

TANTERRA HOMEOWNERS ASSOCIATION, INC.
Swim & Dive Team Charter

The Swim and Dive Team was established to provide for a means of organized swimming and diving practices and events that are supported by the Tanterra Homeowners Association, Inc. Pursuant to its authority under the Maryland Code and the Association's Governing Documents, the Board of Directors hereby establishes the following procedures, rights and responsibilities for the Team Representatives and Treasurer.

A. APPOINTMENT

1. The Swim and Dive Team is managed by Team Representatives. They are recommended by the swim Team and the dive Team and recommendations will be forwarded to the Pool Committee Chair for approval and to the Board for final approval. The representatives are as follows:
 - a. One or two "A" Swim Team representatives
 - b. One or two "B" Swim Team representatives
 - c. One Pre-Team representative
 - d. One or two Dive Team representatives
 - e. Other representatives may be appointed as needed.
 - f. One swim representative and one dive representative shall be designated as the spokesperson for communication with the Pool Committee
2. The Team Treasurer can be recommended by the Swim and Dive Team Representatives and/or the Pool Committee Chair. The Team Treasurer will be appointed by the HOA Board.

B. RESPONSIBILITIES

1. Team Representatives
 - a. The overall operation of the Team.
 - b. Attend organizational meeting.
 - c. Plan meetings.
 - d. Propose an annual budget to the Team Treasurer.
 - e. Plan Team activities and budget for each event.
 - f. Coordinating events with the Pool Committee Chair.
 - g. Planning with the Treasurer on the number and salaries of the coaches.
 - h. Coordinating with the Treasurer for all expenses.
 - i. Ensure that insurance requirements are maintained.
 - j. Compliance with all applicable Montgomery County and League Regulations.
2. Team Treasurer
 - a. Paying all fees and expenditures for the Swim and Dive Team.

- b. Obtaining proper insurance for the Teams.
- c. Approving all expenditures for the Team.
- d. Approving number of coaches and their salaries.
- e. Reimbursing prior approved costs. A receipt must be submitted for reimbursement.
- f. Presenting an annual budget to the Finance Committee.
- g. Provide a documentation of expenditures and monies collected from the previous season to the Team Representatives prior to budget planning for the upcoming season.
- h. Any equipment purchase above \$1,000.00 must be approved by the Tanterra Board of Directors.
- i. Cooperating with the HOA Board and Clerk for the preparation of the annual audit.
- j. Report major expenditures and account balance to the Pool Committee Chair at least 2 days prior to BOD meeting. Chair will report this to the BOD

C. AUTHORITY

1. The Team Representatives and Treasurer committee shall serve at the discretion and pleasure of the Board.
2. The Swim and Dive Team operates with revenue independent of the HOA except for a designated amount that the Board provides to pay toward coaches. The Swim and Dive Team is authorized to collect membership fees, activity fees, sponsorship fees, donations and fundraising, all as approved by the Team treasurer and pool committee chair, and to pay expenses. A separate checking account is maintained by the Swim and Dive Team Treasurer. Funds left over from year to year remain in the account to be utilized by Swim and Dive Team. Any electronic payment methods must be approved by the Board. In the event the Swim and Dive Team ceases to exist, all monies in the Swim and Dive Team account will become the property of the Tanterra HOA.

D. DESIGNATED SPOKESPERSONS

The Designated Spokespersons for each Team (Swim and Dive) shall be responsible for chairing meetings when held. The Designated Spokespersons shall be responsible for keeping minutes and submitting them to the Pool Committee Chair in a timely manner. The minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of all votes of the Swim and Dive Team meetings. The Pool Committee Chair will submit the Swim and Dive Team minutes to the Tanterra Board of Directors.

E. MEETINGS

All Swim and Dive Team meetings will be announced on the Tanterra.com website and the official Tanterra HOA Facebook Page at least 72 hours in advance. All meeting announcements will include an agenda for the meeting. Meetings of the Swim and Dive Team Representatives must be open to all members of the Tanterra HOA. Minutes of meetings will be kept and copy sent to the Pool Committee Chair. The Pool Committee Chair will make a report of the meetings at the next HOA BOD meeting.

F. OTHER

1. All members of the Swim and Dive Team must be qualified members of the Tanterra Pool.
2. Proposed Swim and Dive Team functions must be presented to the Team Treasurer and the Pool Committee Chair for approval.
3. Any use of the Pool or the Pools grounds must be approved by the Pool Committee Chair. This includes any Team practices, meets or use of any part of the pool facilities. All events must comply with Montgomery County regulations.
4. Concessions must be approved by the Team Treasurer and Pool Committee Chair, must comply with Montgomery County Regulations, and a license or permit must be obtained, if required.

G. COMMUNICATIONS.

In the interest of ensuring strong communications between the Pool Committee Chair, the Tanterra Board of Directors and the Swim and Dive Team, the Team Designated Spokespersons will provide a written report to the Pool Committee Chair of the important issues and plans of Team functions and operations. This report will be presented to the Board of Directors at each monthly Board Meeting. The report is only required during the months that the Swim and Dive Teams are functioning or making plans for the upcoming season’s operations.

This Swim and Dive Team Charter is hereby adopted and made a part of the Minutes of the Board of Directors’ Meeting held on _____, 2021.

ATTEST:

TANTERRA HOMEOWNER’S ASSOCIATION, INC.

Secretary

By: _____
President