

**SWIM TEAM COMMITTEE CHARTER
WILDEWOOD COMMUNITY ASSOCIATION, INC.**

WHEREAS, it is in the best interest of the homeowners and the Wildewood Community Association (WCA) to have a committee manage the administration, operations and conduct of the WCA's Wildewood Marlins community-based swim team; and

WHEREAS, The Board of Directors has identified the need for such a committee; and now therefore let it be resolved, that the Board of Directors of the WCA does establish by this resolution that the Swim Team Committee is a standing committee of the Association.

WHEREAS, the purpose of the Swim Team Committee is to oversee and assist in the development of the policies and standards to manage the operations and conduct of the community-based swim team, the Wildewood Marlins. The following articles outline the administration and operation of the Swim Team Committee and the Wildewood Marlin swim team.

ARTICLE I

SWIM TEAM COMMITTEE MANAGEMENT AND ADMINISTRATION

The Swim Team Committee will:

1. Consist of at least five officers: a chairperson, vice-chairperson, secretary, treasurer and Southern Maryland Swim League (SMSL) representative. All officers shall serve a minimum one year term, which expires at the close of the annual meeting of the members of the WCA and will be eligible to serve one additional consecutive year term.
2. Present the names of the volunteers elected to officer positions to the WCA Board of Directors via the WCA General Manager for confirmation each year. The WCA Board of Directors can call for reassignment of any officer as deemed necessary.
3. Prepare a roster showing names, addresses, and phone numbers of committee members. A copy of the roster shall be filed the WCA General Manager. The committee shall promptly update the Board of Directors of any changes in officers.
4. Appoint one (1) committee member to represent the swim team for the purposes of communicating with the WCA. The same representative will be responsible to communicate directly with the WCA General Manager and the Pool Manager. If the Pool Manager is unavailable, they should address the head manager on duty.
5. Conduct the swim team program according to the Marlins Swim Team's policies and guidelines in conjunction with the WCA pool rules. The WCA General Manager shall be provided copies of all documents. Any issues with the documents noted by the WCA will be addressed as needed.
6. Ensure representation at all WCA Board of Directors meetings.
7. Maintain comprehensive minutes of all committee meetings. A copy of the minutes is to be provided to the WCA General Manager.
8. Ensure all committee members understand they serve on a voluntary basis. No committee officer or member shall benefit or profit at any time for his or her services to the committee or Wildewood Community Association. In addition, no Swim Team Committee officer shall have a family member hired as a member of the coaching staff.
9. Provide swim team rules, regulations, handbooks, contracts and an annual calendar for practices, swim meets, and events to be to the WCA Board of Directors via the WCA General Manager for review and approval prior to the start of the pool season.

ARTICLE II

SWIM TEAM FINANCES

The Swim Team Committee will:

1. In coordination with the WCA General Manager, prepare and submit a projected annual swim team budget for the current year swim season to the WCA Board of Directors no later than the first Friday of March each year. The budget will identify the planned swim team membership fee and will document all planned revenues and expenses of the swim team. The budget will include the planned swim team fees and estimated payment to the WCA. Estimates of WCA financial contributions to the swim team will be provided by the WCA.
2. All revenue generated by the Wildewood Marlins swim team in excess of monies paid to the WCA at the start of the season and SMSL shall remain in reserve for future swim team capital improvements and expenditures as necessary.
3. Collect membership fees from the swim team members and provide payment of the budgeted amount to the WCA in a single transaction, along with a roster of the registered members by the fifth business day after the initial annual swim team parent's meeting.
4. Ensure swim team total expenditures do not exceed the approved budget without informing the WCA Board of Directors. The WCA Board of Directors must be informed before any transaction is executed that would exhaust available swim team reserves funding.
5. Conduct an end of season Wildewood Marlins swim team budget review with the WCA General Manager to ensure all debts have been paid and discuss future plans and options.

ARTICLE III

SWIM TEAM STAFFING

1. The Swim Team Committee will work with the WCA General Manager to advertise and conduct interviews for the swim team staff as necessary to identify the best candidates for the job. The committee will act in an advisory role by providing the WCA General Manager with recommendations for each position open for the swim team staff based on applications received by the WCA. Proposed salary recommendations will be included.
2. The WCA General Manager will coordinate with the Pool Manager to hire selected individuals for each swim team staff position.
3. The swim team staff will be salaried employees of the WCA and will be paid in three increments during the swim team season by the WCA. The first increment (25% of salary) at the end of the first week of team practices, the second increment (25% of salary) at the mid-season point, and the third and final increment the week after the season ends (50% of salary).
4. The Swim Team Head Coach will be responsible for managing swim team staff personnel while performing swim team functions. The WCA Board of Directors will be responsible for providing oversight in advance of any adverse employment action regarding swim team staff personnel.
5. The swim team Head Coach will coordinate swim team activities with the Pool Manager and/or Assistant Pool Managers as needed. The Pool Manager has the final responsibility and authority to ensure all swim team activities are in alignment with WCA pool policies. Any unforeseen issue that cannot be resolved between the Pool Manager and Head Coach will be brought to the attention of the WCA General Manager.

ARTICLE IV

SWIM TEAM OPERATIONS

The Swim Team Committee will communicate to all swim team members and families a list of rules and regulations provided by the WCA for appropriate conduct at and use of WCA property. In addition, the Swim Team Committee will communicate to team members and families the necessity to:

1. Arrive promptly at the assigned practice time and exit the pool promptly at scheduled completion time.
2. Ensure the daily operation of the WCA pool is minimally impacted by swim team activities as much as possible.
3. Minimize the impact of swim team practice and meets to the community and especially homes surrounding the pool area. (e.g., spillover parking, excessive noise levels, unsupervised participants, abuse of WCA common areas).
4. Ensure all after hour swim team activities and events are pre-coordinated by the Swim Team Committee in consultation with the WCA Pool Manager.
5. Ensure that all swim team equipment is stored in such a manner that it does not interfere with the daily operations of the pool.
6. Ensure any issue involving the WCA be handled at the lowest level possible. Issues not resolved will be elevated through the following chain – life guard on duty, pool assistant manager on duty, Pool Manager, WCA General Manager, and WCA Board of Directors.

ARTICLE V

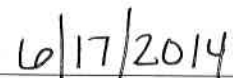
SPECIFIC RESPONSIBILITIES OF WILDEWOOD COMMUNITY ASSOCIATION

The WCA will provide the following support for the Wildewood Marlins swim team:

1. Make available the assigned pool(s) Monday through Friday as agreed upon before the start of each season.
2. Adequate lifeguard and management staffing at no additional cost.
3. Make available the pool facility for home meets for the dates agreed upon before the start of each season documented in a memo from the WCA General Manager to the Swim Team Committee.
4. Hire the swim team staff based on the recommendations provided by the Swim Team Committee and Pool Manager.
5. Swim team insurance coverage for the swim team.
6. Agreed upon financial support as noted in the approved swim team budget.

I hereby acknowledge receipt of the Swim Team Committee Charter.


Swim Team Committee, Chairman


Date

Hereby accepted by the Board of Directors for Wildewood Community Association


Secretary, Board of Directors, WCA


Date