

FOUR CORNERS AQUATIC TEAMS
FARMINGTON, NEW MEXICO

PART III

FOUR CORNERS AQUATIC TEAMS

FARMINGTON, NEW MEXICO

Welcome

We'd like to thank you for choosing to join us here at FCAT. Our coaching staff has substantial experience, and we look forward to working with you over the coming years.

Included in this packet you will find all of the information you need to get started. If you find that you have any questions please address any one of the board members, coaching staff or fellow swim parents. The easiest way to get in touch with the coaches is by email, the FCAT Hotline, or leaving a note in the coach's folder at practice.

There are four age groups in FCAT and the coaches are constantly sending one group home and receiving a new group into the pool. Please be courteous and pick up your swimmers on time. It is not the responsibility of the coaches to assume responsibility for swimmers before or after practice. We don't want to see anyone get hurt during these times. Parents are responsible for checking your own folders during practice. The folder is where IMPORTANT information is put, and it is your responsibility to check it often.

In Groups 1 and 2, our goal is to develop all of the FUNdamental skills necessary for long term success. In Group 3 we will begin to teach the basics of training and preparing to race at a higher level. Group 4 is where serious training takes place. The recently acquired Master's team is also serious in training, and is for swimmer's age 5-70+. We are continuously focusing in doing things the right way at every level. It is our hope that you enjoy your tenure with our program.

Coaching

Tex Doherty has coached FCAT for just over 3 years and has seen the team improve from a few "A" times to "AAAA" and many "AAA" swimmers. The team has also doubled in size in the last few years and recently hosted the 2007 Western Zones Championships. Before he came to be known as "Tex", he lived in Houston, Texas, he swam from ages 4 to 19. When he stopped swimming, he realized that he enjoyed the sport and the practice and meet environment so much that he started coaching immediately. Tex graduated from Rice University with a degree in Psychology back in the 90's. Sometimes he still lives in the 90's. He taught math and coached swimming and water polo in Houston before moving to Alaska.

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The second day in Alaska, as the new coach of the Viking Swim Club, he became Tex after saying “y’all” one too many times. In a town called Petersburg, on an island, he lived for 5 years, traveling around Alaska and the Pacific Northwest for swim meets. While there, he coached a Junior National swimmer and four of his swimmers achieved National Top 16 ranking. Tex was named the Alaska Swimming Age Group Coach of the Year in 2003, then came to FCAT and was named the 2004 New Mexico Age Group Coach of the Year.

Tex has recently become the head coach of FCAT. He coaches swimming because he believes that swimming is fun, and that challenging oneself to improve is always rewarding. He coaches groups 3 & 4 and also the master’s team. He can be found riding his bicycles around town, hiking in the wilderness, and generally finding excuses to get outside. He just recently became the New Mexico Swimming General Chairman.

Dick Taylor started in April 2007. Dick started coaching the New Harford Knights right out of high school in 1976. By 1982, he was named the Head Coach and shortly thereafter they won the 1982 Boys Team Championship at the 1982 Adirondack LSC Short Course Championships.

Dick also coached a small start-up team at the YMCA in Binghamton, New York while away at school in 1981. Dick was then hired to coach a very small number of age-groupers on the Lexington Thoroughbred Swim Team. The age-group swimmers did well – placing at the 1984 Kentucky Short Course Championships in nearly all of the events.

Swimming great distances has always appealed to Dick, so while living in middle Tennessee, he experimented on his own between 2000 – 2004. During that time, he swam in excess of 5,000 miles; including over 350 swims of 10 miles or further, a 78 mile pool swim, and a 97 mile river swim.

Dick recently experienced success in our FCAT satellite program in Towaoc, for which he was voted the 2006 ASCA New Mexico Age Group Coach of the Year.

Dick looks forward to the challenge of continuing the FCAT tradition of successful age-group swimming in Farmington.

Go Piranhas!

The FCAT Board & Coaching Staff

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SUPPLY LIST

These are the items your swimmer needs at practice and at swim meets:

- Practice suit of your choice to wear ONLY at practice, one piece
- Team T-shirt to be worn at swim meets (WE WANT TO SHOW TEAM SPIRIT!!!)
- Team suit, MUST be worn in order to participate in a swim meet (Team suits will be ordered on the 25th of each month, order form enclosed)
- Swim caps and goggles
- Flexible flippers for training at practice

Things to bring to a swim meet

These are suggestions that may help you to be more comfortable and prepared for your first few swim meets. This is in no way a mandatory list. After you've attended a meet or two you will know what works to make you and your swimmer comfortable.

- Dress cool, indoor meets are usually pretty warm and humid
- Chairs to sit in, there is usually not enough room at meets and your personal chair will probably be more comfortable than crowded bleachers
- Something to write with (Sharpie) and a highlighter to mark your swimmer's events, heats, and lanes from the Heat Sheets
- Drinks (water) and healthy snacks in the event there is no concessions available
- Money to buy a Heat Sheet (program) and/or to spend at the concession stand or gear table (TIP: take \$1 bills to swim meets, they appreciate it)
- An extra towel is useful in the event that your swimmer needs a dry towel
- Extra goggles, cap, suit (if possible) are all good items to have handy

You will be notified if there are any additional supplies that you are required to take to a meet as those various meets are scheduled. Come ready to have fun and cheer on your team. Go FCAT !!! Go Piranhas!!

FOUR CORNERS AQUATIC TEAMS
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Piranhas Gear Order Form

Team suits are black with the FCAT logo on them. Practice suits can be any color. Team suits are available by filling out a team suit order form. Return your order form with payment made out to FCAT. Place the order form and payment in the IN folder at practice. Orders are placed on the 25th of every month. Please allow 2 to 3 weeks for delivery. There is a team suit order form and team apparel order form in your packet. If you need additional order forms you can find some in the “T-shirt orders” folder at practice. Merchandise is available for you to see. If you have any other questions about the merchandise or any other questions, please contact a board member.

(5/10/07 – We are currently working on a direct order procedure with a distributor. As soon as we can, we will hand out any changes in gear ordering procedures).

FOUR CORNERS AQUATIC TEAMS

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The History of FCAT

With so many new parents joining FCAT, the Board has put together a brief history of the Four Corners Aquatic Team to help you understand how the team came into existence, what the team is comprised of and where your dollars are spent.

FCAT officially came into existence in August of 2001. The City of Farmington decided to discontinue its competitive swimming program. A group of parents agreed to take over the operations of the team and they formed a non-profit corporation. This corporation included an elected board to run its day to day operations.

In 2004, Tex Doherty was hired. He is a level 3 coach. Coach Tex is currently the head coach of FCAT. Dick Taylor was hired in April 2007 to assist Coach Tex.

Each year, swimmers from around the four corners join FCAT. They are required to pay \$54 for their annual USAS (United States Aquatic Sports) registration. All of the \$54 goes to USAS for swimmer's insurance, publications, educational programs, sports medicine programs, resources and general information about swimming-related activities. Many programs nationally, including New Mexico, promote swim programs and provide for the uniform rules and consistency of swim programs.

Each FCAT swimmer/family is required to pay monthly dues, work at the swim meets where their swimmer is swimming, and pay or raise an annual fund raising assessment. Swim meets are the team's major source of fundraising at this time and are an intricate part of the team's income. The monthly dues and annual fund raising assessment go to pay the salaries of the coaching staff, payroll taxes including FICA, FUTA, SUTA, health insurance, worker's compensation, liability insurance, meet expenses, and travel expenses of the coaching staff for out of town meets. FCAT is a business with normal business expenses. It must operate at a profit to remain in business.

The goal of the FCAT board is to run the day to day operations of the business end of the team and to provide for policies and a long term business plan in order for the team to remain in operation for many years to come, including after the terms of the current board members expire. The board is made up of volunteers not receiving compensation of any kind.

The parent financial contract is an integral part of our program and the fund raising assessment is required for us to minimally break even between the profits and expenses. If you have not done so, please work on your fund raising assessment so that we know that we have the support of the parents and swimmers in continuing the longevity of this great swim team.

FOUR CORNERS AQUATIC TEAMS
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Farmington Aquatic Center
Lions Pool
Brookside Pool

RULES

The City of Farmington allows FCAT to use the Aquatic Center, Lions Pool, and Brookside Pool for swim team practices and meets. Please be polite and respectful to the Aquatic Center Staff. They are not in charge of our program and do not work for us.

If you want to participate in any of the activities provided by the Aquatic Center such as Aquacize, lap swimming or swimming lessons they have information available. If you have questions about FCAT please use our FCAT Hotline 402-9254 for practice times or contact one of the board members listed below.

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FCAT 2006/2007 Board Members and committee chairs

Please feel free to contact any board member with questions or concerns that you may have. We normally have a parents/board meeting the first and third Thursday of each month. If you have questions or want to learn about the team, this is the fun meeting to come to.

President	Gary Riley	327-5847	gmriley@rileyindustrial.com
President-elect	Vacant		
Secretary	Susan Martinez	599-0657	skmartinezrw@yahoo.com
Treasurer	Karen King	325-1070	karensking@earthlink.net
Team Representative	Natalie Riley	327-5847	natalie@rileyindustrial.com
Team Registrar	Marianita Chee	327-3461	mchee@earthlink.net
Member	Gwen Alldredge	598-5194	gwenalldredge@msn.com
Member	Lee Cothorn	325-3488	cothorn4@hotmail.com
Member	Michelle Duncan	327-7651	cheleduncan@hotmail.com
Member	Barbara Wheeler	632-7700	myfamily99@msn.com
Member	Todd Adams		twayne9393@msn.com
Head Coach	Tex Doherty	402-9254	tex@fisi.net
Coach	Dick Taylor	402-9254	longswim97@hotmail.com

Committee Chairs

Publicity

Recruitment

Fundraising

Hospitality

Communication Lee Cothorn

The FCAT team phone number is 505-402-9254. Call for practice time, inquiries, or to leave a message. Your call will be returned. Also, check out the team website for current information pertaining to the team. fcatswimming.org

FOUR CORNERS AQUATIC TEAMS

FARMINGTON, NEW MEXICO

Four Corners Aquatic Teams
PO Box 3531
Farmington, NM 87499

Dear Parents,

I am your Team Representative to our Local Swimming Committee (LSC), which is New Mexico Swimming (NMS). As your representative, I am the liaison between our team (FCAT) and NMS. I will forward you any information that is passed on to me specifically for our team from both NMS and USA Swimming. Many times much of the information I receive can be found on the NMS web site at www.nmswim.org. In addition, I can help you to provide feedback to NMS for those issues that you feel are important to our club.

If you have questions or need information about meets, time standards, or NMS rules and regulations, please check out the NMS web site at www.nmswim.org and if you need further information or the information you are looking for is not there, feel free to contact me. If you have any other questions about FCAT, USAS registration, or our activities, I will be glad to assist you. Please read the USA swimming publication Parent Education Handbook as this is very good information.

Sincerely,

Natalie Riley
Email: natalie@rileyindustrial.com
Phone: 505-327-5847

FOUR CORNERS AQUATIC TEAMS

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Characteristics of a Successful Piranha

Coachability:

- Respect the coaches and your teammates.
- Be willing to learn and challenge yourself.
- Discuss with the coaches any misunderstandings or disagreements immediately in order to clarify the confusion.

Character Development:

- Care about the progression of the team and self.
- Be honest with yourself about each workout and meet performance.
- Commit to a schedule in order to improve.
- Carry through on this commitment to yourself, the coaches, and the team.
- Put the team before personal needs and desires.
- Be self-motivated rather than having to be pushed by the coaches, parents or teammates.

Practice Guidelines

Practices:

- Practices will be organized by groups, these groups will be determined by the coaches. See the website for practice schedules and times. It is important to adhere to these schedules so that all will get the proper attention to skills needed to improve.

Tardiness:

- Please be on time to practice. Arriving late disrupts the practice and inhibits the growth and development of all.

Training etiquette:

- There are many areas of practice behavior we will work on. They are intended to create more organization, a better training environment, and more enjoyment from the sport.
- No stopping during a swim/set. Being tired or missing an interval is not an acceptable excuse for stopping in the middle of a set. You cannot expect to achieve your goals if you give up when something becomes difficult. Believe in yourself, trust yourself, and be honest with yourself about your work ethic.
- Bathroom breaks should only be taken BETWEEN sets, and very quickly. Use the restroom before practice to minimize these.
- Start and finish at the wall. There are no races that begin and/or end in the middle of the pool or 3 yards short of the wall.
- Stay on your side of the lane. Our lanes are wide enough to enable comfortable passing opportunities. Plan to utilize this space.
- Learn to use the clock properly and understand intervals. The coaches should not have to play traffic cop in order to keep the sets moving.
- Pay attention to the times you achieve in practice. The more you know about your performance in practice the more you will understand what is necessary to improve

FOUR CORNERS AQUATIC TEAMS
FARMINGTON, NEW MEXICO

BE AN INVOLVED PARENT

Be on a committee

Be an Official

Be a Timer

Help with maintenance

Volunteer to Chaperone

Bring Refreshments

Do a Newsletter

Order Team Equipment

Plan a Banquet, Picnic, or Team Outing

Serve on the Board

Be the "Dumb Question Person"

Be a Representative to the LSC

FOUR CORNERS AQUATIC TEAMS
FARMINGTON, NEW MEXICO

*10 Commandments for
Swimming Parents. . . .*

- 1. Thou shalt not impose thy ambitions on thy child*
- 2. Thou shalt be supportive no matter what*
- 3. Thou shalt not coach thy child*
- 4. Thou shalt have only positive things to say at a swim meet*
- 5. Thou shalt acknowledge thy child's fears*
- 6. Thou shalt not criticize the officials*
- 7. Thou shalt respect thy child's coach*
- 8. Thou shalt be loyal to thy team*
- 9. Thou shalt have other goals besides winning*
- 10. Thou shalt not expect thy child to become an Olympian*

FOUR CORNERS AQUATIC TEAMS
P.O. Box 3531
FARMINGTON, NEW MEXICO 87499

CONTACT PERSON: 505-402-9254

Dear Sponsor,

The Four Corners Aquatic Teams (FCAT) is a parent run team with swimmers from all over San Juan County. We will be hosting New Mexico Invitational Swim meets throughout our season. Young swimmers and their families representing 7 - 10 teams from Colorado and New Mexico will be in Farmington for the duration of the invite. Programs with important information for each swimmer and their families will be available at each meet. We would like to offer you the opportunity to advertise in these programs. Swim meets are our team's primary fundraisers. We would appreciate your support for these hard working athletes. Your ad will be run in the program at all FCAT swim meets this season and you will be listed as a sponsor in the FCAT monthly newsletter until the end of the season. If you have any questions regarding your sponsorship, please feel free to get in touch with the contact person.

We respectfully request your participation in the Four Corners Aquatic Teams (FCAT) program by sponsoring the swimmer described below:

Swimmer Name : _____

Age Group : _____

We thank you for your interest and generosity in our local youth. This letter will be sent back to you as a receipt for tax purposes.

Sincerely,

FCAT PIRANHAS

Advertising costs

Event Sponsor:	\$10	One line (e.g. Swim fast Susie! Love Grandma)
Program Sponsors:	\$25	Business card size
	\$50	Half page size
	\$100	Full page size

Make checks payable to FCAT. Please attach a business card, logo, artwork or wording to be used in your ad.

Business name _____

Size of Ad / Amount: _____

Contact Person / Phone #: _____

For official use only

Received by: _____

Date: _____

Please feel free to make copies of this form.

**FOUR CORNERS AQUATIC TEAMS
P.O. Box 3531
FARMINGTON, NEW MEXICO 87499**

CONTACT PERSON: 505-402-9254

Dear Sponsors,

The City of Farmington and the Parks and Recreation Department has generously allowed us to offer advertising space on signs that will be prominently displayed on the inside walls of the Farmington Aquatic Center, one of the best facilities in the southwest and continually the host to many local, state, and national level events.

Four Corners Aquatic Teams (FCAT) is very excited about our upcoming swimming season and is looking forward to the many exciting meets and venues we will be hosting.

FCAT is a parent-run non-profit business whose sole purpose is to promote swimming for all ages in the local area. We are affiliated with USA Swimming, the national organization for competitive swimming.

FCAT relies on active parents and coaches as well as generous businesses, like yours, to meet expenses to continue to expose more people, especially kids, to the joy of swimming, a healthy sport and life long activity.

We are now offering an opportunity for your business to advertise and show its support for swimming by sponsoring a 3 foot x 5 foot sign with your company's information or logo on the custom made sign. The signs will be viewed by residents of the Four Corners area along with visitors and teams from across the state.

The signs will cost \$600 and the sponsorship is renewable every 12 months. The \$600 includes the cost of the sign, the graphics, and the installation.

We want sponsors to know that they are getting advertising throughout the year, instead of just in "a season", as in other sports. FCAT competes year-round and we look forward to hosting more swimmers than ever before from a wider area in the next year.

Again, thank you for your consideration and your support. If you are interested in getting back into swimming, or know someone in the community who wants to join this fun activity, please contact the number listed above. If you have any questions about the signs or about our other various FCAT sponsorships, please contact Karen King, Treasurer, at 486-0114 or Gary Riley, President, at 327-5847.

Thank you,

The Board of Directors
Four Corners Aquatic Teams

Sponsorship Information.

Total Due _____

Total Paid _____

Date Paid _____

Check No. _____

Sign Term _____

Please attach art work or send electronically (preferred) to gmriley@rileyindustrial.com. If you need help with your art work, please call and we can help you make this a simple process.

**BY-LAWS
OF
FOUR CORNERS AQUATIC TEAMS, INC.**

**MEMBER DISCIPLINE POLICY
FOR
FOUR CORNERS AQUATIC TEAMS, INC.**

The following discipline and policy procedure shall apply to all members of Four Corners Aquatic Teams, Inc. [hereinafter "FCAT"]. Members consist of all swimmers, as well as parents or legal guardians of all swimmers.

**SECTION I
RESPONSIBLE BODY**

The Board of Directors of FCAT shall be responsible for carrying out the discipline policy and procedure.

**SECTION II
INITIATION OF DISCIPLINE POLICY**

The discipline policy and procedure is initiated by filing with the Board, the Team Representative, or any officer, a written notice setting forth the alleged misconduct. The written notice shall state the member's name, the alleged date of the incident, the nature of the alleged misconduct, and the names of any other persons involved.

**SECTION III
DISCIPLINE PROCEDURE**

Upon receipt of a written notice of alleged misconduct, the Board Member, Team Representative, or Officer shall immediately notify the President. The President shall call for and schedule a meeting, in accordance with the By-Laws of FCAT, at which the notice and alleged misconduct shall be addressed. If, due to the nature of the alleged misconduct, time does not permit for the calling of a meeting of the Board, then the President shall notify all Board Members by e-mail and/or telephone, shall receive input from the Board Members by e-mail and/or telephone, and shall call for a vote on action to be taken by e-mail and/or telephone. The purpose of the Board Meeting shall be to determine the facts regarding the alleged misconduct and to discuss remedial and/or disciplinary measures to be taken.

**BY-LAWS
OF
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**SECTION IV
DISCIPLINARY STEPS**

Depending on the nature of the alleged misconduct, the Board may take the following disciplinary steps to remedy and/or address member misconduct:

- (1) For a first (1st) minor offense, the Team Representative and one or more Officers shall contact the Member, advise of the alleged misconduct, receive any input from the Member, and advise the Member of the remedial actions recommended by the Board. Written confirmation of the contact with the Member, together with a copy of the notice of misconduct, shall be placed in a disciplinary file maintained by the Secretary.
- (2) For a second (2nd) or subsequent offense of any nature, the President of the Board shall send a written letter to the Member advising of the misconduct and of the remedial action required by the Board. A copy of the letter, together with a copy of the notice of misconduct, shall be placed in a disciplinary file maintained by the Secretary.
- (3) For a third (3rd) or subsequent offense of any nature, the President of the Board shall notify the Member that a hearing will be held at which the Member will be allowed to present a defense to the alleged misconduct. At the conclusion of the hearing, the Board may vote to suspend the Member's membership in FCAT or expel the Member from membership in FCAT. The suspension or expulsion of one person in a Member's family shall constitute the suspension or expulsion the entire family. The President shall send written notice to the Member of the action taken by the Board. A copy of the notice of action, together with a copy of the notice of misconduct shall be placed in a disciplinary file maintained by the Secretary.
- (4) Steps one and two above may be bypassed in extreme circumstances, in particular, circumstances involving threat or danger of physical harm to any other person.

Adopted and approved effective the 3rd day of December, 2003.

**BY-LAWS
OF
FOUR CORNERS AQUATIC TEAMS, INC.**

ARTICLE 1

NAME

SECTION 1

The name of the organization shall be Four Corners Aquatic Teams, Inc. [hereinafter “FCAT” or “Team”].

SECTION 2

The principal office of the corporation shall be located in Farmington, New Mexico. The Board of Directors may change the principal place of business at any time. The corporation may also have offices at other places within San Juan County as the Board of Directors may from time to time approve.

SECTION 3

The fiscal year of the Team shall be from January 1 to December 31.

ARTICLE II

MEMBERSHIP

SECTION 1

All swimmers, as well as parents or guardians of swimmers, who have paid FCAT’s assessed dues and fees shall be members of FCAT. Membership shall be open to any resident of San Juan County, New Mexico. Membership shall bind each family to abide by the by-laws, rules and policies of the team.

SECTION 2

All members are expected to:

1. Participate in activities of the Team through office, committee appointment, meet activities and other Team related programs;
2. Participate in team meetings with each family having one vote on matters submitted to membership;
3. Have current USAS card for all swimmers;
4. Participate 100% in Team fundraising.

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SECTION 3

Membership shall be contingent upon payment of such periodic registration fees, monthly dues/fees, and/or membership dues as the Board of Directors may from time to time determine. The amount of dues/fees is to be determined by the Board of Directors semi-annually on such date as is determined by the Board of Directors. Any member who fails to pay dues/fees for three (3) consecutive months may be suspended or dismissed from the Team.

ARTICLE III

PURPOSES AND POWERS

SECTION 1

The purpose of the Team shall include the following:

1. To provide an opportunity for all children eligible for membership to engage in a wholesome, lifesaving, lifetime sport and recreational activity;
2. To promote physical fitness and good patterns of physical development and to encourage proper conditioning and health habits;
3. To provide opportunities for social, emotional and educational development and to encourage peer and family participation;
4. To promote the involvement in age-group programs and provide an opportunity for members to compete in organized swimming competitions.

SECTION 2

The powers of the Team shall include the following:

1. The participation in and conduction of such meets and competitions as the Board of Directors and Coach(s) shall determine from time to time to be in the best interests of the Team;
2. The publication and distribution of programs, newsletters and other publications designed to promote the activities and affairs of the Team;
3. The solicitation and sale of advertising space in such publications and obtaining of sponsorships for competitions and publications.

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**ARTICLE IV
RIGHTS AND LIABILITIES OF MEMBERS**

SECTION 1

No director, officer, member, or authorized agent, or representative of the club shall be liable or responsible for any debts or liabilities of the club, or liable to the club except to the extent of their unpaid portion of membership dues and entry fees.

SECTION 2

Members shall have one (1) vote on all matters brought before a vote of the membership; provided, however, if both parents or legal guardian of a family are members, then such parents or guardians shall only have one (1) vote between them.

**ARTICLE V
MEETINGS OF MEMBERS**

SECTION 1

The Team shall hold a meeting of the membership annually for the purpose of reviewing the activities and financial affairs of the Team, electing a Board of Directors, and conducting such other business as may properly come before the meeting. The Team may also hold other special meetings of the membership as may be necessary from time to time to properly conduct the affairs of the Team. All meetings of the members shall be held at a convenient time and place designated by the Board of Directors. Written notice of the meetings shall be given to all members.

SECTION 2

There shall be no minimum number of members required to be present in person to constitute a quorum at any Members Meeting. Only Members present at the time of the meeting shall have the right to vote, as there shall be no voting by proxy.

**BY-LAWS
OF
FOUR CORNERS AQUATIC TEAMS, INC.**

SECTION 3

The agenda at any Members Meeting shall be prepared by the President in consultation with the Board. Any member wishing to have an item placed on the agenda shall notify the President not less than one (1) week prior to the meeting date.

**ARTICLE VI
BOARD OF DIRECTORS**

SECTION 1

A Board of nine (9) Directors shall be elected by and from the regular members of the Team. The term of each Director shall be for one (1) year. Any vacancy in the Board of Directors caused by death, resignation or disqualification of a Director shall be filled by a majority vote of the remaining Directors until the next annual Members Meeting. Candidates for the Board who is not a member of the Team, or who does not have a child swimming on the Team, for a period of four (4) consecutive months, shall resign and a replacement filled by the Board.

SECTION 2

The Directors shall have the power to adopt rules and regulations and to alter and amend the same from time to time, for the conduct of the business and activities of the Team. The Board of Directors shall have the authority to generally conduct all of the lawful affairs of the Team, including but not limited to entering into any contracts, leases, or other agreements necessary to carry out the purposes of the Team, hire and terminate employees and discipline and/or expel members.

SECTION 3

The Board of Directors shall annually elect from the Directors a President, President-Elect, Secretary and Treasurer. A majority vote of the Board shall be necessary for the election of officers. Officer's Job Responsibilities will be:

President – Responsible For:

- A. Presiding at meetings for the Board of Directors and members;
- B. Developing the agenda for meetings;
- C. Giving leadership to the Board and membership;
- D. Calling meetings of the Board of Directors and membership;
- E. Being a member of the Board during his or her tenure as President, as well as the following year;
- F. Ensuring that there is a representative of the Team at all USAS and LSC meetings;
- G. Appointing chairpersons for special committees;

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FOUR CORNERS AQUATIC TEAMS, INC.**

- H. Locating/organizing pool availability;
- I. Maintaining staff;
- J. Corporate add sponsorship; and
- K. Counseling to coaches, Board members and membership.

The term of office of President shall be for a period of two (2) years.

President-Elect – Responsible For:

- A. Assuming the duties of the President in the President's absence;
- B. Assuming duties and responsibilities delegated by the President;
- C. Compiling, updating and distributing a Team Handbook; and
- D. Team Fundraising.

The term of office of President-Elect shall be for a period of one (1) year. The President-Elect in office at the end of the President's term shall automatically become the President.

Secretary – Responsible For:

- A. Recording and maintaining the records of the Team;
- B. Team correspondence, including notice to membership of general and special meetings;
- C. Keeping minutes of Board and membership meetings;
- D. Sending thank you notes;
- E. Club mailings;
- F. Sending gifts; and
- G. Writing necessary letters.

The term of office of Secretary shall be for a period of one (1) year.

Treasurer – Responsible For:

- A. Maintaining the financial records and accounts of the Team with the approval of the Board of Directors;
- B. Chairing the finance committee;
- C. Paying all routine and recurring expenses provided in the budget;
- D. Filing taxes;
- E. Seeking the approval of the Board of Directors to pay variances to the budget;
- F. Submitting an annual financial report to the membership;
- G. Sending monthly statements and collecting fees and dues;
- H. Maintaining a swimmer count and maintaining, updating and publishing a swimmer and member roster; and
- I. Maintaining receipts.

The term of the office of Treasurer shall be for a period of two (2) years.

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FOUR CORNERS AQUATIC TEAMS, INC.**

SECTION 4

The Board of Directors shall also have the authority to establish committees as may be necessary to further and promote the interests and activities of the Team. Such committees may be comprised of Directors and members. The committees may include the following:

Social – Responsible For:

- A. Fun functions;
- B. Banquets (coordinates with team representative and coach); and
- C. Socials at meets; and
- D. Arrange lodging for out-of-town meets.

Swim Meets – Responsible For:

- A. Assigning and assisting swim meet directors; and
- B. USA officials.

Communication – Responsible For:

- A. Maintaining contact with members;
- B. Buddy system;
- C. Newsletter;
- D. Telephone tree; and
- E. New member packet.

Publicity – Responsible For:

- A. Meet articles;
- B. Recruiting new members;
- C. Advertising for swim meets; and
- D. Bulletin board.

Team Recognition – Responsible For:

- A. Clothing, shirts, sweats, parkas and caps;
- B. Team paraphernalia;
- C. Banners; and
- D. Team pictures.

SECTION FIVE

The Board of Directors shall also annually appoint a Team Registrar and Team Representative, both of whom shall be voting members of the Board. Job responsibilities for these positions will be:

Team Registrar – Responsible For:

- A. Registering all swimmers, coaches and non-athletes with USAS;
- B. Assisting the Treasurer in compiling and maintaining an accurate Team Roster; and
- C. Register Team annually with the LSC.

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Team Representative – Responsible For:

- A. Representing the Team at all State meetings;
- B. Acting as a contact person between the City of Farmington and the Team;
- C. Acting as a contact person to address issues or concerns raised by members; and
- D. All duties indicated and assigned by New Mexico State Swimming and USAS.

SECTION 6

The presence of at least five (5) members of the Board of Directors shall be necessary in order to constitute a quorum for the purpose of conducting business at any meeting of the Board of Directors. The decision of a majority of the Directors present at any meeting shall be the decision of the Team.

SECTION 7

The Board of Directors shall meet not less frequently than quarterly to address all matters and issues deemed necessary by the President. Special meetings of the Board of Directors shall be held on the call of the President or a majority of the Directors. All members of the Board shall be advised, either orally or in writing, as to the time and place of any such meeting. Any member of the Board who misses three consecutive meetings without excuse is subject to replacement.

ARTICLE VII

INDEMNIFICATION OF DIRECTORS AND OFFICERS

The Team shall indemnify any person made a party to any action, suit, or proceeding by reason of the fact that such person, or his successor or assign, is or was a Director, officer, or employee of the Team, against the reasonable expenses, including attorney fees, actually and reasonably incurred by such person in connection with the defense of such action, suit or proceeding. The Team may also reimburse to any such Director, officer, or employee the reasonable costs of settlement of any action, suit or proceeding if it shall be found by a majority of the Members that it was in the best interests of the Team that such settlement be made. Such rights of indemnification

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**ARTICLE VIII
CONTRACTS, NOTES, CHECKS**

SECTION 1

All contracts and agreements authorized by the Board of Directors shall, unless otherwise directed by the Board of Directors, be signed by the President or Vice President of the Team. All checks and drafts issued by the Team shall be signed by the Treasurer, President, or such other person as may be from time to time so authorized by the Board of Directors.

**ARTICLE IX
NON-PROFIT ORGANIZATION**

SECTION 1

The Team shall, at all times, be operated on a non-profit basis for the mutual benefit of its members. No dividends or other interests in the assets of the Team shall be paid by the Team to its members. No part of the earnings of the Team shall inure to the benefit of, or be distributed to, its members, officers, Directors, or any other private persons or corporations, except that the Team shall be authorized and empowered to pay reasonable compensation for services rendered and expenses incurred and to make payments and distributions and in full furtherance of the purposes set forth herein.

SECTION 2

No substantial part of the activities of this Team shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Team shall not participate in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of the Articles of Incorporation or these By-Laws, the Team shall refrain from engaging in any other activities not permitted of any tax-exempt organization under Section 501 of the Internal Revenue Code.

**ARTICLE X
TERMINATION AND DISSOLUTION**

SECTION 1

The Team may be terminated and dissolved upon the affirmative vote of at least three-fourths (3/4) of all Members entitled to vote. In the event of such termination and dissolution, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Team, make a determination for the future disposition of any additional assets or net worth of the Team in accordance with the provisions of Section 501 of the Internal Revenue Code.

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**ARTICLE XI
LSC AFFILIATION**

SECTION 1

The Team shall maintain an affiliation with the Local Swimming Committee of New Mexico Swimming and United States of America Swimming. The team may also be affiliated with additional, or in conjunction with, other LSC's as seen appropriate by the board of directors for the benefit of the swimmers, team, or the sport.

Conflict of Interest Policy

**ARTICLE XII
PURPOSE**

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to non profit and charitable organizations.

**ARTICLE XIII
DEFINITIONS**

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,

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- b. A compensation arrangement with the Organization or with an entity or individual with which the Organization has a transaction or arrangement or
- c. A potential ownership or investment interest in, or compensation arrangement with any entity or individual with which the organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article XIV, Section 2, a person who has a financial interest may have conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

**ARTICLE XIV
PROCEDURES**

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she will leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternative to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is

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fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violation of the Conflict of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE XV
RECORDS OF PROCEEDINGS

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the person who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternative to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE XVI
COMPENSATION

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the

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Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

**ARTICLE XVII
ANNUAL STATEMENTS**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understand the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its' tax-exempt purposes.

**ARTICLE XVIII
PERIODIC REVIEWS**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction

**ARTICLE XIX
USE OF OUTSIDE EXPERTS**

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When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE XX
AMENDMENTS OF BY-LAWS

SECTION 1

These by-laws may be modified, changed, altered or amended by majority vote of the Board of Directors. Any proposed modification, change, alteration or amendment must be presented in writing to the Secretary and President at least one (1) week prior to a scheduled meeting of the Board of Directors. The proposed modification, change, alteration or amendment will be presented to the entire Board at the first scheduled meeting and action will be taken at the next scheduled meeting.

Adopted and approved effective April 5, 2007 by the Board of Directors.