

WEST HOLLYWOOD AQUATICS POLICIES & PROCEDURES

1. Membership

1.1. Membership Categories

1.1.1. Full Membership

Any person who has paid the annual administrative fee and either pays per workout or is current with monthly dues payments is a full member. In addition, a full member must pay all pertinent national aquatic fees and must be registered as a member of West Hollywood Aquatics (WH2O) with at least one of the U.S. governing aquatic sport organizations (United States Masters Swimming, United States Water Polo, United States Diving). Full members enjoy all rights and privileges, including voting for and serving as a Director and/or Officer of the club.

1.1.2. Honorary Membership

Any non-member may be awarded honorary membership at the discretion of the Board. This membership is in title only and bestows no rights, privileges, or responsibilities upon the recipient.

1.2. Equal Opportunity

Membership is open to all persons over the age of 18 without regard to race, sex, religion, age, national origin, political affiliation, disability, sexual orientation, or gender identity.

1.3. Acceptance of Obligations

By accepting membership in the club and signing the club registration form, every member agrees to be bound by all rules and regulations, policies and procedures, and bylaws of the club and the United States governing body of his or her sport.

1.3.1. The WH2O Policies & Procedures and the WH2O Bylaws are posted on the club website.

2. Membership Meetings

2.1. Unless otherwise specified, the current Robert's Rules of Order shall govern all meetings and proceedings.

2.2. Annual Meeting

2.2.1. An Annual Meeting of the members entitled to vote shall be held each year in September or October, at such time as the Board decides. The Board will designate the time and place.

2.2.1.1. Notice of the Annual Meeting shall be announced to all members at least thirty (30) days prior to the meeting.

2.2.2. Each of the outgoing officers shall present an annual report to the club. Relevant club issues should be addressed.

2.2.2.1. The report shall include a recap of achievements of the previous term.

2.2.2.2. The Treasurer shall provide a financial statement and a balance sheet, as well as a budget for the upcoming year.

2.2.3. The Board of Directors for the coming year is voted into office after the officer reports.

2.3. Board Meetings

2.3.1. The Board of Directors shall hold monthly meetings throughout the year. These meetings are open to all members and may be held in person or online as designated by the

President. A portion of the meeting may be deemed limited to Board members only by the President. The Board may skip a meeting upon a majority vote of the Board.

2.3.2. If the newly-elected President was not an officer on the outgoing Board, the first Board meeting after the elections shall be run by the outgoing Board with both the outgoing and the incoming Boards in attendance. This is known as the transitional Board meeting. There may be more than one such meeting.

2.3.3. Board meetings shall be scheduled so that they do not, whenever possible, conflict with any club events, i.e., workouts, swim meets, water polo tournaments, social events.

2.3.4. Email Voting

A member of the Board of Directors may submit a proposal for vote via email. This procedure should only be used on items that demand immediate attention and cannot otherwise be addressed at the next scheduled meeting. Members of the Board of Directors are responsible for maintaining and monitoring their own email accounts. For the purpose of determining a quorum, each officer is considered to be present for an email vote unless advance notice indicating otherwise is given. If a current Board member does not respond to an email proposal on voting within 48 hours, that member is considered to have abstained from voting.

2.4. Special Meetings

Meetings of the membership may be called at any time by resolution of the Board or by a petition to the Board signed by at least ten percent (10%) of the members entitled to vote. Notice of such meetings shall be announced to all members entitled to vote at least two (2) weeks prior to the meeting. These meetings may be held in person or over an online platform, e.g., Zoom.

3. Board of Directors

3.1. Election of Officers

3.1.1. The date of the elections shall be announced at least thirty (30) days prior to the Annual Meeting.

3.1.2. Club members interested in running for a particular office may submit a short statement to be published in the newsletter issued immediately prior to the Annual Meeting. A link to these statements may also be e-mailed to the membership.

3.1.3. Elections Officer

3.1.3.1. The President shall appoint a club member who will not be running for office to oversee the elections.

3.1.3.2. Each athletic discipline may have at least one (1) member act as an assistant election officer (i.e. from the current sport disciplines, at least one swimmer and one water polo player).

3.1.4. Nominations

3.1.4.1. Nominations for officers are made at the Annual Meeting.

3.1.4.2. Nominations shall be restricted to full members who are in good standing (current on dues or pool fees and annual administrative fee).

3.1.4.3. There shall be at least one (1) candidate nominated for each office.

3.1.4.4. Club members may nominate themselves.

3.1.4.5. Nominees must have at least one year of full membership with the club in order to run for office.

3.1.4.6. Nominees for President must have served at least one full term as an officer on the WH2O Board.

3.1.4.7. Active coaches with regularly scheduled workouts may not hold a position on the Board as President, Swimming Representative, or Water Polo Representative.

3.1.4.8. The Head Coach may not hold any Board position.

3.1.5. Absentee Ballots

3.1.5.1. Absentee ballots shall be available to all full members who are in good standing (current on dues or pool fees and annual administrative fee).

3.1.5.2. Any club member who chooses to vote by absentee ballot should place his/her ballot in a plain envelope and put that envelope inside another envelope containing his/her name and signature on the outside.

3.1.5.3. The (signed) absentee ballot must be received by the Elections Officer before the opening of elections. The absentee ballot shall be deemed null and void if that member is present at the Annual Meeting.

3.1.5.4. Absentee ballots, by virtue of being filled out prior to the Annual Meeting, will contain write-in candidates.

3.1.6. Election Procedure

3.1.6.1. Elections shall take place in the following order: President, Administrative Vice-President, Social Vice President, Treasurer, Secretary, Swimming Representative, Water Polo Representative, Facilities and Equipment Coordinator, and Development Coordinator.

3.1.6.1.1. All operating positions must be filled prior to the election of the Vice President Social and Development Coordinator.

3.1.6.2. Officers of the club who are elected by the entire eligible membership of the club are: President, Administrative Vice President, Social Vice President, Treasurer, Secretary, Facilities and Equipment Coordinator, and Development Coordinator.

3.1.6.2.1. Only swimmers may vote for the Swimming Representative.

3.1.6.2.2. Only water polo players may vote for the Water Polo Representative.

3.1.6.3. There shall be only one club member elected to each office.

3.1.6.4. As deemed necessary by the Board, representatives for additional athletic disciplines shall be added to the Officers of the club by simple majority vote of the membership.

3.1.6.5. All candidates running for a position on the Board should be prepared to give a short (no more than two minutes) statement at the general meeting. It is not necessary to give a statement if a candidate is running unopposed. However, the person running for President is encouraged to give a brief statement even if running unopposed.

3.1.6.6. Balloting

3.1.6.6.1. All ballots and absentee ballots shall be counted and recorded by the assistant election officers [see 3.1.3.2.].

3.1.6.6.2. Voting in all contested races shall be by secret ballot.

3.1.6.6.3. The winning candidate will be elected to office by a simple majority vote.

3.1.6.6.4. If there exists a tie vote for any office, each nominee shall be allowed to make a verbal statement to the general membership of no more than three minutes. A runoff vote shall be conducted immediately following the verbal statements.

3.2. About the Board of Directors

3.2.1. All members of the Board of Directors shall be full members of West Hollywood Aquatics.

3.2.2. A member of the club may not serve as an officer in more than one Board position at the same time.

3.2.3. In the event that an officer is unable to perform the required duties for an extended period of time for any reason, the remaining Board members may designate an eligible club member to perform these duties until that officer is able to resume those duties again or until a new officer is elected.

3.2.4. For the sake of continuity from one board to the next, it is recommended that at least one outgoing Board member run for a second term or for a different position on the next Board.

3.2.5. Term of Office

3.2.5.1. All Officers shall be elected for one (1) year, or until their successors are elected, and shall take office in January of the coming year. The Board meetings after the elections shall be run by the outgoing Board with both the outgoing and the incoming Board in attendance. The meetings are known as the transitional Board meetings. The new Board will run the January Board meeting.

3.2.5.2. Officers may be nominated for an additional term of one (1) year in the same office or a different office. After serving two successive terms on the Board, the officer shall be barred from holding any office for a period of one (1) year, unless approved by vote of the general membership.

3.2.5.2.1. A current Board member may stay in the same position for a third term if there is no other nominated candidate.

3.2.5.2.2. A current two-term Board member may serve another year on the Board in a different role if there are no other qualified nominated candidates for that role.

3.2.5.3. If any elected Board member resigns before the end of his or her elected term, the President may appoint a replacement to serve until the next election.

3.2.6. Duties Pertaining to all Board Positions

3.2.6.1. In order to be effective, Board members must have a clear understanding of the expectations and level of commitment required of membership on the Board of Directors of WH2O and be capable of meeting those requirements.

3.2.6.1.1. Board members are expected to attend and participate in Board meetings, accept a leadership role, stay informed on issues, and read the materials provided to them.

3.2.6.1.2. Board members are expected to understand the authority, duties, and responsibilities of the Board of Directors, as outlined in WH2O's Bylaws and Policies and Procedures.

3.2.6.1.3. Board members are expected to hold others and themselves accountable to the mission, financial viability, and the effectiveness of WH2O.

3.2.6.1.4. Board members are expected to be strongly committed to and demonstrate a passion for the mission and goals of WH2O.

3.2.6.1.5. Board members are expected to actively promote WH2O and its fundraising activities.

3.2.6.1.6. Board members are expected to act with honesty, integrity, and openness in dealing with issues relating to the organization and its members and employees.

3.2.6.1.7. Board members are expected to avoid conflicts of interest and other unethical behavior.

3.2.6.1.8. Board members are expected to focus on governance and oversight issues.

3.2.6.1.9. Board members are expected to treat Board matters confidentially.

3.2.6.2. It is suggested that all Board members introduce themselves to club members they don't know and make a point of welcoming newcomers.

3.2.6.3. Board members unable to fulfill the duties of their office for more than a few days, should notify the President to ensure that the duties and responsibilities are taken care of.

3.2.6.4. All expense reimbursements requests should be submitted to the club Treasurer using the appropriate form [see Appendix C].

3.2.6.5. Board members shall notify club members by e-mail regarding information as it pertains to their Board position.

3.2.6.6. Board members may not use their access to the club's membership database for personal reasons. All non-official WH2O business should be forwarded to the Administrative Vice President for inclusion in a Community Bulletin e-mail sent to all club members [see Section 3.4.5.1.].

3.2.6.7. All Board members shall request approval from the Board for expenditures in advance.

3.2.7. Conflict of Interest Policy

3.2.7.1. A conflict of interest may occur when a Board member has a financial, business, or personal interest that conflicts or appears to conflict with the interests of WH2O.

3.2.7.2. In connection with any actual or possible conflict of interest, a Board member must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board considering the proposed transaction or arrangement.

3.2.7.3. After disclosure of the financial interest and all material facts, the Board member will leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

3.2.7.4. A Board member who receives compensation, directly or indirectly, from WH2O for services is precluded from voting on matters pertaining to that member's compensation.

3.3. Duties of the President

3.3.1. The President shall be the chief executive officer of the club and shall preside at all meetings of members and of the Officers.

3.3.1.1. The President shall also serve as chairperson of the Board of Directors.

3.3.1.2. The President shall set the agenda for all meetings.

3.3.2. The President, with the consent of the Officers, may appoint ad hoc committees or committee chairs for specific tasks not covered by the duties of the Board of Directors.

3.3.2.1. The President shall be an ex-officio member of all committees.

3.3.2.2. A disciplinary committee may be established by the President as initiated by the Board to determine the course of action that will be taken in such instance. [see section 6.13.2.2.1]

3.3.3. The President shall officially represent the club to the community.

3.3.4. The President shall be a contact for club members' suggestions regarding the club and its activities.

3.3.5. The President shall oversee all the activities of the club.

3.3.6. The President shall appoint IGLA Representatives as soon as the IGLA schedule has been made available and shall confirm that all the IGLA Representatives will be able to attend the annual IGLA meeting [see Section 7.9.4. on IGLA Representatives].

3.3.7. The President shall be a signatory to all club financial accounts.

3.3.8. The President shall, via email to the membership, address important team-wide matters or changes.

3.3.9. The President, together with the appropriate Board members, shall interface with any legal experts the team may require. This may include:

3.3.9.1. Reviewing employee contracts.

3.3.9.2. Writing employee separation agreements.

3.4. Duties of the Administrative Vice President

3.4.1. The Administrative Vice President shall assist the President in the discharge of the duties of that office.

3.4.2. In the absence of the President, the Administrative Vice President shall assume and perform the duties of the President.

3.4.3. Community Communication

3.4.3.1. The Administrative Vice President shall send the Community Bulletin e-mail to all club members. The Community Bulletin is a periodic e-mail containing personal issues relating to club members such as lost and found articles, rooms for rent, items for sale, job opportunities, invitations to events at which club members are participating (such as stage performances or art gallery events), as well as announcements of swim meets hosted by IGLA clubs in other cities, etc. The Community Bulletin is not used for official WH2O business.

3.4.3.2 The Administrative Vice President shall assist with the management and upkeep of our **social media** channels, including but not limited to *Facebook and Instagram*.

3.4.4 The Administrative Vice President shall be responsible for keeping up with any changes that the Board wishes to make to the website on *TeamUnify*, such as dues structure, new Board members, new email aliases. [Note: the Secretary is responsible for the look of the web site. See 3.7.9.]

3.4.5. The Administrative Vice President shall be the administrator for the *Google* e-mail lists.

3.4.5.1. Each board member and all the swim coaches have @wh2o.org addresses, managed through Google. And the board@wh2o.org and coaches@wh2o.org lists are maintained with Google. Other committee addresses that forward are included in this list, i.e., welcome@wh2o.org.

3.4.6. The Administrative Vice President shall be responsible for all the **merchandise** inventories of the club and for providing periodic inventory reports to the Board. The Administrative Vice President shall be responsible for soliciting designs for team swim and water polo suits and apparel, for selecting a vendor or vendors, and for selecting apparel by popular vote from the Membership, the Board, or both. As the interface between vendor and members, the Vice President Administrative facilitates merchandise purchases. [See 7.8.1. Club Apparel for Gay Games and IGLA, and 11. Merchandise]

3.4.7. The Administrative Vice President should be the point person for coordinating outreach for any team member, current or past, who has fallen ill or passed away. When appropriate, the Administrative Vice President shall coordinate a team gift of flowers, cards, or similar gestures of support, not to exceed \$100 unless approved by the Board.

3.4.8. The Administrative Vice President shall be a signatory on all financial accounts.

3.5. Duties of the Social Vice President

3.5.1. The Social Vice President shall be responsible for all social activities of the club. These shall include but are not limited to: parties, outings, cultural events, community activities, and events in conjunction with other athletic clubs.

3.5.2. In the absence of the President and the Administrative Vice President, the Social Vice-President shall assume and perform the duties of the President.

3.5.3. The Social Vice President, with approval by the Board, shall create an overall schedule of social events for the year. Social events should not conflict with other planned club events or competitions in which club members may be involved.

3.5.3.1. The Social Vice President is responsible for the planning and execution of the club's Anniversary Party and Awards Banquet, traditionally held in October.

3.5.3.1.1. The Social Vice President should present ideas for the Anniversary Party and Awards Banquet to the Board at least five months beforehand (May).

3.5.3.2. Other social events usually held: a holiday party at the beginning of December, a kick-off party for Gay Games or IGLA or USMS Nationals, and get-togethers after swim meets (such as the Caltech Pentathlon in March and the Santa Barbara swim meet in July) and after water polo tournaments.

3.5.4. The Social Vice President should work within a budget for each social event, as approved in advance by the Board.

3.5.4.1. The Social Vice President should propose a budget to the Board for each event, based on an estimate of attendees.

3.5.4.2. The Social Vice President may request that the club spend \$100.00 above the expected income for a social event, but special events may require a larger budget.

3.5.4.3. The Board should be notified in advance of any major unforeseen expenses that arise after the budget has been approved.

3.5.4.4. The Social Vice President should determine which events will require payment from those attending, and how much that payment should be, based upon expected costs and attendance.

3.5.5. The Social Vice President shall notify club members of upcoming social events through articles in the newsletter, e-mails, announcements at workouts, evites, and other appropriate means of communication.

3.5.5.1. Club members should be notified in advance of an event if payment will be required.

3.5.5.2. Club members should be notified in advance that they are responsible for payment if they submit an affirmative RSVP, regardless of whether or not they eventually attend the event.

3.5.6. The Social Vice President may approach club members about hosting social events at their homes. Party hosts may choose to offer food, service, etc. beyond the Board's allotted budget.

3.5.7. The Social Vice President should try to use party supplies left over from prior events.

3.5.8. The Social Vice President shall write follow-up articles for the newsletter, reporting on social events. An article on the Anniversary Party/Awards Banquet should include a list of all award recipients for historical record.

3.5.9. The Social Vice President, along with the Development Coordinator, shall be responsible for outreach activities to bring in new club members.

3.5.10. WH2O Welcome Committee

3.4.9.1. The WH2O Welcome Committee is designed to welcome new swimmers and water polo players to WH2O. It is made up of active members of the club.

3.4.9.1. The Social Vice President will oversee and work with the WH2O Welcome Committee.

3.6. Duties of the Treasurer

3.6.1. The Treasurer shall be responsible for the financial affairs of the club.

3.6.1.1. The Treasurer shall receive all monies on behalf of the club, and deposit all monies into the appropriate account.

3.6.1.2. The Treasurer shall pay all proper and approved bills and debts of the club. These include but are not limited to:

3.6.1.2.1. Employee payroll costs

3.6.1.2.1.1. Employee wages

3.6.1.2.1.2. Payroll processor fees

3.6.1.2.1.3. Payroll distributor fees

3.6.1.2.1.4. Payroll taxes

3.6.1.2.1.5. Workers compensation insurance

3.6.1.2.1.5.1. Policy maintenance may be required when changes in the number of employees or amount of payroll occurs.

3.6.1.2.2. Pools

3.6.1.2.2.1. The Treasurer shall maintain an estimated accrual of unpaid pool rental fees based on pool rental permits.

3.6.1.2.3. Post office box; invoiced annually.

3.6.1.2.4. Accounting web services

3.6.1.2.4.1. Quickbooks Online; billed monthly.

3.6.1.2.4.1. Bill.com bill pay; billed monthly.

3.6.1.2.6. Web services

3.6.1.2.6.1. TeamUnify platform; invoiced annually.

3.6.1.2.6.2. Credit card processing portal fees through TeamUnify; charged monthly.

3.6.1.2.7. USMS registration

3.6.1.2.7.1. The Treasurer shall renew the club's registration with USMS in October for the following year.

3.6.1.2.7.2. The Treasurer shall reimburse all swim coaches for their registration with USMS upon confirmation that each coach has completed the USMS registration for the current or following year.

3.6.1.2.8. USAWP registration

3.6.1.2.8.1. The Treasurer shall reimburse the Water Polo representative for the cost of USAWP; unless the Treasurer is a member of USAWP, in which case the Treasurer may complete the USAWP team registration.

3.6.1.2.8.2. The Treasurer shall reimburse all Water Polo Coaches for their USAWP registration upon confirmation that each coach has completed their registration for the current or following year.

3.6.1.2.9. IGLA registration

The Treasurer shall renew the club's registration with IGLA for swimming, water polo, and open water swimming for the following year on the IGLA website registration page before the end of the calendar year.

3.6.1.3. The Treasurer shall keep records and documentation for all transactions.

3.6.1.4. The Treasurer shall be responsible for the preparation and filing of all financial forms as required by law.

3.6.2. The Treasurer shall present a written financial report at all meetings of the Officers and at the Annual Membership Meeting and also generate any interim financial statements required by the President and/or the Board.

3.6.3. The Board may designate any member of the club to assist the Treasurer or to handle special funds of the club and such member shall be responsible to the Treasurer.

3.6.4. The Treasurer shall be a signatory to all the club financial accounts.

3.6.5. The Treasurer shall be responsible for the finances of the entire fiscal year, including the auditing of those finances at the end of the year. The Treasurer shall work with an accountant/CPA in the preparation of tax forms and audits for the fiscal year.

3.6.6. The Treasurer shall file a Statement of Information with the Secretary of State annually and submit non-profit filing with the California Secretary of State and the US Internal Revenue Service.

3.6.7. The Treasurer shall manage and track dues payments, as follows:

3.6.7.1. On the 21st of each month, the Treasurer shall send e-mails to all active members with their invoices as prepared through the team's electronic billing system.

3.6.7.2. The Treasurer shall manage delinquent dues and contact all club members who are in arrears.

3.6.7.3. The Treasurer shall contact club members with expired credit cards or credit card processing issues.

3.6.7.4. At sixty (60) days, the Treasurer should notify club members who are delinquent with their dues that they may not participate in the club's workouts or practices until they are current with their dues.

3.6.7.5. At sixty (60) days, the Treasurer should notify Board members and coaches as to which members may not participate in workouts for being delinquent with their dues.

3.6.7.6. The Treasurer shall remove ineligible members from attendance rosters.

3.6.8. The Treasurer shall keep track of members' requests to go inactive.

3.6.9. The Treasurer shall collect attendance rosters completed by the swim coaches and by the Water Polo Representative.

3.6.10. The Treasurer shall process payroll for employees after approved, as outlined in 12.5.3.

3.6.11. The Treasurer shall review and approve expense reimbursement requests and pay accordingly.

3.6.12. The Treasurer shall obtain from the Secretary updates regarding advertising in the newsletter, including the name of the advertiser, the size of the ad, and the frequency the ad appears in the newsletter. The Treasurer shall then bill the advertiser accordingly.

3.6.13. The Treasurer shall be responsible for preparing a budget for the upcoming operating year. The budget is presented at the annual meeting.

3.7. Duties of the Secretary

3.7.1. The Secretary shall keep minutes of Board meetings and membership meetings.

3.7.2. The Secretary shall act as corresponding secretary for the club.

3.7.3. The Secretary shall be responsible for the quarterly newsletter [see Section 8 on Newsletter].

3.7.3.1. The Secretary shall post the quarterly newsletter to the website as soon as it has been finalized, preferably in the first week of the month.

3.7.3.2. The Secretary shall send an e-mail notification to the membership once the newsletter has been posted to the website. The email should include a link to the newsletter on the website.

3.7.4. The Secretary shall maintain the club's calendar in the newsletter. [see Section 8.6. under Newsletter].

3.7.5. The Secretary shall update the Treasurer of any changes regarding advertising in the newsletter, including the name of the advertiser, so that the Treasurer can then bill the advertiser.

3.7.6. The Secretary shall make the best effort to obtain photographs of all club functions to be included in the newsletter.

3.7.7. The Secretary shall be responsible for updating the Policies and Procedures, incorporating all changes for review and approval by the Board, as determined from the meeting minutes for the time frame under consideration.

3.7.8. Newsletters, meeting minutes, etc. will be stored on a on a cloud-based platform to ensure continuity from one year to the next.

3.7.9. The Secretary shall be responsible for maintaining the club's website with the assistance of the TeamUnify team.

3.7.10. The Board may designate any member of the club to assist the Secretary and such member shall be responsible to the Secretary.

3.8. Duties of the Swimming Representative

3.8.1. The Swimming Representative, with the advice and consent of the Board, shall be responsible for the day-to-day swim coaching needs of the club, including the recruitment and termination of coaching staff and the coordination of coaching schedules [see Section 5.1 on Coaches].

3.8.1.2. A new coach may be added to the coaching staff on a trial basis upon the recommendation of the Swimming Representative and the consent of the Board.

3.8.1.2.1. A prospective coach shall audit the workout of one of the current swim coaches or coach a workout at which the Swimming Representative is present to evaluate the coach's abilities.

3.8.1.3. The Swimming Representative shall give prospective coaches a copy of the duties and responsibilities of the swim coach [as outlined in Section 5].

3.8.1.4 The Swimming Representative shall be responsible for terminating the employment of any of the swim coaches with the advice and consent of the Board.

3.8.2. The Swimming Representative shall act as the liaison between the swim team members, coaches, and the Board.

3.8.2.1. Any complaints or disputes regarding coaches should be brought to the Swimming Representative by the swim team members.

3.8.3. The Swimming Representative may not be an assigned swim coach. However, the Swimming Representative may coach a workout if the assigned coach is unexpectedly absent.

3.8.4. The Swimming Representative should work closely with the Head Coach in coordinating the coaching schedule.

3.8.5. The Swimming Representative should meet with the individual swim coaches soon after being elected to the position to get to know them. The Swimming Representative should stay in close contact with the coaches throughout the term and provide timely feedback when necessary.

3.8.6. The Swimming Representative shall work closely with the Facilities and Equipment Coordinator, especially as regards pool availability and coaching schedules.

3.8.7. The Swimming Representative or the Facilities and Equipment Coordinator shall notify coaches of changes to the workout schedule, especially with regard to last-minute cancellation of workouts or change of workout location.

3.8.8. The Swimming Representative shall schedule quarterly meetings with the Head Coach and Assistant Coaches. These meetings are designed to cover:

3.8.8.1. Weekly training plans, including the emphasis for each workout.

3.8.8.2. The creation and execution of season-long training programs to help prepare the swimmers for targeted meets and other aquatic events.

3.8.8.2.1. Targeted meets have traditionally included Gay Games, IGLA, USMS Nationals, SPMS Regional Championships.

3.8.8.3. Stroke and technique clinics and team training camps.

3.8.8.4. Assigning Monday Motivational e-mails.

3.8.9. The Swimming Representative should plan time trial workouts with the swim coaches in the weeks leading up to Gay Games, IGLA, and USMS Nationals.

3.8.10. The Swimming Representative shall arrange with the Facilities and Equipment Coordinator for starting blocks to be installed for use at workouts in the weeks leading up to Gay Games, IGLA, and USMS Nationals so that coaches can work with swimmers to practice individual starts and relay change-overs.

3.8.11. The Swimming Representative, in conjunction with the Head Coach, Facilities and Equipment Coordinator, and if applicable, Social Vice President shall coordinate all stroke clinics and team training camps. [see Section xx on Stroke Clinics].

3.8.11.1. The Swimming Representative, together with the Head Coach and the Board, shall select the coaches for the various clinics.

3.8.11.2. The membership shall be informed of upcoming clinics or training camps at least three (3) weeks prior to the event.

3.8.12. The Swimming Representative, with the advice and consent of the Board, shall coordinate the coaching for local and non-local swim meets. Once a coach or several coaches have been approved by the Board, the Swimming Representative will discuss the responsibilities and expectations with the assigned coaches.

3.8.12.1. The Swimming Representative shall work with the assigned coaches to ensure that relays are organized at least five (5) days in advance of major targeted meets (SPMS Regionals, USMS Nationals, IGLA, Gay Games) and distributed to the swimmers.

3.8.13. Announcements

3.8.13.1. The Swimming Representative, along with the Head Coach, shall be responsible for preparing announcements for coaches regarding changes to workout schedules, upcoming social events and swim meets, and other club matters.

3.8.13.2. Announcements may not include non-team related issues as the team cannot endorse or sell anything, but club members may make announcements of their own.

3.8.13.3. *Monday Motivational e-mail:* Together with the Head Coach, the Swimming Representative will organize the writing of Monday Motivational e-mails. Two (2) emails per month will be written by Assistant Coaches, one (1) email per month will be written by the Head Coach. The Swimming Representative will write one Monday Motivational email per month.

3.8.14. The Swimming Representative (or the Facilities and Equipment Coordinator) is responsible for taking the WH2O team banner to and from swim meets, especially Gay Games, IGLA, USMS Nationals, and SPMS Regionals.

3.8.15. The Swimming Representative shall ensure that all swim coaches are certified in CPR.

3.8.16. The Swimming Representative shall be the liaison between swim team members and Southern Pacific Masters Swimming (or SPMS, which is the Local Masters Swimming Committee for United States Masters Swimming). This involves representing the club at monthly meetings and/or conference calls, which usually takes place on the third Thursday of the month.

3.8.17. The Swimming Representative shall ensure that all swimmers are registered with USMS.

3.8.17.1 Starting in November each year, the Swimming Representative shall remind swimmers to renew their registration with USMS for the following year. Reminders should be sent by e-mail and should also be included in the respective issues of the WH2O newsletter.

3.8.18. Prior to the Anniversary Party and Awards Banquet the Swimming Representative shall request the swim coaches submit their choice for the Most Improved Swimmer of the Year award to the Swimming Representative. This information is then relayed to the Social Vice President. [See 3.9.15.]

3.9. Duties of the Water Polo Representative

3.9.1. The Water Polo Representative shall be responsible for the day-to-day water polo coaching needs of the club, including the recruitment of coaching staff and the coordination of coaching schedules.

3.9.2. The Water Polo Representative shall be the liaison between the water polo team members, USA Water Polo Inc, other national/local water polo organizations, and the Board.**3**

3.9.2.1. The Water Polo Representative shall ensure that all water polo players are registered with USAWP.

3.9.2.2. Starting in November each year, the Water Polo Representative shall remind water polo players to renew their registration with USA Water Polo for the following year. Reminders should be sent by e-mail and should also be included in the WH2O newsletter.

3.9.3. The Water Polo Representative shall be responsible for at least one article about water polo in the quarterly West Hollywood Aquatics electronic newsletter.

3.9.4. The Water Polo Representative shall work with the coach(es) to help run workouts, scrimmages, and tournaments.

3.9.5. Either the Water Polo Representative or the water polo coach shall take attendance at each practice and submit attendance records to the Treasurer at the end of each month .

3.9.6. The Water Polo Representative (or a team member delegated by the Water Polo Representative) is responsible for giving announcements about team activities and workouts to the water polo players at all workouts.

3.9.7. The Water Polo Representative (or a team member delegated by the Water Polo Representative) should welcome new water polo players and give them the necessary forms. A new water polo player may sign up and pay for an initial workout, but shall complete the new member registration online prior to the second workout.

3.9.8. The Water Polo Representative shall notify the water polo coach of changes to the workout schedule, especially with regard to last-minute cancellation of workouts or change of workout location.

3.9.9. In the event of last-minute pool problems or changes in the schedule, the membership should be notified by e-mail either by the Facilities and Equipment Coordinator or the Water Polo Representative. Any notification by the Water Polo Representative must also include notification to the Facilities and Equipment Coordinator and the Treasurer.

3.9.10. The Water Polo Representative shall be responsible for all water polo team equipment.

3.9.10.1. The Water Polo Representative (or a team member delegated by the Water Polo Representative) is responsible for bringing the water polo caps and balls to workouts and tournaments.

3.9.10.2. At the end of each workout and tournament, all caps and balls must be accounted for by the Water Polo Representative and or designee.

3.9.11. The Water Polo Representative shall ensure that the water polo coaches are certified in CPR. Options for obtaining certification include: individual certification through the American Heart Association or the Red Cross; organizing a CPR class that any club member may attend; finding a class through city services, such as the Culver City Fire Department.

3.9.12. One month before the Anniversary Party and Awards Banquet is to be held, the Water Polo Representative shall request from the water polo coaches their selection of the player to be awarded the Most Improved Water Polo Player of the Year award. The Water Polo Representative shall then submit the name of that person to the Social Vice President.

3.10. Duties of the Facilities and Equipment Coordinator

3.10.1. The Facilities and Equipment Coordinator shall be responsible for working directly with the Cities, Aquatics Managers, Ocean Lifeguard Captains, USMS, and USAWP to obtain all necessary permits for securing all practice facilities for WH2O. [See Appendix C for a list of facilities and contact names and numbers.]

3.10.1.1. USMS Proof of insurance is required to obtain permits. This can be obtained by contacting Haley Thomas | Commercial Lines Account Associate (Haley.Thom@ioausa.com).

3.10.2. Along with Representatives in the 3 disciplines (Swimming, Water Polo, Ocean), the Facilities and Equipment Coordinator will ensure that all facilities and locations are properly set up for practices.

3.10.2.1. Pool staff will need to know in advance if the facility is being used for water polo so it can be set up accordingly.

3.10.2.2. The Swimming Representative may request starting blocks, which the Facilities and Equipment Coordinator will then request from the Pool Manager.

3.10.3. The Facilities and Equipment Coordinator shall determine in advance if the pools are going to be closed on public and religious holidays, as well as the weeks surrounding the Pride Festival in June, and plan alternate workout options.

3.10.4. The Facilities and Equipment Coordinator shall keep the TeamUnify Calendar up to date with practice locations, schedules, and permitted lane numbers

3.10.5. The Facilities and Equipment Coordinator shall keep a record of days that the team does not swim or play water polo, and work with the Treasurer to ensure that invoices are accurate. This can be done by updating the TeamUnify calendar to reflect cancelled workouts. This information can then be accessed at a later date.

3.10.5.1. The Facilities and Equipment Coordinator shall notify the assigned coach by phone or text, and the membership by email regarding last-minute pool closures. Pools are often closed at short notice when there is heavy rain, high chlorine levels, or water

temperatures that are drastically outside of the recommended range of 78-82 degrees Fahrenheit.

3.10.5.2. The Swimming and Water Polo Representatives, together with the coaches, should ensure that the Facilities and Equipment Coordinator is notified when a pool is closed unexpectedly.

3.10.6. Changes to workout schedules or locations

3.10.6.1. The Facilities and Equipment Coordinator shall notify the Head Coach (Swim or Water Polo) and the corresponding Representative (Swimming, Water Polo, or Ocean) regarding changes to practice schedules or locations in a timely manner.

3.10.6.2. The Facilities and Equipment Coordinator shall notify the membership by email regarding changes to the workout schedules or locations in a timely manner.

3.10.6.3. The Facilities and Equipment Coordinator shall remind the membership by email of daylight savings time changes.

3.10.7. The Facilities and Equipment Coordinator shall be the liaison between the club and the Aquatics Managers regarding issues with locker-rooms, water temperature, etc.

3.10.8. The Facilities and Equipment Coordinator shall work with the Swimming Representative, the Water Polo Representative, and the Ocean Coordinator to ensure that all equipment necessary is acquired for practices. This includes but are not limited to purchasing new equipment, and arranging for the repair of existing equipment.

3.10.9. Team Banner

3.10.9.1. The Facilities and Equipment Coordinator shall coordinate with the Swimming Representative to ensure the team banner is present at all swim meets, including IGLA, Gay Games, and USMS Nationals.

3.10.9.2. The Facilities and Equipment Coordinator shall coordinate with the Water Polo Representative to have the second team banner present at water polo events at IGLA, Gay Games, and water polo tournaments.

3.10.9.3. The Facilities and Equipment Coordinator shall arrange to have the team banner present at the Anniversary Party and Awards Banquet, and other large team functions.

3.10.10. The Facilitator and Equipment Coordinator shall arrange to have the team canopies, if available, present at outdoor swim meets and water polo tournaments.

3.10.11. The Facilities and Equipment Coordinator shall be responsible for providing the coaches with aids.

3.10.11.1. White boards, markers, and erasers.

3.10.11.2. Voice Amplifiers.

3.10.12. An additional practice may be scheduled in the week(s) leading up to a water polo tournament.

3.10.13. The Facilities and Equipment Coordinator shall assist the Archives Committee and/or the ONE Archives at the University of Southern California Libraries if necessary.

3.11. Duties of the Development Coordinator

3.11.1. The Development Coordinator shall be responsible for all fundraising activities and publicity for West Hollywood Aquatics. The fundraising activities allow WH2O to expand its

financial base, thereby keeping club expenses low and enabling the club to offer a wider range of services.

3.11.1.1. The primary goal of fundraising is to pay for the travel expenses for designated club coaches to attend regional or national competitions such as, but not limited to, Gay Games, IGLA, USMS Nationals, Tsunami de Mayo, and USA Water Polo Masters Nationals Championships.

3.11.2. The Development Coordinator may propose additional goals in conjunction with the Board. The purpose and feasibility of additional fundraising should be examined by the Board.

3.11.3. Prior fundraising activities have included but are not limited to: yard sales, Bingo nights, booth at the Christopher Street West (Gay Pride) festival, swim-a-thons, etc.

3.11.4. The Development Coordinator shall be responsible for maintaining the visibility of the club within the LGBTQ community and the aquatics community-at-large, including serving as a liaison between the club and community businesses.

3.11.5. The Development Coordinator should propose and implement an annual budget for advertising, i.e. classified ads and special events, as needed.

3.11.6. For any fundraising event, the Development Coordinator should organize a volunteer schedule to ensure that there are club members to help set and clean up before and after the event, as well as be present to help out with the event.

3.11.7. It is suggested that the Development Coordinator create a committee of club members willing to assist in the planning and execution of Development activities.

4. Employees

4.1. All Employees shall be provided the following *New Hire paperwork*:

4.1.1. Offer letter

4.1.2. W-4 Form

4.1.3. I-9 Form—(which requires that a Board member sees proof of U.S. citizenship or legal residency)

4.1.4. Labor Code 2810.5 Notice

4.1.5. Meal and Rest Period Policies Form

4.1.6. On-Duty Meal Period Form

4.1.7. Workers' Compensation Time of Hire Pamphlet

4.1.8. Sexual Harassment Pamphlet

4.1.9. Anti-Harassment / Discrimination Policy Form

4.1.10. Code of Conduct Policy (Appendix D)

4.2. WH2O will abide by all California labor laws. This includes minimum wage, sick pay, overtime pay, and breaks where applicable.

4.2.1. Sick pay: Hours are accrued as allowed by California law.

4.2.2. Paycheck deductions:

4.2.2.1. Federal income tax

4.2.2.2. Social Security tax

4.2.2.3. Medicare tax

4.2.2.4. California Personal Income tax

4.2.2.5. California State Disability Insurance

4.2.3. WH2O will not offer health insurance or retirement benefits.

4.2.4. WH2O does maintain Workers Compensation coverage for all employees.

4.3. Coaches

4.3.1. All coaches are considered employees of West Hollywood Aquatics.

4.3.2. All coaches are expected to behave in a professional manner at all times with regard to its members and other employees as required by our Code of Conduct in Appendix D of WH2O's Policies and Procedures.

4.3.3. All coaches are required to be registered for the current year with United States Masters Swimming (USMS) or USA Water Polo as a member of West Hollywood Aquatics. WH2O will cover the cost of membership in USMS and/or US Water Polo on a reimbursable basis.

4.3.4. All coaches are required to be certified in CPR. Any coach who is not certified should discuss how to get certified with the Swimming or the Water Polo Representative. WH2O will pay for CPR training, but not for lifeguard training.

4.3.5. If a coach arrives at the pool and it is apparent that the pool is closed, the coach shall e-mail the swimmers and/or water polo players that the workout is cancelled.

4.3.6. Coaches are encouraged to attend the Anniversary Party/Awards Banquet. The club extends to all coaches a complimentary ticket to the Anniversary Party/Awards Banquet on a reimbursable basis.

4.3.7. Pay for coaching at workouts and meetings

4.3.7.1. Coaches shall be paid their hourly rate as stated in their employment offer letter.

4.3.7.2. Coaches who are late for a workout or leave early, shall forfeit pay for the time they were absent.

4.3.7.2.1. Coaches shall receive a written warning from the Board after three (3) documented instances where they were late by more than 10 minutes.

4.3.7.3. If a coach (along with the swimmers or water polo players) arrives at the pool to find that the pool is closed (for whatever reason), the coach shall be paid for one hour. However, when it is raining, coaches (and swimmers or water polo players) should call the pool to find out whether or not the pool is closed.

4.3.7.4. Coaches will be paid their hourly rate for attending any coaches' meetings with the Swimming Representative or Water Polo Representative.

4.3.7.5. Coaches shall not be paid for workouts coached from the water. USMS insurance requires that a workout have someone coaching from the deck. This need not be a regular, paid coach, but can be a swimmer who volunteers to coach a specific workout.

4.3.7.6. Coaches who are not coaching a practice may swim with the team.

4.3.7.6.1. If the team is using a reservation system for practices, the coach wanting to swim must wait until one (1) hour prior to practice time to make a reservation if space is available.

4.3.7.6.2. If the team is not using a reservation system for practices, each coach is entitled to swim as many practices as that coach coaches without having to pay dues.

4.3.8. Travel Arrangements

4.3.8.1. WH2O will reimburse coaches for their travel expenses when they are assigned to coach at an out-of-town competition: economy class round-trip airfare, train, or other method of transportation (whichever is cheapest); hotel accommodations based on double occupancy; local transportation costs (e.g., car rental and fuel, toll road charges, ride share and taxis, subway and buses, etc.). When driving their own vehicle to and from those

swim meets, WH2O will reimburse coaches for mileage at the IRS standard mileage rate of the year the expense was incurred.

4.3.8.1.1. Coaches are required to provide receipts of their travel expenses to the Treasurer within two (2) weeks after their assigned coaching duties.

4.3.8.2. If a coach is financially able to make travel arrangements without an advance, the coach shall submit receipts for reimbursement two (2) weeks prior to the date of departure.

4.3.8.2.1. It is required that coaches making their own reservations for travel take out travel insurance. WH2O will reimburse this expense.

4.3.8.3. In case of financial hardship, coaches may request a payment advance with copies of their travel arrangements at least one (1) month prior to the date of departure. A copy of the reservations should be submitted to the Swimming Representative or the Water Polo Representative and the Treasurer. All receipts must be re-submitted with final amounts no later than two (2) weeks after completion of their assigned coaching duties. [See 5.3.8.1.1.]

4.3.8.4. WH2O requires coaches who are unable to attend an assigned competition to notify the Board at least two (2) weeks in advance of that competition, especially when it includes international travel.

4.3.8.5. Any coach receiving an advance for travel expenses who does not attend or work at the designated competition as a coach of WH2O must repay the amount of the advance to WH2O within one week of notice that they are unable to attend the event.

4.3.8.6. For some travel, i.e., The Palm Springs Training Camp, coaches will be given a maximum allowance that can be spent toward accommodations, gas, meals, etc. The amount will be determined by the Swimming Representative, the Facilities and Equipment Coordinator, and the Social Vice President based on seasonal rates.

4.3.8.7. For competitions that require overnight lodging, WH2O will reimburse for lodging based on double occupancy.

4.3.9. Swimming Coaches

4.3.9.1. All swimming coaches are required to be certified with USMS, at a minimum of Masters Coach Levels 1 and 2. WH2O, at the Board's discretion, will pay for this training, as long as it takes place reasonably close to Los Angeles.

4.3.9.1.1. Coaches who are not certified with USMS are required to get certified at their earliest convenience.

4.3.9.2 Coaches shall design their workouts based on the scheduled focus of the workouts, i.e., stroke, distance, technique, middle distance, individual medley, etc.

4.3.9.3. Coaches should include dives in practices throughout the year. Special attention should be paid to less experienced swimmers.

4.3.9.4. Coaches shall be on deck, ready to coach, at the appointed time [for their assigned workout](#).

4.3.9.5. Coaches must manage their own substitutes and communicate any changes to the Head Coach and Swimming Representative

4.3.9.6. Coaches shall enforce the *Late Policy* — Swimmers should be in the water at the beginning of the workout. Anyone who arrives after the warm-up has ended, generally ten (10) minutes after the beginning of the workout, may not be allowed to join the workout, especially if it disrupts the workout or if the lanes are too crowded. This is solely at the discretion of the coach on deck. Swimmers already in the pool should not be put in the

position of having to decide whether or not to allow a tardy swimmer to enter their lane.
4.3.9.7. Coaches shall read the team's announcements at all workouts after the warm-up portion of the workout.

4.3.9.8. Coaches shall take attendance at each swim practice using the bookwhen.com/wh2o website on their own mobile devices.

4.3.9.8.1. Guest swimmers should be announced to the swimmers in the workout.

4.3.9.9. Coaches shall inform new swimmers about the online resources for new swimmers. Coaches shall provide the Treasurer or Facilities Coordinator with the name of new swimmers.

4.3.9.10. Coaches should strive to:

4.3.9.10.1. balance the swimmers per lane to the best of their ability.

4.3.9.10.2. give appropriate intervals for each lane. If unsure, coaches should ask the swimmers and learn their times/splits.

4.3.9.10.3. give feedback to all swimmers during workout.

4.3.9.11. The coach should not be distracted by friends or swimmers who get out of workout early and want to chat. Attention should be focused on the people participating in the workout.

4.3.9.12. Assistant Coaches, along with the Head Coach, and the Swimming Representative should meet on a quarterly basis.

4.3.9.13. Assistant coaches are encouraged to coach at stroke and technique clinics. Clinics will be approved by the Board and organized by the Head Coach, Swimming Representative, and Facilities and Equipment Coordinator. If possible, a minimum of two clinics should be held per year.

4.3.9.14. Head Swimming Coach

4.3.9.14.1. The Head Coach is required to obtain a level 3 or level 4 coaching certificate from United States Masters Swimming. West Hollywood Aquatics, at the Board's discretion, will pay for the course as long as it takes place reasonably close to Los Angeles.

4.3.9.14.1.1. A Head Coach who is not certified to level 3 is required to get certified to that level at the earliest possible convenience.

4.3.9.14.2. The Head Coach shall report to the Swimming Representative.

4.3.9.14.3. The Head Coach shall not be a Board member.

4.3.9.14.4. The Head Coach shall develop annual and quarterly workout plans in collaboration with the Swimming Representative at the Coaches' meetings.

4.3.9.14.5. The Head Coach shall plan swim meets, clinics, and announcements in collaboration with the Swimming Representative at the Coaches' meetings. Targeted meets include International Gay and Lesbian Aquatics (IGLA) Championships, Gay Games, all Southern Pacific Masters Swimming (SPMS) Regionals, and all National Championships.

4.3.9.14.6. The Head Coach shall coach up to 50% of all scheduled on-deck workouts per week with a mix of morning, evening, and weekend workouts. The number of workouts coached can only be increased or decreased with prior approval of the Swimming Representative.

4.3.8.14.7. The Head Coach shall prepare announcements to be given by the coaches at each workout. This should be done on a weekly basis. The Swimming Representative will notify the Head Coach of any Board announcements to be included.

4.3.9.14.8. The Head Coach shall plan, and coordinate with the other coaches, the focus for each swim practice (e.g., distance, technique, sprint, middle distance, individual medley, etc.), and add it to the club's online calendar.

4.3.9.14.9. The Head Coach is responsible for ensuring that the following calendars on the following apps are kept up-to-date:

4.3.9.14.9.1. Coaching (wh2o.org) Calendar (wh2o.org). The Head Coach should coordinate with the Facilities and Equipment Coordinator to update the Coaching (wh2o.org) Calendar with workout focus, and coach's name.

4.3.9.14.9.2. BookWhen.com Attendance Calendar (bookwhen.com/wh2o website). The Head Coach should ensure that the Assistant Coaches are taking attendance on bookwhen.com/wh2o.

4.3.9.14.9.3. WhenIWork.com. The Head Coach should update the wheniwork.com calendar and ensure that the Assistant Coaches are entering their information accurately.

4.3.9.14.10. The Head Coach shall provide skill development to assistant coaches as needed, e.g., when there is a new hire.

4.3.9.14.11. The Head Coach shall foster a welcoming environment to new club members and new coaches; support an athletic and inclusionary atmosphere; encourage WH2O's founding mission of openness, inclusion, and promotion of aquatic sports and competition. [Please refer to WH2O's Bylaws.]

4.3.9.14.12. Administrative duties are budgeted at two hours per week. It is incumbent upon the Head Coach to notify the Swimming Representative in advance or in a timely manner if administrative duties require more time.

4.3.9.14.13. The Head Coach shall communicate and, if necessary, coordinate activities with the Swimming Representative and the Facilities and Equipment Coordinator weekly.

4.3.9.14.13.1. The Swimming Representative together with the Head Coach shall assign the writing of Monday Motivational e-mails to different Assistant Coaches twice a month. The budget allows for an hour per week of paid administrative time for a coach to author such an e-mail at the Assistant Coach rate.

4.3.9.14.13.2. The Head Coach may choose to author a Monday Motivational e-mail once a month.

4.3.9.14.14. The Head Coach shall meet with swimmers, when requested, to establish training goals, provide technique input, etc., without taking too much focus away from swim practice.

4.3.9.14.15. The Head Coach shall understand, communicate, and enforce WH2O's Policies and Procedures.

4.3.9.15. Coaching at swim clinics

4.3.9.15.1. Coaches may be asked by the Head Coach or the Swimming Representative to conduct specific clinics (e.g., stroke technique, starts and turns, etc.).

4.3.9.15.2. Coaches shall follow the guidelines for stroke clinics [see Section 6.10], especially with regard to helping participants get more personalized instructions on their technique.

4.3.9.15.3. Coaches shall be paid their hourly rate for coaching at stroke technique clinics. The Board will have to consider the budget, among other factors, when deciding who will coach clinics.

4.3.9.16. Coaching at swim meets

4.3.9.16.1. Coaching at swim meets shall be approved by the Board. There is a swim meet coaching budget allowance based on the Assistant Coaches' hourly rate. If a Head Coach coaches at a meet, then budgetary accommodations need to be made.

4.3.9.16.2. The Swimming Representative, with the Board's consent, shall ask coaches to coach at targeted swim meets. Conversely, coaches who would like to coach at a particular meet should express their desire to the Head Coach and the Swimming Representative.

4.3.9.16.3. Duties and responsibilities at swim meets:

4.3.9.16.3.1. The coach shall conduct a structured warm-up for swimmers, especially at championship meets, for those swimmers who are new to meets and for those swimmers who request this.

4.3.9.16.3.2. The coach shall help swimmers practice dive starts.

4.3.9.16.3.3. The coach shall obtain heat and lane assignments for swimmers and should remind swimmers when to warm up again before their races and when to go to the blocks for the start of their races.

4.3.9.16.3.4. The coach shall review a racing strategy with swimmers prior to their race. This may help with feedback after the race.

4.3.9.16.3.5. The coach should keep track of the times for each swimmer's races and should also take splits for swimmers in longer races.

4.3.9.16.3.5.1. The coach shall provide feedback and constructive criticism to each swimmer after each race, especially as it pertains to stroke technique, dives, streamlines, turns, and finishes. It is recommended that coaches make notes regarding each swimmer during or right after the race so that they do not forget any comments to be given to the swimmer later.

4.3.9.16.3.6. The coach shall be responsible for organizing relays.

4.3.9.16.3.6.1. Relays at major meets (SPMS Regionals, USMS Nationals, IGLA, Gay Games) shall be organized at least five (5) days in advance and distributed to the relay swimmers. These relays shall be organized by the assigned meet coaches with advice and consent of the Swimming Representative.

4.3.9.16.3.6.2. WH2O will reimburse a swim coach (or Board member) who pays for relays at targeted meets. WH2O will not reimburse a swim coach (or Board member) who pays for relays at non-targeted meets or meets at which there is no club scoring.

4.3.9.16.3.7. Coaches are entitled to and responsible for breaks at meets according to California labor law. This includes lunch and two 15-minute breaks.

4.3.9.16.3.8. Coaches are entitled to overtime pay if a meet day runs longer than eight (8) hours. If possible, coaches should try to work no more than eight (8) hours on meet days.

4.3.9.17. Coaching at Gay Games, IGLA, USMS Nationals

4.3.9.17.1. In the weeks leading up to Gay Games, IGLA, and USMS Nationals, coaches should incorporate individual starts and relay change-overs into the workouts and, where applicable, use starting blocks.

4.3.9.17.2. The Head Coach shall work with the Swimming Representative to organize relays at targeted swim meets, especially Gay Games, IGLA, and USMS Nationals.

Relays shall be distributed to the swimmers at least five (5) days in advance of the meet.

4.3.9.17.3. The duties and responsibilities outlined in Section 4.3.9.16.3.. shall apply at Gay Games, IGLA, and USMS Nationals.

4.3.9.17.4. Coaches must be on time for warm-ups each day and should be energized and ready to help motivate the swimmers competing.

4.3.9.17.5. Coaches shall be responsible for submitting the relay entry forms for WH2O by the designated deadline (which is usually at the end of the day on the day prior to the event).

4.3.9.17.6. If two coaches are sent to Gay Games, each coach must coach five (5) out of the six (6) days of the competition.

4.3.9.17.6.1. Both coaches may not take the same day off. That is, one of the coaches shall be at the meet at all times.

4.3.9.17.7. Coaches may not swim in any individual events at a championship meet that they are coaching unless they do so on their day off from coaching.

4.3.9.17.8. Coaches may swim on relays at championship meets such as IGLA and USMS Nationals where they can help earn points for WH2O.

4.3.9.17.9. Coaches may not swim on any relays at Gay Games where there is no team scoring, unless there is a no-show by one of the participants on a relay team and there isn't anyone else available to fill in.

4.3.9.17.10. Any coach who is late or is a no-show for any day in which they are assigned to coach, or who arrives at the pool in a condition unfit to coach, will forfeit one day's coaching fee and will not be reimbursed for that night's hotel stay or per diem. Additionally, that coach must pay back to WH2O a portion of the travel advance as determined by the Board.

4.3.9.17.11. Coaches will be paid their hourly rate for coaching at Gay Games, IGLA, or at USMS National Championships. As in sections 4.3.9.16.3.7. and 4.3.9.16.3.8. coaches at meets are entitled to breaks and overtime pay. A best effort should be made to limit coaching to eight (8) hours per day.

4.3.9.17.12. Coaches receiving an advance or reimbursement for travel expenses must understand and acknowledge that any monies they receive shall include the requirement that the coach attend the competition and work the days designated by the Swimming Representative.

[See section 4.3.8.7 regarding Coaches Travel]

4.3.9.18. Ocean Swimming Coaching [to come]

4.3.10. Water Polo Coaches

4.3.10.1. There shall be one head water polo coach and as many other water polo coaches as needed to fill the scheduling demands of the team. The head water polo coach shall help the Water Polo Representative set the direction for coaching goals. The head coach will also manage scheduling of other water polo coaches.

4.3.10.2. The water polo coach shall take attendance at workouts using the OnDeck app or bookwhen.com/wh2o.

4.3.10.2.1. If a person's name is not on the attendance roster, the water polo coach shall notify the Water Polo Representative and the Treasurer, especially in the case of new water polo players.

4.3.10.3. The water polo coach should welcome new players and direct them to the team's web site where they can register.

4.3.10.3.1. New players get one free introductory workout and should register with USAWP for insurance purposes by their second workout.

4.3.10.3.2. The Water Polo Coach or the Water Polo Representative will give all new water polo players the information needed to access the required forms electronically.

4.3.10.4. The water polo coach should try to give feedback to all water polo players during workout.

4.3.10.5. The water polo coach should not be distracted by friends or water polo players who get out of workout early and want to chat. Attention should be focused on the people participating in the practice.

4.3.10.6. If a particular water polo player creates problems for the water polo coach, he or she should attempt to resolve matters with that player privately and not during the course of the regular practice. If such difficulties cannot be resolved, the coach should bring the matter to the attention of the Water Polo Representative. If the person in question becomes unruly, dangerous, or disruptive to the practice, the water polo coach may choose to bench the player for the remainder of the practice.

4.3.10.7. If the water polo coach is unable to coach a particular practice, the coach shall find a substitute and let the Water Polo Representative know in advance.

4.3.10.8. Coaching at tournaments

4.3.10.8.1. The Water Polo Representative shall ask the water polo coach to coach at targeted water polo tournaments. The water polo coach will only get paid for coaching at a tournament if assigned to do so by the Water Polo Representative.

4.3.10.8.2. The water polo coach will be paid the hourly coaching rate during active coaching of warm-ups and games when one or more WH2O teams have been fielded.

4.3.11 Hiring Coaches

4.3.11.1. A new coach may be added to the coaching staff on a trial basis upon the recommendation of the Swimming Representative or the Water Polo Representative and the consent of the Board.

4.3.11.2. A prospective coach shall audit the workout of one of the current coaches or coach a workout at which the Swimming Representative or the Water Polo Representative is present to evaluate the coach's abilities.

4.3.11.3. The Swimming Representative or the Water Polo Representative shall give prospective coaches a copy of the duties and responsibilities of the coaches.

4.3.12. Reviews, Promotions, and Merit Increases

4.3.12.1. Each coach will be assessed annually for performance.

4.3.12.2. All promotions and merit increases are determined by the annual review and at the discretion and approval of the Board.

4.3.12.3. WH2O is not obligated to give merit, cost of living adjustments or any other types of salary increases.

4.3.13. Termination

4.3.13.1. If a coach receives two written warnings from the Board regarding performance or attitude, the third instance will be grounds for immediate termination.

4.3.13.2. It is the responsibility of the Swimming Representative or the Water Polo Representative or any other chosen Board member to terminate an employee.

5. Clinics

5.1. Stroke Clinics

5.1.1 Stroke clinics are designed for swimmers to improve their technique with individual attention from a coach in a small group setting.

5.1.2. The Swimming Representative and the Head Coach shall organize stroke clinics with the Assistant Coaches and the Facilities and Equipment Coordinator.

5.1.3. Stroke clinics are generally held in the warmer months, so that swimmers are more comfortable in the warmer air when standing around and listening to the coach.

5.1.4. Recommended clinics are: freestyle, breaststroke, backstroke, butterfly, and turns. A separate clinic for starts should be held as close to the targeted Gay Games, IGLA, or USMS Nationals as possible.

5.1.5. Stroke clinics should be two (2) hours long.

5.1.6. The Swimming Representative should announce the stroke clinic by e-mail at least two (2) weeks in advance of the event.

5.1.7. Stroke clinics should be limited to the first ten (10) people who sign up.

5.1.8. Each swimmer shall be charged an amount determined by the Board to participate in the stroke clinic. This amount is based on the cost for putting on the clinic.

5.1.8.1. A stroke clinic should not lose money. A stroke clinic should be cancelled if fewer than eight (8) participants sign up.

5.1.8.2. The deadline for signing up for a stroke clinic shall be no less than 24 hours prior to the start of the clinic, so that there is enough time to notify the coach in the event of a cancellation.

5.1.8.3. A swimmer who signs up for a stroke clinic and does not attend shall still pay the fee for the clinic.

5.1.8.4. A swimmer does not have to pay the fee for the clinic if he or she gives at least 24-hour notice of not being able to attend.

5.1.8.5. The fee is not due if the space can be filled and the swimmer gave less than 24 hours notice.

5.1.9. Guidelines

5.1.9.1. The focus of the stroke clinics is not only to give the participants more personalized instructions on their technique, but also for them to have the opportunity to view themselves in real time through video play back or after the clinic has concluded through a shared link or downloadable file for viewing.

5.1.9.2. Participants should warm up in the water at the coach's discretion (approximately 400 to 500 meters or yards). Each participant should then be recorded in the stroke being taught at the clinic. In the interest of time, warm-up and recording can occur concurrently.

5.1.9.3. The coach should give a series of drills to the participants to emphasize correct stroke technique.

5.1.9.3.1. Participants may have different problems with their stroke technique and will therefore benefit from different drills. The coach should emphasize the appropriate drill to correct each participant's technique problems.

5.1.9.4. The coach may get in the water to demonstrate the stroke and pertinent drills or use an assistant who can provide the demonstration well.

5.1.9.5. Participants should be recorded again at the end of all instructions. Recording of drills is optional.

5.1.9.6. At the end of the clinic, the coach should review the recordings for all the participants so that they may all benefit from the feedback given.

5.1.9.7. Digital recordings should be made available for viewing by the participants first and then by the entire membership. The Swimming Representative is responsible for distributing and storing these recordings to avoid misplacement. Cloud based storage is recommended.

5.2. Water Polo Clinics

5.2.1. Water Polo clinics will be open to all members. Clinics will be provided on an as needed basis based on team needs and input from surveys and recommendations from the Water Polo Representative and Water Polo Coach.

6. Membership Policies

6.1. Dues and Fees

6.1.1. Dues

During normal times the club operates with a dues structure. In 2020 with restrictions on lane occupancy due to the COVID-19 virus and with the loss of the West Hollywood Park Pool, we've adopted a Pay Per Practice structure. [See 6.1.2.]

6.1.1.2. Swimmers and water polo players are required to pay their monthly dues of \$80 and \$37.50 respectively, at the beginning of each month.

6.1.2.1. The first workout for new swimmers and water polo players is complimentary as an introduction to WH2O.

6.1.2.2. New swimmers and water polo players who join the club after the 20th of any month may pay half-month dues (\$40 for swimmers, \$18.75 for water polo) for their initial month's dues.

6.1.1.2. Dues must be paid by credit card for members who register online at www.wh2o.org.

6.1.1.2.1. Club members who pay their dues by credit card should update their credit card information in their club account profile at www.wh2o.org when their card number changes or when the expiration date changes.

6.1.1.2.2. Club members who pay their dues by credit card should update their address in their club account profile at www.wh2o.org as credit card payments will not get processed if the address linked to a credit card does not match the address on file.

6.1.1.3. Alternative payment methods may be used to pay dues or payment plans established by contacting the club Treasurer, treasurer@wh2o.org. Some payment methods may be subject to additional fees.

6.1.1.4. Dues paying members may make arrangements with the Treasurer to pay on a pay-per-practice basis. Members may pay for individual workouts by credit card retroactively at the end of the month by emailing the Treasurer and reporting the amount owed.

6.1.1.5. Swimmers who are not members of WH2O may participate in WH2O workouts if they pay \$15 for each individual workout. This fee is waived for members of IGLA teams

who are visiting Los Angeles if they attend only a couple of workouts unless WH2O is in a Pay Per Practice dues structure.

6.1.1.6. Active WH2O members who participated in workouts in the calendar month prior to the month of competition at Gay Games or IGLA will be charged dues for the month of the competition. [See 6.3.6.]

6.1.1.7. Swimmers or water polo players who are more than sixty (60) days in arrears with their dues may not be allowed to participate in workouts.

6.1.1.7.1. Swimmers or water polo players with extenuating circumstances preventing them from paying dues on a timely basis should discuss this with the Treasurer promptly.

6.1.1.8. Swimmers or water polo players who are not going to be attending workouts for a month or more should notify the Treasurer and request to be placed on inactive status. Club members are not required to pay dues in the months that they are inactive.

6.1.9. The Treasurer will not refund dues to any member except in extenuating circumstances as determined by the Board.

6.1.2. Pay Per Practice

6.1.2.1. Under certain circumstances it is necessary to have all participants pay per practice rather than pay monthly dues.

6.1.2.1.1. A one (1) hour practice shall cost the participant \$10.

6.1.2.1.2. A one and a half (1.5) hour practice shall cost the participant \$15.

6.1.2.2. Reservations can be made using bookwhen.com/wh2o starting 14 days prior to each workout. The Treasurer shall monitor this site and give the Facilities and Equipment Coordinator, along with all the coaches, and the Swimming Representative administrative access.

6.1.2.3. New swimmers shall register online and pay the administrative fee [see 6.1.3.] and be registered with USMS [see 6.2.] after their first workout with WH2O.

6.1.2.4. If swimmers are unable to attend a practice, they may transfer their payment to a future reservation as long as the transfer occurs 12 hours prior to the workout. If they are unable to transfer the workout, they may request a refund.

6.1.3. Administrative Fee

6.1.3.1. All club members are required to pay an annual administrative fee of \$30 to the club by the end of January, or upon joining the club.

6.1.3.2. Any athlete who joins the club after July 1st need only pay an administrative fee of \$20 for the remainder of that year.

6.1.3.3. All athletes who are registered with WH2O at the Gay Games or the IGLA Championships shall pay an administrative fee of \$30 to the club if they have not already paid the annual administrative fee for that year.

6.2. United States Masters Swimming/USA Water Polo Memberships

6.2.1. All swimmers are required to register with United States Masters Swimming (USMS) at www.usms.org by registering online.

6.2.2. All water polo players are required to register with United States Water Polo at www.usawaterpolo.org by registering online.

6.2.3. Registration with USMS/USA Water Polo needs to be renewed annually, but no later than January of each year, or when the swimmer or water polo player resumes participating in WH2O workouts.

6.2.3.1. Anyone who has not renewed USMS or USA Water Polo membership for the new year will not be permitted to participate in workouts. Membership in these organizations is essential for insurance coverage.

6.3. Meet/Tournament Only Athletes

6.3.1. All meet/tournament only participants, e.g., athletes who don't train with WH2O but do compete in meets or tournaments and are registered with WH2O, are required to pay an annual administrative fee of \$30 upon registration with the team for the meet or tournament.

6.3.2. Any athlete who joins the club after July 1st need only pay an administrative fee of \$15 for the remainder of that year.

6.3.3 All meet/tournament only athletes only pay one single administrative fee for the calendar year they participate with the team.

6.3.4. All swimmers are required to be registered with United States Masters Swimming (USMS) to compete with the team.

6.3.5. All water polo players are required to register with United States Water Polo to compete with the team.

6.3.6. All athletes who live out of town or practice on their own or with another club but who swim or play water polo for West Hollywood Aquatics at the Gay Games or IGLA shall pay dues of \$30 for the month in which they swim or play water polo for the club to contribute towards payment of coaching costs at the competition/tournament.

6.4. Other Fees

6.4.1. WH2O will reimburse swimmers or coaches who pay for relay entry fees at Gay Games, IGLA, and USMS National Championships, and SPMS Regional Championships.

6.4.1. Swimmers who commit to swim on a relay and then fail to show up will be charged the fee for that relay.

6.4.2. WH2O will cover a portion of the team entry fee for water polo at Gay Games, IGLA, and Tsunami di Mayo.

6.6. Swimming Ability. In order to participate in swim workouts, all swimmers must be able to complete at least four lengths of a 25-yard pool without stopping and within a reasonable period of time, usually considered 2 minutes. If a coach feels that a swimmer is not keeping up with the sets or the intervals given for the slowest lane and if there aren't any other swimmers swimming at the same pace as that swimmer, the coach may suggest that the swimmer take swimming lessons before returning to WH2O workouts so that the slow swimmer does not get to swim in a lane without any other swimmers.

6.7. Late Policy — Swimmers should be in the water at the beginning of workout. Anyone who arrives after the warm-up has ended, generally ten (10) minutes after the beginning of the workout, may not be allowed to join the workout, especially if it disrupts the workout or if the lanes are too crowded. This is solely at the discretion of the coach on deck.

6.8. Water Polo

6.8.1. Any water polo player who is current with his or her water polo dues and is currently registered with USMS may participate in Friday night swim workouts without having to pay for swimming dues.

6.8.2. Prior to water polo tournaments an additional practice may be scheduled. [See 3.10.12. under Facilities and Equipment Coordinator]

6.8.3. The water polo players may hold fundraising events and activities that would supplement their income from dues in order to meet their monthly expenses.

6.9. Pools

6.9.1. All athletes shall abide by the rules and policies of each pool. Not following the rules of the pool may result in a suspension from the club.

6.9.2. As soon as it is known, the Facilities and Equipment Coordinator will notify the membership regarding last-minute pool closures and changes to practice schedules.

6.10.10. Social Events

6.10.10.1. Club members should respond to invitations i.e, Evites, either by accepting or declining the invitation.

6.10.10.2. Club members may bring one guest to club social events.

6.10.10.3. Social events are not free to Board members or Coaches.

6.11. Conduct

6.11.1. WH2O is a “safe” place where all are accepted regardless of race, gender, religion, national origin, political affiliation, sexual orientation, sexual identity, gender identity, or athletic ability. Any member who does not respect this will be suspended from the team.

6.11.2. All members should practice good sportsmanship. Sportsmanship is defined as ethical, appropriate, polite, and fair behavior while participating in a game or athletic event.

6.11.3. Club members are expected to respect the coaches and other swimmers and water polo players at all times.

6.11.4. Club members should not interfere with workouts by chatting to coaches while they are working. Coaches are not to be distracted by friends stopping by the pool to visit or by swimmers who get out of workout early and chat, or even those swimmers still in the pool who want to chat rather than swim.

6.11.5 For additional policies regarding Conduct please see Appendix D.

6.11.6. Etiquette for Swimmers

In order to make workouts flow more smoothly among participants, WH2O has adopted some universal "Rules/Etiquette", which will help everyone's workouts be the best they can be.

6.11.6.1. Swimmers should swim counter-clockwise in the lane, keeping close to the lane-lines and not down the center of the lane.

6.11.6.2. The fastest swimmer in the lane leads a particular set, followed by the second fastest, etc. This order may change from set to set (i.e., pulling vs. kicking vs. different strokes or sprints).

6.11.6.3. If swimmers find that they are getting too much rest, they should consider moving up a lane; conversely, if swimmers find that they are not getting enough rest, they should move down a lane. Intervals should not be changed unless all the swimmers in the lane agree, or the coach agrees to change it.

6.11.6.4. Swimmers should swim close to the lane-line as they approach the wall to turn. When turning, they should plant their feet as far to the left of the center mark as possible, pushing off along the right-hand side of the lane. This will make it much easier for the people swimming behind them to do their turns correctly as well.

6.11.6.5. In each set, swimmers should leave five (5) seconds after the swimmer in front of them unless the coach gives a different time interval. If swimmers consistently catch the person directly in front, they should ask to go ahead of the other swimmer. It is very disruptive to the swim pace of the lane when a swimmer continues swimming at the feet of the swimmer in front. Don't tailgate!

6.11.6.5.1. In a 50-meter pool, each swimmer should leave ten (10) seconds after the swimmer ahead, unless the coach gives a different time interval.

6.11.6.6. If swimmers are catching up to a slower swimmer, they should not try to speed past that swimmer but should rather tap the feet of the swimmer in front as a sign that the slower swimmer should stop at the end of the lane to let the faster swimmers pass.

6.11.6.7. If swimmers feel their toes tapped by the swimmer behind, the slower swimmers should stop at the next wall, move to the far right of the lane, and let the faster swimmers pass. Swimmers should always be aware of where other swimmers are swimming in the lane.

6.11.6.8. When finishing a swim (no matter the distance), a swimmer should move out of the way at the wall so that those following in the lane can also finish at the wall and get accurate times for their swims if they wish to do so. If swimmers decide to rest in the middle of a set or between sets, they should rest on the deck rather than stand in the water so as not to be disruptive to others in the lane.

6.11.6.9. Swimmers should not stop in the middle of a lap as this can cause a pile-up, possibly injuring another swimmer who is forced to stop. If a swimmer gets a cramp and cannot get to the end of the pool, the swimmer should stick to the lane rope and ask for assistance.

6.11.6.10. Swimmers should listen carefully when the coach gives a set to their lane. If swimmers don't understand the set, they should ask for it to be explained again. Either the coach or a lane-mate should be able to help out. Swimmers should not lead the lane if they are unable to keep track of intervals or the set.

6.11.6.11. Swimmers should be ready to start swimming when the coach gives the warm-up set (i.e., stretched, warmed-up, and ready to go).

6.11.6.12. Swimmers should be careful when using hand paddles or when wearing wristwatches or heavy jewelry. A coach may ask a swimmer with long arms and/or a wide stroke not to use paddles as they can really hurt others if arms/hands clash.

6.11.6.13. Swimmers should be careful not to hang on the lane-lines between sets and should also not pull on the lane-lines during sets. The lane-lines are expensive to replace and can cause a major injury if they snap.

6.12. Complaints and Disputes

6.11.1. Complaints or disputes regarding coaches or other swimmers should be brought to the Swimming Representative by the swimmers, or to the Water Polo Representative by the water polo players.

6.11.2. Complaints or disputes regarding the pools, such as water temperature, cleanliness, and plumbing problems should be brought to the Facilities and Equipment Coordinator.

6.13. Suspension of Membership

6.13.1. Suspension for Non-Payment of Dues

6.13.1.1. All rights, privileges, and responsibilities of a member who has not paid dues for sixty (60) days shall be suspended. Said suspension shall be removed upon payment of dues owed.

6.13.2. Suspension or Expulsion for Misconduct

6.13.2.1. The Board shall have full power to suspend, expel, or demand the resignation of a member for (i) violation of bylaws, policies, or rules; (ii) any misconduct or acts prejudicial to the reputation or best interests of the club or its members; or (iii) any disrespectful or abusive action or behavior directed towards any member of the club, including any WH2O coach, or towards any lifeguard or other third party non-club member as per Appendix D of

the West Hollywood Aquatics Policies and Procedures. These actions include, but are not limited to:

6.13.2.1.1. Any act of fraud, deception, or dishonesty in connection with any WH2O-related activity.

6.13.2.1.2. Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed toward WH2O members or other officiating or participating members in any WH2O-related activity.

6.13.2.1.3. Any nonconsensual sexual conduct, pattern of unwelcome sexual advances, or other inappropriate sexually oriented behavior or action by a WH2O member toward a member, employee, or any other person participating in any capacity.

7.13.2.1.4. Any act, conduct, or omission that is detrimental to the image or reputation of WH2O.

6.13.2.1.5. Aiding or abetting another to engage in any of the foregoing violations.

6.13.2.2. Disciplinary action shall be taken against a club member whose behavior constitutes a violation of the code of conduct outlined in Section 6.13.2.1. and Appendix D.

6.13.2.2.1. A disciplinary committee may be established by the President as initiated by the Board to determine the course of action that will be taken in such instance. [see section 3.3.2.2.]

6.13.2.2.2. A disciplinary committee may also be established to resolve an issue arising from a club member filing a written grievance against another club member. The name of the member who files the grievance will be shared with other Board members but not with other members of the club.

6.13.2.2.3. The Board will investigate all grievances and seek corroborating information, including getting the perspective of persons against whom the grievances are lodged.

6.13.2.2.4. The Board should make every effort to ensure that there is no actual or apparent favoritism or partiality in the investigation of grievances or subsequent disciplinary actions. Therefore, any Board member who has filed a grievance against a team member or who for any other reason might be regarded as other than impartial with respect to that club member may not serve on any disciplinary committee investigating that member and should be recused from any votes on disciplinary action.

6.13.2.2.5. The authority to investigate grievances and make decisions belongs to the Board of Directors as a whole and not to any single Board member or representative of the Board, although the Board may delegate responsibility for making investigations to individual Board members.

6.13.2.3. The Board shall notify the offending club member that a disciplinary hearing will be held which may be done in the form of a conference call meeting or an in-person meeting.

6.13.2.3.1. If the Board decides to hold a conference call meeting, the offending member shall be notified by the President of the time and date of the call.

6.13.2.3.2. If an in-person meeting is going to be held, the Board shall provide the offending member with a written statement of charges that includes the time, date, and place of the meeting.

6.13.2.4. The first offence by a club member whose actions are deemed unacceptable by the Board as outlined in Section 1.5.2.1. will result in suspension of membership for thirty (30) days.

6.13.2.5. A second offence by a club member whose actions are deemed unacceptable by the Board as outlined in Section 1.5.2.1. will result in suspension of membership for six (6) months.

6.13.2.6. A third offence by a club member whose actions are deemed unacceptable by the Board as outlined in Section 1.5.2.1. will result in termination of membership or expulsion.

6.13.2.7. Where the Board judges an incident to be egregious enough by virtue of being offensive to an individual or disruptive to the club or the entire membership, the Board reserves the right to terminate the offending member's membership privileges at any time.

6.13.2.8. The Board shall notify the offending member in writing of its decision within ten (10) days of the hearing or meeting. The decision of the Board of Directors shall be final.

7. Gay Games, IGLA

7.1. Gay Games

The Gay Games is a sporting and cultural event held in different locations around the world every four years. West Hollywood Aquatics was founded by swimmers training for the Gay Games in 1982, and the club continues to encourage its members to participate in the quadrennial event.

7.2. International Gay and Lesbian Aquatics (IGLA)

IGLA is an international organization devoted to developing and promoting gay and lesbian swimming, water polo, diving, and synchronized swimming. Its mission is to promote participation in aquatic sports among lesbians and gay men and friends, and to ensure maintenance of the highest standards for aquatic competitions and international standards for all Gay Games and IGLA Championships.

7.3. All athletes who are registered with WH2O at the Gay Games or the IGLA Championships shall pay an administrative fee of \$30 to the club if they have not already paid the annual administrative fee for that year.

7.4. Active WH2O members who participated in workouts in the calendar month prior to the month of competition at Gay Games or IGLA will be charged dues for the month of the competition. [See 6.3. Meet/Tournament Only Athletes]

7.5. All athletes who live out of town or practice on their own or with another club but who swim or play water polo for West Hollywood Aquatics at the Gay Games or IGLA shall pay dues of \$30 for the month in which they swim or play water polo for the club to pay for coaching costs at the competition/tournament. [See Section 6.3. for Meet/Tournament Only Athletes.]

7.6. The Swimming Representative shall work with the Head Swimming Coach to organize relays for Gay Games and IGLA.

7.6.1. The Swimming Representative should request all swimmers who will be attending Gay Games or IGLA to submit a list of the events that they will be swimming, as well as the relay events that they are willing to swim. Swimmers should also indicate which their best events are so that they may be used in the relays that could potentially score the most points.

7.6.2. Women and older swimmers should be put on the maximum number of relays to potentially score more points for the team.

7.6.3. The youngest relay age group (72-99) should be filled first if possible.

7.8. Gay Games/IGLA Subcommittee

7.8.1. Club Apparel

7.8.1.1. The Vice President Administrative shall work with volunteers to coordinate club apparel for Gay Games and IGLA. [See 3.4.6.]

7.8.1.1. Select fabric and design to support club's image, theme for competition, representative of host city or host club, etc.

7.8.1.2. Consider any milestone for club (e.g. anniversary, special achievements, etc.) for design of apparel (shape, color, artwork, etc.).

7.8.1.3. Consider fabric options and specific use of swimsuit so that there are options for water polo players who require tougher fabric than suits for swimmers.

7.8.1.4. Try to coordinate colors among swim suits, caps, t-shirts, etc.

7.8.1.5. Maintain gender equity for suits. That is, calculate the mean cost of men's and women's swimsuits to avoid much higher costs for women's suits than for men's. This should be based on the number of women who are expected to buy the swimsuit.

7.8.1.6. If the club is financially subsidizing part of the cost of apparel, each member should be allowed to purchase only one of each item at the discounted cost. Orders for extra items, if available, are to be purchased at "cost".

7.8.1.7. Request bids from different vendors to ensure competitive pricing.

7.8.1.8. Try to get discounted prices for latest-technology suits for those prepared to purchase them individually (e.g., technical suits; not everyone may want to buy them, but a deal with a vendor may make it more affordable to those prepared to do so).

7.9. IGLA Representatives

7.9.1. West Hollywood Aquatics Swimming is currently entitled to four representatives to serve on IGLA committees and represent the club at the annual meeting immediately preceding the Gay Games and at the IGLA Championships.

7.9.2. West Hollywood Aquatics Water Polo is currently entitled to three representatives to serve on IGLA committees and represent the club at the annual meeting immediately preceding the Gay Games and at the IGLA Championships.

7.9.3. The position of IGLA Representative has a one-year term of office.

7.9.3.1. A term of office begins at the IGLA meeting held at the Gay Games or at the IGLA Championships.

7.9.4. Selection of IGLA Representatives

7.9.4.1. Soon after the new Board takes office each year, the President should write an article for the newsletter or send out a team-wide e-mail requesting volunteers to serve as IGLA Representatives.

7.9.4.1.1. The President may wait until interest in Gay Games or IGLA builds so that IGLA Representatives may be solicited from among those club members who are planning on going to Gay Games or IGLA.

7.9.4.2. The President may appoint IGLA Representatives if there are no volunteers for the positions.

7.9.4.3. The names of the IGLA Representatives who are selected must be submitted by the Vice President Administrative to the IGLA Treasurer at the beginning of each calendar year to submit with the club's IGLA membership renewal.

7.9.4.3.1. If the IGLA Representatives have not been selected by the time the IGLA club renewal is due, the names of the previous year's representatives should be used.

7.9.4.4. The new IGLA Representatives should be informed that their main responsibility is to attend the IGLA general meeting that year which usually takes place the day before the competition begins.

7.9.4.5. As soon as the IGLA schedule is available, the President should confirm the IGLA Representatives and remind them to make their travel arrangements so that they can

attend the IGLA meeting.

7.9.4.6. If an IGLA Representative is unable to attend the IGLA meeting, the President should appoint an alternate delegate. The IGLA Secretary needs to be informed of this change prior to the IGLA general meeting.

7.9.5. Duties of the IGLA Representatives

7.9.5.1. The IGLA Representatives shall attend and represent the WH2O at the IGLA meeting taking place at the IGLA Championships and the Gay Games.

7.9.5.2. The IGLA Representatives are responsible for informing club members about upcoming swim meets and water polo tournaments hosted by IGLA member clubs.

7.9.5.3. The IGLA Representatives are required to join a committee at the IGLA general meeting and should remain active within the committee all year.

7.9.5.4. The IGLA Representatives should submit an article for the club newsletter after the IGLA general meeting and whenever there are items of interest to the club.

8. Newsletter

The newsletter serves four functions. It provides club members with current information; it shows the spirit of the club to anybody who reads it online; it serves as a marketing tool to attract new swimmers and water polo players; and it serves as the club's historical record.

8.1. The newsletter should be available on the club's website for downloading.

8.2. Any late-breaking news or information that pertains to the upcoming month should be included in the upcoming newsletter whenever possible.

8.3. The newsletter should be in the form of a .pdf file so that it is readable across multiple platforms.

8.4. Prior to publication, the newsletter should be read and edited by at least one person skilled at proofreading. This may be the Secretary.

8.5. The newsletter should include the club logo.

8.6. The newsletter masthead should include the team's web site URL (www.wh2o.org).

8.7. The newsletter should include a calendar with important dates for the season of issue, changes to the swimming and the water polo workout schedules, swim meets, water polo tournaments, club social events and parties, daylight saving time changes, and public holidays.

8.7. The newsletter should include the club logo.**8.8.** There should be as many photographs as possible within reason, and they should reflect the diversity of the club, viz. photos of all gender identities, ages, and varying ethnic backgrounds.

8.9. Recommended articles:

8.9.1. An inspiring article by the President.

8.9.2. An article by the Social Vice President about upcoming social events.

8.9.3. Profile of a new or veteran member.

8.9.4. New coaches should be profiled.

8.10. Information about SPMS registration and renewal for the new year should be included in the November, December, or January newsletters.

8.11. Elements of good design:

8.11.1. Dividing body text into columns, as is done in magazines, is recommended. If a sentence spans the entire width of the page, it is not easily read.

8.11.2. Good publication design shows a consistency in the use of fonts. Headlines should generally be in a bold typeface and body text in a regular or light typeface.

8.11.3. Each newsletter editor may choose their own style. It is recommended that it remain consistent within each issue.

8.11.4. Large blocks of body text should be broken up with photos.

9. Anniversary Party/Awards Banquet

9.1. The Anniversary Party and Awards Banquet is held every year in October. This commemorates the founding of the club in 1982 and is also the occasion for recognizing and honoring individual members for their aquatic achievements and for contributions to the club.

9.2. The Anniversary Party and Awards Banquet should take place on a Saturday or Sunday.

9.3. The Social Vice President is responsible for planning, organizing, and executing the event. Working with a committee is recommended.

9.4. Banquet Timeline

9.4.1. Select a date and location.

9.4.1.1. A choice of dates should be set by the Board at the April meeting.

9.4.1.2. The Social Vice President should find a location based on the choice of dates and present options to the Board at the May meeting.

9.4.1.3. The date and venue of the banquet should be determined and the location secured by the end of May.

9.5. Budget

9.5.1. A budget should be submitted and approved by the Board during the month of July. With input from the Treasurer, budget figures should be compared to previous years' budgets.

9.5.3. Items covered by the budget should include: banquet facility and catering, table decorations, and awards.

9.5.4. The Social Vice President should obtain quotes on venues and catering to present to the Board by the June meeting.

9.5.5. The ticket price should include food, tip, venue, rentals, and table decorations. The goal is to keep the ticket price less than the dollar amount of the monthly dues.

9.5.6. Coaches are encouraged to purchase banquet tickets. The club shall reimburse the coaches for the cost of the tickets. This cost should be included in the budget that is presented to the Board at the June meeting.

9.5.6.1. The expense for attendance of the coaches at the banquet should be absorbed by the club, and not covered by the ticket price for the banquet.

9.5.7. The actual awards have traditionally been subsidized by the club and are also not covered by the ticket price for the banquet.

9.6. Tasks leading up to the banquet:

9.6.1. The Social Vice President should secure the venue and finalize the menu based on the decisions at the June Board meeting.

9.6.2. The date of the banquet should be announced in the newsletter and via email to members at least two (2) months prior to the event.

9.6.3. The invitation for the banquet will be managed through TeamUnify for RSVP and payment for the event.

9.3.3.1. Invitations and ballots shall be proofread before being sent electronically or posted on the web site.

9.6.4. The ballot for voting on awards, including the criteria for each award, should be included with the invitations with a link to the Events tab on the team's website.

9.6.4.1. Provision should be made for ballots to be completed and submitted anonymously, as some club members may only vote if they know that their votes will be kept confidential.

9.6.5. The invitations for the banquet should be sent electronically about five (5) weeks before the event to all club members who have been active during the current year.

9.6.6. The Social Vice President shall select a Master (or Mistress) of Ceremonies one month prior to the banquet.

9.6.7. The Social Vice President shall select presenters for the banquet so that all club members are represented, e.g., all gender identities, swimmers and water polo players, morning and evening swimmers, long-time club members and newer club members, and people who have not presented an award in a while.

9.6.7.1. It is suggested that each award is presented by two people to maximize participation.

9.6.7.2. The Volunteer of the Year and the Certificates of Appreciation should be presented by two members of the outgoing Board.

9.7. Awards

9.7.1. *President's Award.* This award goes to the outgoing president as an acknowledgement of his or her leading the club during the past year.

9.7.2. *WH2O Spirit Award.* This award goes to the person who shows the most team spirit, by cheering the loudest at swim meets or tournaments, or representing WH2O proudly at social events and fundraisers. This award is voted on by the entire membership.

9.7.3 *Volunteer of the Year.* This award goes to the non-Board member person who has helped the Board most by volunteering his or her time for the benefit of the club. The award is voted on by the Board.

9.7.3.1. The President shall request all Board members at the September Board meeting to consider the names of those people who would be contenders for the Volunteer of the Year Award. Voting on this should be done at the October Board meeting, and the names of those candidates for the award who do not win the vote will be awarded Certificates of Appreciation.

9.7.4. *Most Improved Swimmer.* This award goes to the swimmer who has improved the most over the past year and is voted on by the swim coaches.

9.7.4.1. The Most Improved Swimmer should be presented by two or more of the swimming coaches.

9.7.5. *Most Improved Water Polo Player.* This award goes to the water polo player who has improved the most over the past year. The award is voted on by the water polo coach.

9.7.5.1. The Most Improved Water Polo Player should be presented by the water polo coach.

9.7.6. *Most Valuable Water Polo Player.* This award goes to the athlete who has demonstrated excellent water polo skills over the past year, and who has been an overriding factor in the team's success. The award is voted on by water polo players only.

9.7.7. *Tom Martinez Memorial Award.* This award is about the heart and soul behind the game of water polo. Not so much about who is "the best player", the recipient of this award should be the person who has shown the most passion for learning the game, teaching others the game, and giving it their all in the pool. This recipient is chosen by the water polo coaches.

9.7.8. *Hardest Worker.* This award goes to the swimmer who consistently puts a lot of effort into his or her training at workouts. The award is voted on by the swim coaches.

9.7.9. *Favorite Lane-mate of the Year.* This award goes to the swimmer who contributes to making other people's workouts enjoyable, perhaps by always leading the lane and keeping track of the sets and intervals, encouraging others in the lane to swim faster, or by having fun and making others laugh between sets. Whatever the reason, this person makes others want to share a lane with him or her. The award is voted on by swimmers only.

9.7.10. *Favorite Passing Buddy.* This award goes to the water polo player who contributes to making everyone's practice enjoyable, encouraging others to bring their best game, or maybe just by having fun and making others laugh between drills. Whatever the reason, this person makes others want to be in the pool with him or her. The award is voted on by water polo players only.

9.7.11. *Swimmer of the Year.* This award goes to the athlete who has excelled in his or her performance at swimming competitions over the past year as well as being dedicated to his or her training at workouts. The award is voted on by swimmers only.

9.7.12. A floating award listing past Presidents is presented to the newly elected President to be held by him or her for the next year. This has to be obtained from the current President in order to get the name of the new President added after the club elections.

9.7.13. The Board may also vote to present additional awards, such as "Friends of WH2O" to any non-club member who has contributed greatly to the club during the past year.

9.8. The Social Vice President shall request the Swimming Representative and the Water Polo Representative obtain votes for the Most Improved Swimmer and Most Improved Water Polo Player from all the full-time coaches.

9.9. The Social Vice President shall confirm with the Swimming and Water Polo Representatives that the coaches will be attending the Anniversary Party/Awards Banquet.

9.10. The Social Vice President should order plaques for the main awards at least three weeks before the banquet.

9.11. The Social Vice President should order the Certificates of Appreciation from an appropriate vendor and provide the names of those people who will be getting the certificates.

9.11. The Social Vice President should get volunteers lined up to help with set-up on the day of the banquet and tell them exactly what needs to be done and what time they need to be at the banquet facility.

9.12. The Social Vice President is responsible for writing a follow-up article for the newsletter reporting on the Anniversary Party/Awards Banquet, including a list of all award recipients for historical record.

10. Club Equipment

10.2. Water polo equipment (caps, balls)

10.2.1. The Water Polo Representative shall be responsible for all water polo club equipment.

10.2.2. The Water Polo Representative (or a club member delegated by the Water Polo Representative) is responsible for bringing the water polo caps to workouts and tournaments. All caps must be accounted for by the Water Polo Representative at the end of each workout and tournament.

10.1. Team Banner

10.1.1. The Facilities and Equipment Coordinator shall coordinate with the Swimming Representative to ensure the team banner is present at all swim meets, including IGLA, Gay Games, and USMS Nationals, and SPMS Regionals.

10.1.2. The Facilities and Equipment Coordinator shall coordinate with the Water Polo Representative to have the second team banner present at water polo events at IGLA, Gay Games, and water polo tournaments.

10.1.3. The Facilities and Equipment Coordinator shall arrange to have the team banner present at the Anniversary Party/Awards Banquet, and other large team functions.

10.2. Canopies

10.2.1. The Facilities and Equipment Coordinator shall be in charge of club canopies.

10.2.1. The Facilities and Equipment Coordinator, Swimming Representative or Water Polo Representative should have the club canopies brought to targeted outdoor swim meets and water polo tournaments.

10.2. Water polo equipment (caps, balls)

10.2.1. The Water Polo Representative shall be responsible for all water polo club equipment.

10.2.2. The Water Polo Representative (or a club member delegated by the Water Polo Representative) is responsible for bringing the water polo caps to workouts and tournaments. All caps must be accounted for by the Water Polo Representative at the end of each workout and tournament.

10.3. Ocean Equipment

Alex Moothart is currently holding onto team's ocean equipment: 3 neon buoys 48" each, 1 pump, 3 sand anchors, 3 anchor ropes, and a paddle board.

During Ocean season, Ocean Coaches are responsible for bringing all of the above equipment to the ocean and to set up ahead of practice.

10.4. Coaching Aids

10.5.1. White boards, markers, and erasers

10.5.1.1. There are four (4) white boards that are labelled and stored at the Santa Monica Swim Center.

10.5.1.1. Coaches are supplied with their own markers and erasers.

10.5.2. Amplifying headsets: coaches are given their own voice amplifier.

11. Club Merchandise

11.1. The Vice President Administrative is responsible for ordering club merchandise. [See 3.4.6.]

11.1. The club logo should appear somewhere on all official club merchandise.

11.2. The club should charge the same price for men's and women's swimsuits for Gay Games and IGLA. [See Section 7. Gay Games and IGLA ,7.8.1. Club Apparel]

12. Financial Matters

12.1. General

12.1.1. WH2O finances are recorded on the following bases:

12.1.1.1. All vendors and contractors' payments are recorded on Accrual Basis (bill.com accounts payable account).

12.1.1.2. Pool rental is estimated on an Accrual basis each month

12.1.1.3. All other accounts are recorded on a Cash basis.

12.1.2. WH2O's fiscal year begins on January 1st and ends on December 31st.

12.1.3. WH2O financial transactions are maintained and recorded in a software program, QuickBooks Online.

12.1.4. The outgoing Treasurer will train the incoming Treasurer in how to execute the job of WH2O Treasurer.

12.1.5. The financial affairs of the club are the responsibility of the Treasurer [See section 3.6 Duties of the Treasurer].

12.1.6. All athletic disciplines of West Hollywood Aquatics must demonstrate financial independence on a monthly basis.

12.1.6.1. If this financial independence is not met over any three consecutive months, the Representative of that athletic discipline shall be responsible to the Board for establishing a means for meeting financial goals by the end of the following quarter.

12.1.6.2. If the athletic discipline is unable to demonstrate financial independence for two consecutive quarters, the Representative of that athletic discipline will be given a 30-day notice from the Board to coordinate resolution for financial solvency of the athletic discipline or else the program could be dissolved.

12.1.6.3. At any time after dissolution, reinstatement of the program will be based on evaluation

by the Board of the program's financial sustainability.

12.1.7. Surplus monies are those earned annually above and beyond the normal operational expenses (from swimming and water polo dues) as well as any excess from fundraising and social activities.

12.1.7.1. This money is to be deposited into the club's money market account or a CD (certificate of deposit), but may also be used on any expenditures as approved by the current Board of WH2O. These "major purchases" must benefit a majority, if not all, of the membership. The surplus money shall not be used to reduce members' dues, except under circumstances of *force majeure*.

12.2. Financial Accounts

12.2.1. WH2O shall maintain a checking account at a bank selected and approved by the Board.

12.2.2. WH2O shall maintain interest-bearing, low-risk investments of excess available funds at the discretion of the Board.

12.2.2.1. Low-risk investments are considered to be CDs and Money Market accounts.

12.2.2.2. Excess available funds are defined as funds greater than that required to meet the budget requirements of the club for a period of one year.

12.2.3. One of the founding members of WH2O, Rafael Montijo, bequeathed a portion of his estate to WH2O. This money, originally about \$15,000, is currently part of an interest-bearing money market account that was used to set up the City National Bank account. Neither the interest nor any of the monies later added to that account are under any restriction, other than the usual restrictions on any WH2O expenditures. Other team members and friends of the team have also bequeathed money to the team. The bequests state that the money was to be used on items that would benefit the entire organization. This money has been used to purchase starting blocks for the West Hollywood Pool, an underwater video camera, and some other equipment over the years. These funds were also used to maintain the existence of the organization during the COVID-19 pandemic situation of 2020.

12.3. Bank Accounts

12.3.1. WH2O has a checking account and a CD account at US Bank in West Hollywood (or any other branch).

12.3.2. WH2O has a Money Market Account with City National Bank in Beverly Hills.

12.3.3. WH2O also has a "PayPal account" which is an online money collection/payment service. The funds from this account are transferred, as needed, by the Treasurer directly into the US Bank checking account.

12.3.4. WH2O uses bill.com as a bill paying service. Contractors and vendors are paid using bill.com, either electronically or by paper check. bill.com has access to the WH2O US Bank checking account in order to process payments.

12.3.5. WH2O retains the services of Louise French, a book-keeper, to process payroll and payroll-related taxes. Louise French has access to the US Bank account to pay payroll and payroll taxes. She can be reached at: (310) 453-6359.

12.4. Financial Request Procedures

12.4.1. All Board members should request approval from the Board for expenditures in advance.

12.4.2. Any Board member or club member may present to the Board a proposal with a written budget during a regularly scheduled Board meeting.

12.4.3. All budgets must, at a minimum, "break even". WH2O will not approve any budget or event that will lose money for the club as a whole.

12.4.4. The Board will vote whether to approve or deny the request.

12.4.5. If the Board approves the request, all invoices for payment should be sent electronically to the Treasurer.

12.4.6. Any club member who pays for Board-approved items must submit a receipt or invoice for reimbursement.

12.4.7. The Treasurer shall pay reimbursements within fifteen (15) days of receipt of the appropriate invoice. The Board will not pay for any item not included in a budget or not approved in advance.

12.5. Issuing Checks and Electronic Payments

12.5.1. The Treasurer issues checks for invoices received. The Treasurer may not write a check without an invoice or a reimbursement claim form.

12.5.2. Payments are to be made by an appropriate method prior to due dates.

12.5.3. Employee Payroll

12.5.3.1. Coaches must submit their time worked before 11:59 pm on the last day of the pay period to their wheniwork.com portal.

12.5.3.1.1. Late time reports will be paid with the subsequent pay period.

12.5.3.2. Treasurer must submit approved payroll to the payroll processor within 48 hours of the end of each pay period. There is no grace period for this task.

12.5.4. It is recommended that payments be processed through the bill pay service in order to make bookkeeping easy.

12.5.5. In the case of a prolonged absence, the Treasurer, with the approval of the Board President, may designate another team member to approve payments.

12.5.6. Checks can be signed by the Treasurer, Administrative Vice President, or the President.

12.5.6.1. When a check is issued to any of these individuals, one of the other signers should review and sign the check.

12.5.6.2. Annually, upon receipt of the minutes of the Annual Meeting with the results of the election of new officers, the new Treasurer, President, and Administrative Vice President must go to US Bank and all other banking institutions and provide them with a copy of their driver's licenses as well as complete the necessary signature card.

12.6. Fundraising

12.6.1. A suggested minimum of twenty percent (20%) of income from fund-raising monies each year shall be donated to a 501(c)3 charity or non-profit organization, and any additional money raised through fundraising will also be donated to that charity at the Annual Meeting.

12.6.2. Any club member may propose the name of a charity or non-profit organization at the Annual Meeting. The Board will then vote on and select the organization at the next Board meeting.

APPENDIX A -- Timeline

JANUARY

- Treasurer, President, Administrative Vice-President: change the signers on the bank account to reflect the new members of the Board.
- Facilities and Equipment Coordinator: check the pool schedules for Martin Luther King's Birthday.
- Swimming Representative: remind the swimmers to renew their SPMS/USMS membership for the upcoming year and obtain a list of those who have registered from the SPMS Registrar in order to confirm compliance.
- Swimming Representative: remind the swim coaches to renew their SPMS/USMS membership for the upcoming year.
- Treasurer and Water Polo Representative: renew the club's registration with USAWP for the upcoming year.
- Water Polo Representative: remind the water polo players to renew their USAWP membership for the current year and obtain confirmation of compliance from the USAWP website.
- Treasurer: renew the club's registration with IGLA for swimming and for water polo for the upcoming year.
- President: confirm which of the four IGLA representatives for swimming are continuing as reps for another year, and select new representatives for a full complement.
- President: confirm which of the three IGLA representatives for water polo are continuing as reps for another year, and select new representatives for a full complement.
- Treasurer: pay the annual fee to renew the post office box rental for the current year.

FEBRUARY

- Facilities and Equipment Coordinator: check the pool schedules for President's Day.

MARCH

- Facilities and Equipment Coordinator: check the pool schedules during the Easter weekend.

APRIL

- Treasurer: send all necessary information to the club's tax accountants to prepare and submit tax returns by May 15th.

MAY

- Facilities and Equipment Coordinator: check the pool schedules for Memorial Day.
- Social Vice President: start looking for venues for the Anniversary Party/Awards Banquet.
- Facilities and Equipment Coordinator: check the pool schedules at the West Hollywood pool before and after the CSW Festival.

JUNE

- Facilities and Equipment Coordinator: check the pool schedules for the 4th of July.

JULY

- Social Vice President: confirm venue and date for the Anniversary Party/Awards Banquet.

AUGUST

- Social Vice President: send a Save-the-Date announcement to the membership regarding the Anniversary Party/Awards Banquet to be held in October.
- Facilities and Equipment Coordinator: check the pool schedules for Labor Day.

SEPTEMBER

- Social Vice President: send invitations for the Anniversary Party/Awards Banquet and include ballot for voting on awards.
- Development Coordinator: propose candidates of non-profit organizations to which WH2O will donate a portion of the proceeds from fundraising for the year at the Annual Meeting.

OCTOBER

Anniversary Party/Awards Banquet

- Secretary: announce to the membership a date for the Annual Meeting to be held in November.
- President: select and appoint an Elections Officer for the Annual Meeting.
- Facilities and Equipment Coordinator: check the pool schedules for Halloween.
- Social Vice President: plan a holiday party for the first or second weekend in December (not to conflict with SPMS SCM Championships).

NOVEMBER

Annual Meeting

- Facilities and Equipment Coordinator: check the pool schedules for Thanksgiving.
- Swimming Representative: remind the swimmers to renew their SPMS/USMS membership for the upcoming year.

DECEMBER

Transitional Board meeting

- Treasurer: renew the club's registration with USMS/SPMS for the following year.
- Swimming Representative: remind the swimmers and swim coaches to renew their SPMS/USMS membership for the upcoming year.

- Facilities and Equipment Coordinator: check the pool schedules for Christmas and New Year.

APPENDIX B -- Banquet Timeline

1. Select a date and location.
2. Create and approve budget.
3. Get quotes on catering.
4. Secure venue and menu.
5. Send invitations via email using the TeamUnify platform for RSVP and payment, and include ballot for voting on awards.
6. Tabulate ballots to determine results of voting for awards. .
7. Get plaques ordered for the awards.
8. Get certificates of appreciation made.
9. Get the Board to vote on certificates of appreciation and volunteer of the year (and friends of WH2O award).
10. Get coaches to vote for most improved swimmer and water polo player.
11. Get volunteers lined up, tell them exactly what you want them to do, and what time you need them to begin helping you.
12. Select Master or Mistress of Ceremonies to host the event and also presenters for the event.
13. Consider getting someone to create a slide show or some other visual presentation incorporating the history of the club or the events of the current year.

APPENDIX C

Pools and Contacts

West Hollywood Aquatic Center (WHAC)

- Stephanie Martinez, Recreation Services Manager, smartinez@weho.org
- Cortez Jordan, Aquatics Supervisor, CJordan@weho.org
- Alborz Basiratmand, Abasiratmand@weho.org

Citywide Aquatics: Brennen Obeto and Gina Gonzalez, rap.aquaticspermit@lacity.org

- Echo Deep: Maria Gudino, Aquatic Facility Manager II, maria.gudino@lacity.org
- VNSO: Bianca Garcia-Zamora, Aquatic Facility Manager, bianca.garciazamora@lacity.org
- Roosevelt: Richard Rincon, Aquatic Facility Manager, richard.v.rincon@lacity.org
- Richard Alatorre: RichardAlatorre.Pool@lacity.org
- *Expo Center / John C Argue: Wendy Escobar, Aquatic Facility Manager, wendy.escobar@lacity.org

*permit through Citywide but has separate and higher rental rates than other LA City Aquatics Facilities

Culver Plunge: Maisha Martinez, Maisha.Martinez@culvercity.org

City of Santa Monica

- Santa Monica Swim Center: Jeanette Gant, Aquatics Programming Manager, jeanette.gant@smgov.net
- Annenberg Community Beach House and Santa Monica Swim Center: Heath Hamilton, Beach Recreation Supervisor, heath.hamilton@smgov.net

APPENDIX D

West Hollywood Aquatics Code of Conduct

Prohibited Conduct Under This Policy

Discrimination

West Hollywood Aquatics prohibits discrimination based on an employee's or member's protected characteristic(s), including race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital status, pregnancy, veteran status, genetic information, and any other characteristic protected by applicable law.

Discrimination is defined as the unfair adverse treatment of an employee or member because of their protected characteristic(s). This policy applies to, but is not limited to, the provision, benefits, conditions, and privileges of employment and membership.

Discrimination in violation of this policy will be subject to disciplinary action up to and including termination (for employees) and suspension of membership or expulsion (for members).

Harassment

West Hollywood Aquatics prohibits harassment based on an employee's or member's protected characteristics, including race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital status, pregnancy, veteran status, genetic information, and any other characteristic protected by applicable law.

Harassment is defined as any unwelcome; objectively and subjectively offensive; and severe or pervasive conduct based on an employee's or member's protected characteristic(s) that has the purpose or effect of creating an intimidating or hostile environment for an employee or member. Examples of harassment include, but are not limited to, comments, communications, slurs, epithets, ridicule, gestures, jokes, and visual displays (that otherwise meet the definition of harassment above).

Harassment in violation of this policy will be subject to disciplinary action up to and including termination (for employees) and suspension of membership or expulsion (for members).

Sexual harassment

West Hollywood Aquatics prohibits sexual harassment.

Sexual harassment is defined as any unwelcome; objectively and subjectively offensive; and severe or pervasive conduct of a sexual nature that has the purpose or effect of creating an intimidating or hostile environment for an employee or member. Examples of sexual harassment include, but are not limited to, requests for sexual favors or dates; sexual advances; sexual innuendo; obscene or lewd displays; the conditioning employment or membership terms or decisions on the submission to sexual conduct; sexual assault; stalking; and intimate partner violence.

Sexual harassment in violation of this policy will be subject to disciplinary action up to and including termination (for employees) and suspension of membership or expulsion (for members).

Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee or member for making a good faith complaint of discrimination, harassment, or sexual harassment; or for participating in the Board's investigation of or response to such a complaint.

Retaliation against a Board member, coach, or any member of the club who seeks advice, raises a claim or concern, or reports misconduct of any kind is strictly prohibited.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including suspension or expulsion of membership and/or termination of employment as per Section 1.5.2.1 of the West Hollywood Aquatics Policies and Procedures.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the Board will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the Board.

Complaint Procedure

West Hollywood Aquatics has established the following procedure for making a complaint of discrimination, harassment, sexual harassment, or retaliation. The organization will treat all aspects of the procedure confidentially to the extent reasonably possible.

1. Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. A member of the Board may assist the complainant in completing a written statement or, in the event a member or an employee refuses to provide information in writing, the Swim Representative, Water Polo Representative, or Administrative Vice President will receive dictation of the verbal complaint.
2. Upon receiving a complaint or being advised by a member or employee that violation of this policy may be occurring, the Swim Representative, Water Polo Representative, or Administrative Vice

President will notify the Board and review the complaint as per Section 1.5.2.2 of the West Hollywood Aquatics Policies and Procedures.

3. The Board will initiate an investigation to determine whether the alleged violation can be established by a preponderance of the evidence (i.e., whether it is more likely than not that the alleged violation occurred).

4. During the investigation, the Administrative Vice President or a delegate of the Board together with legal counsel (if required), will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.

5. Upon conclusion of an investigation, the Administrative Vice President or their delegate will submit a written report of the findings to the Board. If it is determined that a violation of this policy has occurred, the Board will recommend appropriate disciplinary action as per Sections 1.5.2.4 – 1.5.2.7 of the West Hollywood Aquatics Policies and Procedures. The appropriate action will take into account:

- a) the severity, frequency and pervasiveness of the conduct;
- b) prior complaints made by the complainant;
- c) prior complaints made against the respondent; and
- d) the quality of the evidence (e.g., firsthand knowledge, credible corroboration).

6. If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the Board may recommend appropriate preventive action.

7. Once a final decision is made by the Board, the Board will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed as per Section 1.5.2.8 of the West Hollywood Aquatics Policies and Procedures.