annually in December.

**Mission Statement:** The guiding mission statement of the Board of Directors in which all decisions are measured against is:

**With the main focus of the club always on the swimmer, the Board of Directors exists to ensure the continuation and excellence of the San Luis Obispo Swim Club by: providing necessary business functions; Assisting and supporting the coaching staff; and with communication.**

### **Board Job Responsibilities**

Each board member is assigned a specific area of responsibility. The following are the board positions and their general areas of responsibility:

**President** - Chief Executive Officer - Responsible for: Supervise, direct & control the business of the corporation; preside at all meetings of the board & membership;

**Vice President** - Responsible for: Conducting of meetings in absence of President and assisting the President

**Treasurer** - Responsible for: Books of Account; Membership records; Collection of Dues, Fees & Assessments; Deposit & Disbursement of Money & Valuables; Reports

**Secretary** - Responsible for: Minute Book; Notices; Corporation Documents

**Fund Raising** - Responsible for: Fund Raising Activities

**Master Representative** - Responsible for: Representation of the Master's Team; Communicating with Master Swimmers.

**Head Coach** - not an elected position

Each board member is also assisted by standing committees which are composed of parents from the club.

## **FEE STRUCTURE**

**Club Fees** (for current fees see the Team's website)

1. Initiation Fee: due at registration; one per family
2. USA Swimming Registration Fee: paid annually or
3. Master Registration Fee: paid annually
4. Practice Dues: We have two options either monthly or annually.
5. Late Fee: All dues at payable on the 1<sup>st</sup> of the month
6. Discounts
  - a. Annual Prepayment – a discount is given for annual prepayment
  - b. Family Discount – Families with more than two swimmers will receive a discount on their third child of half the dues (the third highest paying child), and any other child will be free

### **Entry fees**

All entry fees for swim meets must be paid at the time of submission to the coaching staff. The club must submit the entry fees along with the team entry.

Characteristic of any business, SLO expenses begin the first day of every month. A positive cash flow is required to assure payroll requirements and various other expenditures. It is, therefore, imperative for all SLO parents to pay their swimmer's monthly installment on or before the first of each month, just as you do your credit card, mortgage or utility payments. If fees are not current, your swimmer will not be allowed to participate in practice.

It is the responsibility of the member to notify the coach and treasurer of intention to terminate, or cancel a team membership. Failure to notify the treasurer may cause a member to be unnecessarily billed for monthly dues. If a member quits the program or is dropped from the program because of overdue bills, overdue and current account balances are immediately payable in full.

If you have any questions, please contact the treasurer immediately.

### **FUND RAISING**

In order to keep fees as low as possible SLO depends upon a number of fund raisers every year to help support the mission of the Seahawks. Every family is asked to take part in each fund raiser and do their best in order to keep our fees as low as possible. Some examples of fund raisers include but are not limited to:

1. Swim Meet Raffle & Concessions – At every home meet, SLOSC runs a concession stand. Families will be asked to supply a donation to decrease the cost and increase the profits.
2. USA Swim-A-Thon – Every year SLO has a Swim-A-Thon, where the swimmer seeks pledges for a certain amount of laps swum. These are either done on a per lap basis or better a flat donation. This is a National fund raiser, where 95% of the money stays with SLOSC but prizes are awarded, as well as trips to the United States Olympic Center for the top level qualifiers in the country.
3. Sales – The club has sold different items through the years, some more successful than others. Some previous sales have included: Tupperware, Pampered Chef, Wreaths etc.
4. Swim Meet Ad Sales-San Luis Obispo Swim Club families can sell advertising space to area merchants and businesses for display in the heat sheets in meets the club runs at the natatorium.
5. E-Scrip – SLO Seahawks takes part in the E-Scrip program. This program requires you to buy things that you normally would at participating stores and a percentage of each sale goes to the SLOSC.

### **INSURANCE**

It is required of all San Luis Obispo Swim Club swimmers that they have a current USA Swimming membership or United States Masters Swimming Membership. These memberships not only support swimming throughout the country, it also provides very important accident and medical insurance for every swimmer and every club.

Each swimmer is covered at any organized practice of San Luis Obispo Swim Club and every competition that is USA Swimming sanctioned. If you wish to see the whole insurance summary contact USA Swimming or go to:

<http://www.usaswimming.org/USASWeb/DesktopDefault.aspx?TabId=48&Alias=Rainbow&Lang=en-US>