

**TUALATIN HILLS BARRACUDAS  
POLICIES AND PROCEDURES  
AS ADOPTED BY THE BOARD JULY 16, 2008**

**I. ARTICLE I - DUTIES OF OFFICERS**

- A. The President shall:
  - 1. Schedule and preside at annual and Board meetings.
  - 2. Appoint special committees as needed.
  - 3. Coordinate all activities of the organization.
  - 4. Sign checks in absence of the Treasurer.
  - 5. Serve as ex-officio member of all committees.
  - 6. Serve as a non-voting member of the Board in the year following active term.
- B. The Vice President shall:
  - 1. Execute the duties of the President in his/her absence.
  - 2. Assist the President with administrative work as requested by the President.
  - 3. Oversee marketing and public relations for THB.
  - 4. Appoint a nominating committee chairman as needed.
- C. The Secretary shall:
  - 1. Record the minutes of all annual and board meetings.
  - 2. Keep copies of the organization's Articles of Incorporation, Bylaws and Amendments, Standing Rules and Policies and Procedures, and make these available to any interested member.
  - 3. Notify membership of scheduled meetings.
  - 4. Record other general matters of the organization.
  - 5. Conduct the correspondence of the Club as directed by the Board.
- D. The Treasurer shall:
  - 1. Be responsible for the finances of the organization under the direction of the Board of Directors.
  - 2. Receive, bank, and disburse all funds.
  - 3. Give a statement of finances as required by the Board.
  - 4. Present a proposed budget for the next calendar year at a fall meeting of the Board of Directors.
  - 5. Notify members of annual dues and any other fees.
  - 6. Keep a current roster of club members and report members in arrears to the Board.

**II. ARTICLE II - COMMITTEES**

- A. The Social Chair shall:
  - 1. Coordinate social activities of the club with the approval of the Board.
  - 2. Coordinate hospitality at team sponsored events.
- B. The Membership Chair shall:
  - 1. Serve as liaison between club members and the Board.
  - 2. Monitor Barracuda membership (i.e., annual fees for OMS and any other issues related to membership).

- C. The Aquatic Advisory Committee Delegate shall:
  1. Serve on the Tualatin Hills Park and Recreation District's Aquatic Advisory Committee as official representative of the Tualatin Hills Barracudas, attending all meetings as required.
  2. Serve a two-year term.
- D. The Oregon Masters Swimming (OMS) Liaison shall:
  1. Serve as the liaison between THB and OMS.
- E. The Fitness Chair shall:
  1. Assist the THB coaches in organizing stroke clinics, February Fitness Challenge and any other events relating to fitness.
  2. Write articles on fitness for the THB website.
- F. The Meet Director shall:
  1. Plan, coordinate, and manage all competitions sanctioned by OMS and sponsored by THB.
  2. Coordinate meet schedule and any special functions associated with the meet with OMS.
- G. The Web Master shall:
  1. Maintain the web site with up-to-date information about the Tualatin Hills Barracudas and its activities in a timely manner.
  2. Attend THB board meetings.
  3. Interact with the OMS web master and other swimming related web masters as needed.
  4. Review and maintain web page policies.
- H. The Historian shall:
  1. Collect, preserve, and compile significant Tualatin Hills Barracudas historical materials.
- I. The Sunshine Committee shall:
  1. Send cards and appropriate other forms of support, condolences, and recognition as approved by the Board members.
- J. The Nominating Committee shall:
  1. At the request of the Board, annually present a slate of nominees for elected offices and shall prepare a ballot upon which members will vote at the annual meeting.
  2. Recommend to the Board nominees to fill any vacancy, which may occur between annual elections.

### III. ARTICLE III – BOARD OF DIRECTORS

- A. The Board of Directors
  1. Shall be comprised of all officers: President, Vice President, Secretary, Treasurer, plus the Social Chair, Membership Chair, Aquatic Advisory Committee Delegate, Immediate Past President, OMS Liaison, Fitness Chair, Meet Director, Web Master and Historian.
  2. Shall meet at the request of the President or Secretary or when requested in writing by any two directors of the Board of Directors.
  3. Four individuals serving on the Board of Directors, at least two

being principal officers (President, Vice-President, Secretary, Treasurer) shall constitute a quorum for the transaction of any business at any meeting.

4. Any officer missing 3 consecutive meetings without informing the THB President can be terminated from the Board by a 2/3 majority vote.

#### IV. ARTICLE IV – DUES/COACHING FEES

- A. Annual dues shall be determined by the Board of Directors, with the total amount being assessed from each member joining the organization from January 1 to June 30 and one-half that amount from July 1 to December 31.
- B. Annual dues are to be paid by January 31. Non-payment will result in the suspension of the individual participating in team activities until the dues are paid in full.
- C. Notices of payment due will be sent to each current member by December 31 of the expiring year.
- D. Monthly coaching fees shall be determined by the Board of Directors. Non-payment of 3-months of coaching fees will result in the suspension of the individual participating in team workouts until the fees are paid in full.
- E. Oregon Masters Swimming annual dues are to be paid by new members immediately upon joining the organization or, for current members, by December 31 of each year.
- F. Members must have an active, paid-up THPRD aquatic membership.

#### V. ARTICLE V – COACHES

- A. The Head Coach of this organization may be any person who is hired by the Board of Directors to organize workouts and instructional sessions for interested members or any other Masters swimmers.
- B. The Head Coach's performance will be reviewed by the Board of Directors on a regular basis.
- C. Assistant coaches will be hired and their performance will be reviewed by the Head Coach in conjunction with the Board.
- D. All coaches will receive a contract of employment prior to their first day of work.
- E. Employment by the organization is dependent upon approval by the Tualatin Hills Park and Recreation District.
- F. The Head Coach will supervise additional coaching staff.
- G. All coaches will maintain a cooperative relationship with THRPD.
- H. All coaches will develop, provide, and maintain a training program that will assure progress toward THB objectives.
- I. All coaches will attend meetings, seminars, clinics, etc. that have direct relationship to the THB program.
- J. The Head Coach will serve as an ex-officio, non-voting Board member and cooperate with all members of the Board.
- K. The Head Coach will carry out additional duties as contained in the job description of the Head Coach.

- VI. ARTICLE VI - COMPENSATION FOR COACHING STAFF
- A. Salaries will be paid by an assessed fee from any swimmer participating in the workouts.
  - B. The fee and salaries will be determined by the Board of Directors.
  - C. The Head Coach will be paid on a monthly basis for 12 months.
  - D. Additional coaching staff, as needed, shall be employed and paid as recommended and approved by the Board.
  - E. Assistant coaches who are paid on an hourly basis shall present to the Treasurer an itemized statement of actual hours worked per day for practice sessions and other authorized functions.
- VII. ARTICLE VII - TRAVEL POLICY AND COMPENSATION FOR COACHING STAFF
- A. Meets considered for coach attendance will be considered on an individual basis depending on the number of THB swimmers in attendance and/or funds available.
  - B. For the day(s) that the coach(es) attends a meet, coach should be present during warm-ups and remain at the meet until all THB swimmers have completed their swimming events.
  - C. The head coach may select an assistant coach to attend a Board approved meet.
  - D. All travel to “away” meets must be pre-approved by the Board.
  - E. Local meets are defined as those in the Portland Metropolitan area.
  - F. TRAVEL TO “AWAY” MEETS: Coach will be compensated for mileage from the THPRD Aquatic Center to the meet location and return at the current non-profit rate for the respective year.
  - G. LODGING: The attending coach will be reimbursed reasonable actual lodging and/or meal costs. Receipts for actual meal and lodging costs shall be submitted on a travel voucher to the Treasurer for payment.
  - H. DAILY STIPEND: No stipend will be awarded to a coach(es) requesting reimbursement for meals and lodging for “away” meets. For local meets, each coach attending will receive a stipend approved annually by the Board.
- VIII. ARTICLE VIII - NEW SWIMMERS
- A. New swimmers may swim without charge for 2 swim weeks.
  - B. New swimmers must immediately sign an OMS insurance release form at the beginning of the 2-week period. After completion of the 2 weeks, the swimmer must decide whether to join THB. Payment of applicable fees and completed membership information shall be given to the Treasurer no later than 15 days after the first notice.