

Green Valley Homeowners Recreation Association
Charter of the Green Valley Swim Team Committee

WHEREAS, the Bylaws for Green Valley Homeowners Recreation Association (“GVHRA”), at Article IX, authorize the Board of Directors to “shall appoint committees as deemed necessary to carry out duties delegated to them by the Board.”

WHEREAS the Board of Directors has determined that the best interest of the Association’s membership would be served by the establishment of a Green Valley Swim Team Committee (“Committee”);

NOW, THEREFORE, LET IT BE RESOLVED, by the Board of Directors to establish this Charter of the Standing Committee to be known as the Green Valley Swim Team (GVST) Committee.

Purpose of Committee

The purpose of the Committee is to oversee a balanced recreational swim program. The GVST program provides growth through developing team spirit, good sportsmanship, goal setting, and social activities in a disciplined atmosphere wherein all swimmers are encouraged and trained to swim to the best of their abilities.

Responsibilities of Committee

1. The Committee shall function under the authority and direction of the Green Valley Homeowners Recreation Association (GVHRA) Board of Directors.
2. The Committee shall operate in compliance with the CC&R’s, By-Laws, Rules and Regulations, and directives of the Board of Directors of the GVHRA.
3. The Committee shall provide oversight for the GVST program.
4. The Committee shall ensure sound operational and fiscal policies are established and adhered to.
5. The Committee shall adhere to Federal and State labor laws as they may apply to employees of GVHRA providing services related to the GVST.
6. The Committee shall provide an annual calendar of proposed events to the Board for approval and shall provide the financial reporting described herein.
7. Provide articles for GVHRA website, newsletter, social media, etc., as directed by the Board, including Committee and GVST activities and accomplishments.
8. Keep registration records, including contact information for each family, fees paid, and volunteer service hours.
9. Solicit sponsorships to fund GVST events.
10. Develop proposed regulations for parents and guardians for practice and events.
11. Ensure that pool areas are maintained in a safe condition and present concerns to the association office regarding needed maintenance or repair.
12. Prepare pool area for all events and ensure appropriate clean-up after each event.

13. Paid coaching staff are employees of GVHRA. GVHRA will include staff in their bi-weekly payroll and bill GVST for salaries and taxes. The Committee shall determine said coaching staff and provide oversight throughout the season.
14. Verify age eligibility for all athletes.

Committee Leadership

1. The association manager shall be appointed by the Board to serve as a liaison to the Committee and provide necessary information for the Board.
2. The Board shall appoint a Chairperson to the Committee and may appoint a second person to act as Co-Chair. The Chair(s) are the leadership to the Committee and GVST program and must be GVHRA homeowners.
3. The Chairs(s) may be removed, without cause, by the Board and shall serve until resignation, disqualification, or removal by the Board.
4. The Committee chosen by the Chairperson(s) shall consist of 5-9 voting members, including the Chairperson(s). Committee members may be removed, without cause, by the Chairperson(s) or Board and shall serve until resignation, disqualification, or removal by the Board: Chair / Co-Chair, Secretary, Treasurer, Meet Coordinator, Registration Coordinator, Equipment Manager, Food Booth Coordinator.
5. The Chairperson(s) shall appoint a Secretary who shall be responsible for taking minutes at each meeting.
6. The Chairperson(s) shall appoint a Treasurer who shall be responsible for keeping records of all financial transactions involving the Committee or the GVST. A summary of the financial transactions shall be provided to the monthly to the Board during the season. The Treasurer shall be primarily responsible for ensuring compliance with the provision entitled "Financial Records" below.
7. The Treasurer and the Chairperson shall be jointly responsible to provide requests to the Board for reimbursement or approval of proposals. Said requests shall be provided in writing to the association office and include supporting documentation sufficient for the Board to properly evaluate the request.
8. Chairperson(s) and Treasurer must be (1) a parent or guardian of a GVST athlete and (2) a record owner of property within GVHRA and in good standing.
9. Any person may volunteer to serve the Committee in carrying out its functions as appointed or tasked by the Committee. Volunteers are not required to be owners, residents, or parent/guardians of athletes, but each swimmer family must volunteer at a said number of events or activities each season or pay a designated buy-out fee. Such functions may include providing service at competitions.
10. The Committee shall be entitled to determine which volunteers shall be permitted to provide service.

GVST Members

1. GVST registration is open to children of GVHRA residents and non-residents. Preference is given to GVHRA residents.
 - a Memberships to the GVST may be suspended if the owner of the home providing residency for the swimmer is not in good standing with GVHRA. Suspension will only occur after a noticed hearing before the GVHRA Board.
 - b The Chair determines a member should be removed for not following team rules.
2. GVST must provide the GVHRA association office with a listing of registered GVST members, to include swimmer's name, parent or guardian's name, address, and emergency contact information, prior to the start of preseason activities.

Financial Matters

1. The Committee will maintain financial records including its budget for each season, to include anticipated revenue and expenditures.
2. Committee financial reports shall be provided to the Board via the association office monthly during their season by the Treasurer. A monthly balance sheet indicating the budgeted amounts versus actuals expenditures and revenue, as well as year-to-date budget versus actuals will be provided to the Board via the association office.
3. The Committee will be responsible to procure liability insurance prior to the start of the swim season.
4. The Committee shall provide recommendations to the Board for all GVST fees on an annual basis. The recommendations shall include resident and non-resident fees.

Meetings

1. Meetings may be called by a Chairperson or by any two (2) other Committee members.
2. Meetings shall be held regularly and at a minimum every month during swim season, but otherwise at least quarterly.
3. Meeting space in clubhouses or at pools shall be provided when available at no charge for Committee meetings.
4. A draft of the minutes shall be provided by the Secretary to the association office within two (2) weeks of each Committee meeting.

CERTIFICATE

I, Ted Woloshun, the Secretary of the Green Valley Homeowners Recreation Association, hereby certify that the foregoing Resolution was duly and regularly adopted by the Board on _____, 2021.

Ted Woloshun, GVHRA Secretary