

POLICIES AND PROCEDURES

Davis Aquatic Masters

I. Officers and Club Officials

A. The duties of the president, vice-president, secretary and treasurer are as specified in the By-laws of the Davis Aquatic Masters.

B. Liaison Representative

1. Prepare information and represent DAM in those matters delegated by the Board before such groups as the university, city officials and staff, school district officials, aquatic organizations, and others as required.

C. Equipment Manager

1. Assess needs and make recommendations for all equipment needed for the conduct of DAM activities and, when appropriate, consult with and negotiate with officials of the city, school district, aquatic groups, and others concerning the need, cost, acquisition, construction, and purchase of such equipment.
2. Design plans and assume responsibility for construction.
3. Provide equipment and set-up help for swim meets and time trials.

D. Statistician

1. Develop and maintain a data system of:
  - a. individual performance records
  - b. team performance records

E. Communications Director

1. Develop, prepare, coordinate and distribute all forms of printed information to members and others including:
  - a. the newsletter
  - b. news releases
  - c. leaflets, flyers, and notices
  - d. signs and posters

F. Social Chairperson

1. Plan, organize, and conduct all social events, with assistance, as follows:
  - a. barbeques, dinners, and parties
  - b. post-meet events and socials
  - c. special events

G. Concessions and Clothing Chairperson

1. Coordinate the acquisition and sale of swimming gear, apparel, and other items.

H. Meet Chairperson and AAU Representative

1. Plan, organize, and conduct events as follows:
  - a. time trials
  - b. inter-club meets
  - c. intra-club meets
  - d. AAU meets
2. Encourage and facilitate AAU officials' certification.

II. Fees, Membership, and Enrollment

A. Fees

1. The Board of Directors shall establish a monthly membership dues rate. It shall be based upon such criteria as estimated annual expenses of the club, ability of the membership to pay such dues, and availability of pool time.

B. Membership

1. Any person, 19 years of age or older, who resides within the boundaries of the Davis Joint Unified School District shall be a member.

C. Enrollment

1. A member establishes and maintains a priority number based on his date of enrollment, the regular monthly payment of dues, and completion of the quarterly enrollment form.
2. All dues are payable by the 10th of each month. Dues received after the 10th are late. A member's priority number is maintained by on-time and continuous payment of dues and the priority number is lost if dues are not paid for one (1) month. A list of late payees will be posted in a conspicuous place after the 10th of each month. Non-payment of dues before the end of the month will result in loss of the member's priority number and removal from the DAM membership roster.
3. Enrollment is done quarterly during the months of March, June, September, and December. Priority numbers are reassigned based on the policies regarding the payment of monthly dues, known leaves of absence, and completion of the quarterly enrollment form.

4. A priority number can be maintained by a member for periods of absence if the member notifies the treasurer, in writing, as to the period of absence and the reason. Reasons normally include: extended vacations, illness, sabbaticals, and temporary absences.
5. Thirty (30) persons are assigned to each workout period and pool capacity is fixed at twenty-four (24) swimmers. A person must be on the pool deck within five (5) minutes after the start of workout to keep his priority for that workout. A member will swim at his assigned workout time depending on his priority number relative to all other priority numbers in the workout. Waiting list swimmers will be admitted to a workout five (5) minutes after the starting time if space is available. If an extra-capacity swimmer (i.e., spaces 25 through 30 on the workout roster) cannot swim because his workout is full, he may elect to swim at a succeeding workout on a first priority basis.
6. Each member is entitled to one daily workout. Pool time in another workout period is available only after all waiting list people have been accommodated first.

D. Other procedures

1. Indicate on your dues check if you have included any monies in addition to the dues you owe. Married persons, roommates, and those who pay dues in advance should heed this policy or you will not be properly credited with payment.
2. Mail dues checks and enrollment forms to: Davis Aquatic Masters, P.O. Box 921, Davis, California 95616.

III. Compensation of Instructors and Other Employees

- A. The level of compensation for each employee will be determined annually by the Board, consistent with the details given in the job description for each authorized position. Such job descriptions and wage schedules comprise the Personnel Policy of DAM.
- B. Consideration will be given to annual increases commensurate with satisfactory performance, changes in the cost of living, and funds available, as determined by the Board.
- C. Compensation for instructors is based on the amount of time devoted to management duties, on-deck coaching at workouts and swim meets, and meetings and other training activities, where authorized.
- D. Expenses will be paid for full or partial costs associated with instructor travel to non-local swim meets, meetings, training programs, or other events where prior written requests are made and approval granted by the President of the Board with the concurrence of the Board.



#### IV. Swim Meets

##### A. Intra-squad

1. No entry fee will be charged DAM members for intra-squad meet participation. However, the costs of any food or beverages served shall be borne by the participants at an amount to cover such costs.

##### B. Inter-squad

1. An entry fee may be charged to cover any or all costs to conduct such meets with other Masters clubs participating.

##### C. The Board may approve expenditures for the following:

1. DAM team relay fees
2. Entry or deck fees for national or regional events
3. Compensation to assistant coaches who may accompany the head coach to an AAU meet as per the policy in Section VI, Swim Meet Coaching.
4. Any other expenses, costs, or fees relating to swim meets.

#### V. Swim Meet Coaching

- A. The head coach or a designated assistant coach will attend an away AAU meet if fewer than 25 DAM swimmers also attend. The coach will be compensated for his coaching time from the general fund.
- B. When more than 25 DAM swimmers attend an AAU meet, the head coach may request one or more assistant coaches to attend. Compensation for the assistant coach will be paid out of the AAU meet fund.

#### VI. Seniors Program

- A. Intent and Purpose: to establish, maintain and supervise an aquatic program for resident senior citizens of Davis. The program will encourage the development of aquatic skills in order to assist the senior person in eventually joining a regular workout group. A senior person may, however, elect to stay in the senior program.
- B. Membership, Enrollment, and Fees
  1. Qualifications
    - a. Members must be at least 55 years of age or be in fulltime retirement.
    - b. Members must reside within the boundaries of the Davis Joint Unified School District.

- c. Every member must have a physical examination and doctor's clearance in order to participate. Annual check-ups are strongly recommended.
- 2. Enrollment
  - a. Members will be assigned priority numbers on the DAM roster.
- 3. Fees
  - a. The DAM Board shall establish the monthly dues rate for the seniors program and take into account the availability of pool space.
  - b. All procedures for payment of dues, leave of absence and re-enrollment are the same as those established for regular DAM members.

November 1, 1977

SIGNIFICANT MOTIONS

The following motions presently govern policy in the particular area indicated. They are not presently included in the Policies and Procedures or the Personnel Policy.

1. Stroke improvement program: costs: effective January 1, 1977, such programs shall be conducted on a breakeven cost basis. (adopted 12/13/76)
2. Fiscal year: changed designation of fiscal year from 7/1 - 6/30 to 1/1 - 12/31. (adoped 2/14/77)
3. Intra-squad meets: refreshments: refreshments will be provided at club intra-squad meets with an attached fee to cover the costs of supplying same. (adoped 3/14/77)
4. Staff evaluations: assistant coaches: the head coach will review his recommendations for the assistant coach wage levels with the board before he discusses such wage levels with his assistants. (adoped 3/14/77)
5. Employee payroll deductions: effective 7/1/77, all employees will be subject to all appropriate state and federal deductions. An accountant will assist in setting up the necessary bookkeeping system. (adopted 6/14/77)
6. Health plan: head coach: the Board will provide a minimal health care plan for the head coach with any other adjustments in coverage to be done on a case-by-case basis. (adopted 7/12/77)