

Bylaws of the Oak Creek Swim Team

I. NAME

The name of the organization shall be Oak Creek Swim Team (OCST), a Chartered Member Swim Team of the Irvine Swim League (ISL), a non-profit mutual benefit corporation organized under the California Nonprofit Mutual Benefit Corporation Law.

II. PURPOSE

The purpose of the OCST is to provide a fun and safe environment in which boys and girls can improve swim techniques and be introduced to swim competition.

III. PARTICIPATION IN THE ISL

The OCST will participate as a member of good standing in the ISL. All ISL requirements and regulations will be followed, including but not limited to the following:

1. Must maintain a minimum of ten (10) and a maximum of 120 active swimmers.
2. For children five (5) to eighteen (18) years of age at the start of the season.

IV. GEOGRAPHICAL AREA

The OCST will draw its members solely from the Oak Creek Village Community, as defined by the City of Irvine.

V. GENERAL OPERATION

The OCST will operate in compliance with the terms of its agreements with both the Oak Creek Village Maintenance Association (HOA) and the ISL. Use of the Royal Oak swimming pool and related facilities will be agreed-to on a seasonal basis with the HOA. The terms of this agreement may be modified at any time by mutual consent.

VI. BOARD OF DIRECTORS AND OFFICERS

The Board of Directors shall serve without pay and shall consist of an odd number of members.

The Board of Directors shall be comprised, at a minimum, of the following elected Officers.

1. PRESIDENT: Must have previously served on the board of directors for at least one year. Responsible for the overall running of the OCST. Acts as liaison with the ISL, the HOA, and the coaching staff. Establishes schedules and assigns duties to Board of Directors' members. Facilitates meetings of the Board of Directors.
2. VICE PRESIDENT: Responsible for the registration process and maintaining the wait list. Shall accede to the Presidency if that office becomes vacated at any time during the year.

3. SECRETARY: Responsible for keeping all records related to the OCST and disseminating necessary information to Team Families and the public.
4. TREASURER: Responsible for receiving, collecting, depositing, and disbursing all monies received and owed by the OCST. He/she shall keep the usual book of accounts and such records as directed by the Board of Directors and/or ISL.
5. DIRECTOR-AT-LARGE: Job description to be defined in July for the following season, prior to solicitation of volunteers and nominations (see Board Membership below).

Should the President and Vice President mutually decide to serve as Co-Presidents, they shall each be allowed one (1) vote. In the event that Co-Presidents are so declared, there shall be no Vice President; rather, the Co-Presidents will be responsible for both jobs.

Additional Board positions may be created and filled at the discretion of the Board, as long as an odd number of board positions is maintained. The Board may appoint standing and ad hoc committees as needed.

The Board of Directors shall be vested with the power and the duty of transacting all business of the OCST. It shall be responsible for making such rules and regulations as shall be deemed advisable, provided only that such rules and regulations are not in conflict with these Bylaws.

Vacancies on the Board of Directors, however created, shall be filled by an election to be held at a special meeting of the Board of Directors. Assuming quorum, the election will be decided by majority vote of the Board Members present.

VII. BOARD MEMBERSHIP

The Board of Directors shall consist only of Team Members' parent(s) and/or guardian(s).

It is recommended that members of the Board of Directors commit to at least two (2) years on the Board to ensure continuity from year to year. It is likewise recommended that an individual commit to the role of president one year in advance so he/she can become familiar with the operation of the Team prior to taking on the role independently.

A Board member may be removed from his/her position with a majority vote of the other Board members.

In mid July, the existing Board of Directors will solicit volunteers and nominations for open positions on the following season's Board of Directors. The existing Board will review the volunteer and nomination list and determine next steps, which may include further recruiting of participants, changing current officers' roles, or conducting an election. After reviewing alternatives with the candidates, the Board will authorize an election in all situations where two or more parents desire the same elected officer's role. Election winners will be declared based on a simple majority of votes cast, with one vote allowed per member family. The format of the election, if required, will be announced at least ten (10) days prior to the election.

VIII. BOARD OF DIRECTORS MEETINGS

A Board meeting may be called at any time by the President or by request of one-third (1/3) of the full Board of Directors. Board meetings will be conducted under the direction of the President. A quorum shall consist of a simple majority of the full Board of Directors. Decisions will be made based on a majority vote taken at the meeting.

Attendance at Board of Directors meetings by non Board members and non OCST families is permitted with 7 days written notice to the team President. Such attendance will be limited to 30 minutes per meeting.

At its meetings, the Board of Directors will discuss and resolve all issues related to the operation of the OCST, including but not limited to the following:

1. Operating charter
2. Registration
3. Coach selection
4. Finances
5. Meet operations
6. Participation requirements
7. Filling of vacated positions

IX. GENERAL MEMBERSHIP MEETINGS

There will be a minimum of two (2) meetings each season which are to be attended by the Board of Directors, team member parents, and the coaching staff. The initial meeting will be held some time prior to the first official ISL meet. During this meeting, the plans for the coming year will be presented. The final meeting will be held shortly after the ISL Championship Meet in August. During the final meeting, issues for the next season will be discussed, including plans for Officer elections, if necessary.

X. TEAM MEMBERSHIP

In order for a swimmer to qualify as a Team Member, all of the following requirements must be met:

1. At least one parent or legal guardian of the swimmer must be a resident of the Oak Creek Village Community during the entire season.
2. The swimmer must be able to swim the length of the Royal Oak Pool (25 yards) without assistance.
3. The swimmer must participate in at least three (3) regular season ISL meets unless excused in advance by the team's President.
4. The swimmer must attend at least 60% of scheduled practices.
5. The swimmer's family (Team Family) must pay all registration fees as required by the ISL and the OCST, on time and in full.
6. The swimmer's family must fulfill its volunteer commitment as set forth in the OCST's Handbook (see Meet Commitment) and the Parent Obligation Form (signed by each Team Family at registration).
7. All swimmers and parents/families must abide by both the OCST and the ISL codes of conduct for swimmers and parents.

Any Team Member may be suspended or expelled from membership by a majority vote of the Board of Directors, provided that such member shall receive seven (7) days notice of such contemplated action and shall be entitled to be heard before action is taken.

Priority Registration for the subsequent season will be offered to returning Team Members only if they and their parents/families have met all of the membership criteria outlined in items 1 through 7 above. Team Members not eligible for Priority Registration will be so notified in writing prior to the end of the current year.

XI. TEAM MEMBER REGISTRATION

Registration to fill the 120 positions on the OCST will occur as set forth in the OCST's formal Registration Policy which is attached to these Bylaws (Attachment 1).

All registration fees must be paid by the established due dates. The ISL (insurance) portion of the fee is non-refundable once the Team Member has been registered with the ISL. The refund schedule will be announced prior to registration each season.

XII. FINANCES

The fiscal year of the OCST shall begin on the first day of January and end on the last day of December, each year.

No disbursement of funds shall be made until first approved by the OCST Treasurer or, in the absence of the Treasurer, the OCST President. All disbursements require a receipt for business purposes.

All checks, drafts, demands for money and notes shall be signed by two (2) elected Officers of the Board of Directors.

XIII. VOTING

Only those Team Families that have Team Members in good standing for more than thirty (30) days prior to the annual meeting held in August shall be eligible to vote for Officers. A quorum shall consist of 50% plus one (1) of Team Families. Each Team Family shall be entitled to one (1) vote, regardless of its number of Team Members.

XIV. AMENDMENTS TO THESE BYLAWS

These Bylaws may be amended by repeal and new and additional Bylaws may be adopted only by a majority of the voting members (aka Member Families) at the regular annual meeting of members held in August.

Amendments must be proposed in writing and filed with the Secretary at least fifteen (15) days prior to the above-mentioned meeting.

Amended Bylaws become effective immediately, unless found to be in conflict with the ISL Bylaws. The bylaws, as amended, must be submitted to the ISL.

I certify that the forgoing Bylaws of the Oak Creek Swim Team were duly adopted by the Team Members' Families on August 10, 2008. The foregoing Bylaws supersede, in their entirety, those dated January 2005 and August 2006.

Signed Copy on File

Secretary (signature)

Secretary (printed name)

Date



OAK CREEK SWIM TEAM

REGISTRATION POLICY

Attachment I — Revised 1/29/10

I. SWIMMER REGISTRATION

Swimmers shall be children, ages five (5) through eighteen (18), whose parent(s) or legal guardians(s) reside in the Oak Creek Village community. Registration to fill the 120 positions on the Oak Creek Swim Team will occur as follows and in the following sequence:

- A) **Priority Registration for Returning Team Families:** Team member families who have met all their participation requirements (as outlined in Section II below) during the prior swim season will be offered positions on the team. This will include swimmers from the prior season and/or their siblings, as well as swimmers who submitted a Leave of Absence form (as outlined in Section III below) excusing them from the prior season.
- 1) **Priority Registration Day:** The date for Priority Registration Day will be announced by flyer included in the Oak Creek Village Association's monthly statement and by email using the prior season's swim family email list. Priority Registration will be offered on a first come, first served basis. Only applications that are completed in their entirety, including payment of all fees, will be accepted. Applications will not be accepted for any reason prior to Priority Registration Day. A returning family may register for one (1) other returning family in the event that the other family is out-of-town or otherwise unable to register in person.
 - 2) **Late Priority Registration:** Families which miss Priority Registration Day for any reason may hand-deliver their completed application, including payment of all fees, to a locked drop box prior to midnight the night before Open Registration. Such hand-delivered applications will be accepted on a first come, first served basis, based on availability. The location of the drop box will be posted at www.oakcreekorcas.org. Returning swimmers/families that submitted a Leave of Absence for the prior season may submit his/her application at this time (as detailed in Section III below).
- B) **Elimination of Non-Participants:** Team members who have failed to meet participation requirements in the prior year will not be offered registration, per the Board's discretion. Once informed by the Board of their elimination for registration, the team member/family will have two (2) weeks to present their case if they wish to be re-instated, based on availability. Written notification to the team President will be required. The swim team Board will then decide if the individual or family will be re-instated and offered a position on the team.
- C) **Open Registration:** One (1) Open Registration session will be held for Oak Creek residents interested in joining the swim team, assuming positions are available. The date for Open Registration will be announced by flyer included in the Oak Creek Village Association's monthly statement and posted at www.oakcreekorcas.org. Open Registration will be offered on a first come, first served basis. Only applications that are completed in their entirety, including payment of all fees, will be accepted. At Open Registration, a family may register only for itself, not for any other family.

Each family must secure its own place in line; spaces may not be held for anyone or any reason.

- D) **Resident Wait List:** If there are more swimmers interested in registering than there are open positions, a Resident Wait List will be created. The order in which swimmers are placed on the Resident Wait List will be determined by the order in which they contact the team, either at Open Registration or via email and/or phone to the team's Vice President. The Vice President will be responsible for maintaining and updating the official Resident Wait List. Individuals on the Resident Wait List will be offered a position on the swim team as openings become available. Per ISL by-laws, no wait list can be carried over from a previous season.
- E) **Non-residents:** Swimmers shall be children, ages five (5) through eighteen (18), whose parent(s) or legal guardians(s) reside in the Oak Creek Village community. Non-residents are not eligible for membership on the Oak Creek Swim Team.
- F) **Participation Requirements and Registration Fees:** In order for any swimmer to become a member of the team, his or her parents or legal guardian must accept and commit to the participation requirements in Section II below. All registration fees must be paid by the established due dates. The ISL (insurance) portion of the fee is non-refundable once the swimmer has been registered with the League. The refund schedule will be announced prior to registration each season.

II. PARTICIPATION REQUIREMENTS FOR SWIMMERS/FAMILIES

In order for a swimmer to qualify to be on the swim team, all of the following requirements must be met:

- A) At least one parent or legal guardian of the swimmer must be a resident of the Oak Creek Village community during the entire season.
- B) The swimmer must be able to swim the full length of the Oak Creek Royal Oak pool (25 yards) without assistance.
- C) The swimmer must participate in at least three (3) regular season meets unless excused in advance of a meet by the coaching staff.
- D) The swimmer must attend at least 60% of scheduled practices.
- E) The swimmer's family must pay all registration fees as required by the ISL and the swim team, in full, upon registration.
- F) One adult member of each team family is expected to work one (1) half of the mandatory Boy/Girl Practice Meet, plus four (4) half or two (2) full ISL meets during the regular season*. If a swimmer participates in the ISL championship meet, one parent will be asked to work one (1) half of that meet as well.

Families may sign up during registration for the jobs/meets at which they'd prefer to work, and the Volunteer Coordinator will do his/her best to honor these requests; however, there are no guarantees. Families that do not sign up at registration will be assigned jobs by the Volunteer Coordinator. Once assignments are made at the beginning of the season, volunteers are responsible for finding their own substitute if they are unable to fulfill their commitment and to communicate the change to the Volunteer Coordinator.

Team jobs at swim meets generally consist of the following: Timer, Lane Writer, Runner, Sorter, Sign-in, Stats, Ribbon Writer, Ready Bench, Set-up, Clean-up, Concessions.

- G) Swimmers and their parents/families must abide by both the ISL Code of Conduct and Oak Creek Swim Team Code of Conduct for swimmers and parents respectively.
- H) Pre-registration privileges for the subsequent season will be offered to returning swimmers only if they and their parents/families have met all their obligations outlined in paragraphs A through G above.

III. LEAVE OF ABSENCE POLICY

Any swimmer/family that resides in Oak Creek and has been a member of the Oak Creek Swim Team for two or more seasons may file a Leave of Absence for one season, ensuring that swimmer's/family's status as a Returning Swimmer/Family the following year.

- A) Any qualifying swimmer/family wishing to "take one (1) season off" must submit a formal Leave of Absence request (available online at www.oakcreekorcas.org). The request must be received by a member of the Board on or prior to Priority Registration Day (as outlined in Section I-A-1 above) for the season to be missed.
- B) Any qualifying swimmer/family that completes the registration process and then drops from the team must submit a formal Leave of Absence request with their Withdrawal Form in order for their departure to be counted as a leave of absence.
- C) Should a swimmer/family choose to return to the team the following season, he/she will be offered Late Priority Registration (as detailed in Section I-A-2 above). Should the swimmer/family choose not to return the following season, he/she will forfeit his/her status as a returning swimmer/family. Any returning swimmer/family that misses two consecutive seasons must re-apply for the team during Open Registration (as detailed in Section I-C above).