

YST Policy Handbook

Reviewed: 9/7/2025

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TOGETHER WE MAKE TIDAL WAVES.



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General Information

YST Board

Position	Name	Email	Number
President	Corey Wright	corey.g.wright@gmail.com	605.376.3941
Vice President	Brian Rippe	brianrippe79@gmail.com	605.999.8460
Treasurer	Melissa Wright	mwmelissawright@gmail.com	605.376.3420
Secretary	Cassi Pietz	cassipietz@gmail.com	605.661.2046
Board Member	Brandon Kneifl	brandon@kneifltymber.com	605.734.1251
Board Member	TBD	TBD	TBD
Board Member	Rebecca Rippe	becky.rippe@gmail.com	605.660.8330

Coaches

Position	Name	Email	Number
Head Coach	Kaitlin Pryor	kpryor5@gmail.com	970.692.1413
Assistant Coach	Caden Feit	cadenfeit@gmail.com	402.617.7646



Group Descriptions:

*Swimmers are placed into groups at the coaching staff's discretion. Coaching staff will be in communication with parents if and when swimmers are ready and able to change levels.

Discovery:

- Ability to float independently.
- Familiar and comfortable with being in the water.
- Preferably have completed some form of swimming lessons.
- Preferably attends 2 to 3 scheduled practices per week.

Attitude:

- Arrives for practice prepared and punctual.
- Pay attention and try hard.
- Focus on technical improvements.

Goals:

- move to the next level after the swimmer has completed at least one year of discovery.
- Participate in home meets.
- Qualify for SD State Swim Meet

Bronze:

- Ability to float independently.
- Familiar and comfortable with being in the water.
- Ability to swim 25 freestyle and 25 backstroke.
- Preferably attends 3 practices per week.

Attitude:

- Arrives for practice prepared and punctual.
- Pays attention and tries hard.
- Focuses on technical improvements.
- Begins season-long goal setting.
- Encourages and cheers teammates

Goals:

- Know and distinguish all four competitive strokes, starts, and turns.
- Introduce and understand drills, the pace clock, and swim meets.
- Participate in at least 2-3 meets of the season including all team hosted meets.
- Swim a 50 backstroke, breaststroke, and butterfly and a 100 Freestyle.
- Qualify for SD State Swim Meet

Silver:

- Swim a 50 backstroke, breaststroke, and butterfly and a 100 Freestyle.
- Know and distinguish all four competitive strokes, starts, and turns.



- Knowledge of drills, the pace clock, and swim meets.

Attitude:

- Arrives for practice prepared and punctual.
- Pays attention and tries hard.
- Focuses on technical improvements.
- Begins season-long goal setting.
- Encourages and cheers teammates
- Embraces challenge.
- Displaces internal motivation.
- Appreciates link between effort and results.

Goals

- Develop stroke technique.
- Participate in a variety of events (stroke, distance)
- Participate in at least 3-4 meets of the season including all team hosted meets.
- Qualify for SD State Swim Meet

Gold

- Attends four or more practices per week.
- Consistently swim legal strokes at practice and at a swim meet
- Begins to evaluate own races objectively and consults with a coach.
- Participate in at least 3-4 meets of the season including all team hosted meets.
- Displaces sportsmanship and humility.

Attitude:

- Arrives for practice prepared and punctual.
- Pays attention and tries hard.
- Focuses on technical improvements.
- Begins season-long goal setting.
- Encourages and cheers teammates
- Embraces challenge.
- Displaces internal motivation.
- Appreciates link between effort and results.
- Approaches practice with a purpose
- Embraces hard work and big challenges.
- Displaces team leadership for younger swimmers.

Goals:

- Qualify for SD State Swim Meet



- Formulates and reflects upon clear season-long goals.

Winter Season Fees

1. USA Swimming Premium Membership \$75.00; Flex Membership USA fee \$20.00(Discovery Group Only)
2. Coaching Fees- Winter
 - a. Discovery:
 - i. \$100.00 Session 1: (Sept.-Nov.)
 - ii. \$100.00 Session 2: (Dec.-Feb.)
 - b. Bronze
 - i. \$300
 - c. Silver
 - i. \$325
 - d. Gold
 - i. \$350
3. \$50.00 per swimmer after the first two swimmers for families, the two children that are paid at full price are billed at the highest practice group rate.
4. **Coaching fee balance must be paid no later than October 31st each year. Swimmers will not continue to practice until paid.**
5. Summit Center Membership – Visit the [Summit Activities Center](#) website for the latest information/fees.
6. Meet Fees
 - a. Check the meet flyers as the fees vary by meet. You are not required to sign up for meets although we do encourage you to participate in our home meets.
 - b. Meet fees are billed to your account after the registration date has passed. **Even if you miss the meet, you are still responsible for paying fees for the events your child was registered for.** These fees will appear on the next invoice sent after the registration deadline. These fees should be paid monthly.
7. Must Purchase Equipment: Suits(including Tech Suit), Goggles, Caps(including YST Caps).
8. Equipment Provided: (Fins, Paddles, Pull Buoy, Kick Board)
9. Optional Purchases:
 - a. Team Suits
 - b. Apparel Items: Team shirts, State Shirts, etc.

Summer Season Fees

1. Seasonal USA Swimming Membership - \$75.00
 - a. Discovery: \$40 (Seasonal - reduced membership price)
2. Coaching Fees
 - a. Discovery:
 - i. \$100.00
 - b. Bronze:
 - i. \$200.00
 - c. Silver:
 - i. \$225.00



- d. Gold:
 - i. \$250.00
- e. \$50.00 per swimmer after the first two swimmers for families, the two children that are paid at full price are billed at the highest practice group rate.
- f. Coaching fee balance must be paid no later than May 31st each year. Swimmers will not continue to practice until paid.
- 3. Huether Family Aquatics Center Membership
- 4. Meet Fees
 - a. Check the meet flyers as the fees vary by meet. You are not required to sign up for meets although we do encourage you to participate in our home meets.
 - b. Meet fees are billed to your account after the registration date has passed. **Even if you miss the meet, you are still responsible for paying fees for the events your child was registered for.** These fees will appear on the next invoice sent after the registration deadline.
 - c. **All fees must be paid within 30 days of each meet.**
- 5. Must Purchase Equipment: Suits(including Tech Suit), Goggles, Caps(including YST Caps).
- 6. Equipment Provided: (Fins, Paddles, Pull Buoy, Kick Board)
- 7. Optional Purchases:
 - a. Team Suits
 - b. Apparel Items: Team shirts, State Shirts, etc.

Championship Meets - Coaching/Practice Fees

This fee schedule is for swimmers who qualify for Zones, Sectional and above meets for the additional coaching and pool time for practices leading up to these meets.

- 1. One-time fee per swimmer, per meet - \$30.00

YST Payment Policy

In an effort to save the Yankton Swim Team money from costs incurred from credit card processing and online payments, the following policy is in place:

- 1. Families may prepay for season fees via check at the start of the season. This prepayment may be in any amount and will be credited to the family's account. As season fees are billed, they will reduce the positive balance in the account. Invoices will reflect the change in balance. Families may drop off another check for fees once their balance reaches zero. Fees for the season will vary based on athlete meet attendance.
- 2. All fees incurred must be paid within 45 days of billing. Any failure to pay within the timeframe will result in the swimmer(s) being unable to participate in any practices or competitions until the balance is paid in full.
- 3. Families may pay via check throughout the season by mailing their payment to PO Box 374 Yankton, SD 57078, given to coach at practices or contacting our Treasurer to make arrangement for payment.

YST Practice Expectations



1. YST Athletes sign-in at the SAC Front Desk before entering the pool area.
2. YST Athletes will wait in the SAC lobby for the head coach to arrive before being allowed to enter the pool area or locker room. If an Athlete wants to change before coach arrives, they are to use the private bathroom located in the hallway.
3. YST Athletes act appropriately while in the locker rooms before and after practice. Doors will be slightly propped open for monitoring.
4. YST Athletes sit and place their belongings at the tables located on the east side of the pool.
5. YST Parents or Guardians sit in the Summit Center Lobby or non-interruptive to practice at the south side of the pool.
6. YST Athletes use the appropriate locker rooms, unless the parent or guardian has contacted the coach to use the family locker room.
7. YST Athletes wishing to have a snack should sit at tables in the Summit Center Lobby.
8. YST Athletes will exit the locker room promptly after the completion of practice.
9. YST Coach will be available for 15 minutes after practice. If you wish to visit the coach outside of this time frame, please contact by email. If the issue or concern is urgent, please feel free to contact them by phone.

Team and Athlete Information

1. YST Web page – <https://www.yanktonswimteam.com>
2. South Dakota Swimming - <https://www.teamunify.com/Home.jsp?team=sdslsc>
 - a. SD Records and Top 16 - <https://www.teamunify.com/Records.jsp?tabid=14827&team=sdslsc>
3. USA Swimming - <https://www.usaswimming.org/>
4. SE Motion App for iPhone or Android
 - a. Free
 - b. **Team Code = SDSYST**
 - c. Using the code will link you to our Team Unify page. It will contain up to date information about your athlete(s) meet entries, times and results.
5. MeetMobile App for iPhone or Android
 - a. Downloading the app is free. However, to access results for all meets you must pay a fee (approximately \$6.99). This will allow you to receive results at all meets that use meet mobile for the entire year.
 - b. Real-time race results at most meets, but not all. It can help you track your athletes' time and points at high point meets.
6. USA Swimming App
 - a. Free for iPhone and Android. There is a paid option.
 - b. It shows your athlete's times and information on how he/she ranks against others in the state.
 - c. Your athlete(s) badges show up in this app.
 - d. Your athlete(s) best times are also available with this app.



Swim Meets

Meet schedule:

1. A schedule will be posted on our webpage for meets our coach will be attending. There are other options for meets and other team members may go to any meet however it is then your responsibility to determine/coordinate a deck coach for warm-ups.

How to sign up:

1. Login to our Team website to sign up your athlete(s). Entries are due 2 days before the deadline in the meet flyer so they can be submitted in a timely fashion to the hosting team. **No registrations will be accepted after the deadline posted on the Yankton Swim Team's website, regardless of the meet flyer.**
2. Discuss with the coach if you are unsure what events your athlete(s) should sign up for. The coach is more than willing to determine what your athlete(s) should be signed up for.

When to arrive

1. Check the warmup time and arrive at least 15 minutes prior to giving your athlete(s) the opportunity to get ready for warm-ups with the coach.

Camping

1. Try to find other YST families and try to establish an area that others can join in and camp together. The kids enjoy getting to know one another and hanging out together. Other parents are also available to help you with making sure your athlete(s) get to their events on time.
2. Please make sure to when leaving for the day or to go home to pick up after yourself and get rid of your trash and make sure you have all belongings.

What to Bring

1. Parent/Athlete Supplies

- a. Cash – Meet programs and concessions.
- b. Blankets/Pillows – for the floor in camping area
- c. Folding bag Chairs – most camping areas are large open areas such as gyms that have no seating unless you bring your own chairs.
- d. Books/Magazines/Games – there will be down time between events.
- e. Food – Snacks, Fruit, Veggies, Sports Drinks, Crackers, Cereal. Most venues have concessions, and you are welcome to purchase from them, however if you wish to save some money or keep costs down you can bring a small cooler or bag with food from the suggestions above.
- f. Sharpies, Pens, Highlighters, Clipboard.

2. Athlete Supplies

- a. Goggles x2 (a backup is a must have)
- b. Swimsuit x2 (a backup is a must have)
- c. Swim Cap x2
- d. Towels x2
- e. Swim parka (optional)



- f. Sweats to keep warm after warmups and between events.
- g. Change of clothes if needed after completion of session/day.

Athlete Events

1. You can purchase a meet program upon arrival to see the order of events and find out when your athlete(s) swim. Meet programs typically cost between \$5-\$10.
2. Highlight your athlete's events and you can check them against ONDECK to make sure there are no mistakes if you wish.
3. Some venues will have remote speakers and/or video systems so you can see where they are in the meet with events.
4. Most athletes keep track of their events on their arms; some girls keep track on their legs.
5. Example of how to write on your athlete for their events:



Relays

- a. The coach will put the relay teams together based on the athletes attending any given day of the meet. If you don't want your athlete(s) to be in a relay, please let the coach know ahead of time. Relays are a great way for kids to swim as a team.
- b. Stroke order for Medley Relay is as follows: Back, Breast, Fly, and Free.

Awards

- a. If your athlete is first in their heat, they will get a heat winner ribbon or prize from the timers.
- b. Most meets will sort the ribbons and give them to the coach at the end of the meet. The coach will distribute them then at practice the following week.



- c. Meets with high point awards generally hand out the high point awards at the end of the session.
- d. State Meets tend to have award sessions during breaks for the top athletes in each gender, age group, and event.

Types of Meets

- a. Invitational Meets
 - i. Meet fees vary, some will charge per athlete plus a per event fee and still others may charge a flat rate per athlete.
 - ii. Some will have high point awards.
 - iii. There can be some that are prelim/finals, which means older kids must qualify during the regular session to swim in finals later in the day.
- b. Qualifying Time Meets
 - i. Meet fees vary.
 - ii. These meets have minimum and maximum swim time requirements.
 - iii. State B Meet – maximum time requirement – cannot have a state qualifying time in any event your athlete(s) wishes to swim in-including relay legs.
 - iv. State A Meet – minimum qualifying times.
 - v. All Stars – USA swimming “AAA” motivational times.
 - vi. Speedo Sectionals – Meet Time Standards.

YST Communication Policy

Standard Platforms of Communication

Our standard platforms of communication for mass communication will be email via Team Unify and On Deck. YST will utilize social media in order to promote and build awareness for the team. YST encourages team family members to like and follow our social media platforms for notifications and promotion of the team. As YST continues to grow we may make announcements across all platforms as a unified message to all appropriate audiences.

- GroupME - A free app in both Apple and Google. ***This is only to be utilized by Parents, Coaches and Board Members.***





- Team Unify Emails

Mass emails to all member accounts will be generated from our Team Unify account and will be sent from but limited to Board Members and coach(es). Please ensure to whitelist the address notifications+sdsyst@teamunify.com so important messages are not delivered to your spam folder.

- Social Media

As a member of YST we would highly encourage you to engage in our Team site on Facebook. YST continues to add more content and event information to gain local awareness as well as recognition of athlete accomplishments. We may post weather related practice announcements as a method of notification. As the team creates posts it is encouraged for you to like and share them to help promote the team.

It is not acceptable to bully, intimidate, or threaten when using YST social media and may be considered a Code of Conduct violation, YST By-laws violation, and the potential for criminal charges.

- Email

Email outside of Team Unify for notifications may be used to communicate with parents, Board members and coach(es).

Safe sport guidelines **strictly** prohibit coach and athlete only email without a parent/guardian included on ALL emails. In the event inappropriate email is discovered between a coach and an athlete it must be reported **IMMEDIATELY** to a YST Board Member(s) for appropriate corrective action to be taken.



Email sent to the coach(es), Board members, and parent(s)/guardian(s) should have a relative expectation that the email will be read and a response acknowledging the receipt of the email within twenty-four (24) hours. If the expectation is for a more immediate response, please ensure that a timeframe is clearly communicated.

Caution shall be exercised in word choice and tone when using email. Email is a useful tool when used correctly however it can portray unintended tone and perception by the recipient. It is not acceptable to email the coach, Board members, or parents with the intent to bully, intimidate, threaten, or presume an arrangement and may be considered a Code of Conduct violation and/or YST By-law violation.

- Texting

Texting may be used between parents/guardians, coach(es), and Board members.

Safe sport guidelines **strictly** prohibit coach and athletes only email without parental inclusion. If inappropriate communication between a coach and an athlete is occurring, it must be reported **IMMEDIATELY** to a YST Board Member(s) for appropriate corrective action to be taken.

Text messages sent to the coach(es), Board member(s), and parents/guardians should have a relative expectation that the text will be read and a response within four (4) hours. Text messages should only be used to communicate more immediate need or higher priority short messages, i.e. an athlete went home ill from practice, an appt came up and will miss practice. Anything requiring an explanation or reporting of an issue shall be sent via email for trackability purposes in the event Board review is required.

Caution shall be exercised in word choice and tone when using text messaging. Text messaging is a useful tool when used correctly, however it can portray an unintended tone and perception by the recipient. It is not acceptable to text the coach(es), Board members, or parents with the intent to bully, intimidate, threaten, or presume an arrangement and may be considered a Code of Conduct and/or YST By-law violation.

Coach and Board Communication

- Email – Email is the general preferred method of communication between YST Board members and the coach. Email has trackability and searchability for later follow-up and research if an issue should arise. When the Board is communicating with the Coach and vice versa it is expected that the email is read with a response of receipt within twenty-four (24) hours. A simple acknowledgement shall not to be construed as an official response or answer. A full response to the sender is expected within forty-eight (48) hours of receiving the email. The subject line should be constructed to represent clearly what



email is about. Email can be left to interpretation and the perception of the recipient. Be clear in your intent and cognizant of tone toward the recipient. All communication between board members and the coaches are expected to be constructed with a high level of professionalism.

- Texting – Texting can be used between board members and the Coach. When texting is used between board members and coach(es) a best effort of four (4) hours to acknowledge shall be used. Texting should not be used to report an issue or to request information. Texting should be used if there is an emergency, a quick response is needed, or a quick decision is needed. Texting should not be relied upon, and both the coach and board members can only be expected to use best effort during working hours to answer text messages based on job related policies.
- It is not acceptable of any board member or coach to email and/or text with the intent to bully, intimidate, threaten, or presume an arrangement and may be considered a Code of Conduct violation and/or YST By-law violation.

Weather Related communication.

- Winter Weather
 - Summit Activities Center (SAC) Closure – In the event practice is scheduled for a non-school day with inclement weather and the SAC closes, YST will not have practice at any scheduled facility.
 - School Closure/Early Dismissal – In the event Yankton School District is dismissed early for inclement weather and the SAC remains open, YST will not have practice at any scheduled facility.
 - Early Morning Practice – Best effort by the head coach in conjunction with applicable board members utilizing appropriate communication will determine when practice will be canceled. Decision making tools for canceling early morning practice will include but not limited to: SDOT road conditions, and YSD school notifications.
- Severe Weather
 - Lightning/Thunder – In the event there is lightning and/or thunder before or during practice the coach will use but not limited to weather related apps and lightning trackers to determine if practice will be canceled, delayed, or cut short to ensure athlete safety. In the event practice is canceled while in progress parents/guardians are expected to **immediately** upon notification make arrangements to pick up their athlete(s) to ensure their safety.

YST Training Policies



The Yankton Swim Team follows the Yankton School District training rules which includes following the attendance policy and the training rules set forth by the School District and South Dakota Activities Association. **These policies must be followed in order to be eligible for lettering in swimming.**

Code of Conducts

Swimmers Code of Conduct

As a swimmer on the **Yankton Swim Team**, I understand that I represent my team, coaches, and USA Swimming at all times—in and out of the pool. I agree to uphold the highest standards of behavior, integrity, and sportsmanship by following this Code of Conduct.

1. Commitment to the Team

- Attend all scheduled practices, meets, and team events unless excused in advance by a coach or a parent.
- Arrive on time, prepared, and with a positive attitude.
- Support my teammates through encouragement, cooperation, and team spirit.

2. Respect for Coaches and Staff

- Listen attentively and follow directions given by coaches and team staff.
- Accept feedback and coaching with a respectful and open mindset.
- Never talk back, argue, or display disrespect toward coaches, staff, officials, or volunteers.

3. Good Sportsmanship

- Treat all swimmers, officials, and competitors with fairness and respect.
- Congratulate others on their successes and handle wins and losses with humility and maturity.
- Refrain from trash-talking, taunting, or any behavior that brings dishonor to the sport or the team.

4. Safe Sport and USA Swimming Compliance

- Follow all **USA Swimming rules**, including the **Minor Athlete Abuse Prevention Policy (MAAPP)**.
- Understand and respect appropriate boundaries in interactions with teammates, coaches, and adults.
- Report any bullying, unsafe behavior, or violations of Safe Sport policies to a coach, Safe Sport representative, or trusted adult.

5. Appropriate Behavior at Practices and Meets

- Refrain from horseplay, profanity, or disruptive conduct during practices or competitions.
- Use team equipment and facilities responsibly and respectfully.



- Stay on the pool deck or in designated areas unless given permission to leave.
 - Follow all rules applicable to each swim facility and swim meet.
-

6. Digital and Social Media Responsibility

- Use social media in a respectful, positive manner that reflects well on myself, my teammates, and Yankton Swim Team.
 - Do not post or share any content that could be considered hurtful, threatening, discriminatory, or inappropriate.
 - Follow team and USA Swimming communication guidelines when interacting with adults and peers electronically.
-

7. Personal Responsibility

- Take care of my belongings and respect others' property.
 - Strive for personal excellence through hard work, dedication, and integrity.
 - Own my actions and hold myself accountable to the team's expectations.
-

Consequences for Misconduct

I understand that failure to follow this Code of Conduct may result in disciplinary action, including but not limited to:

- Verbal or written warnings
- Removal from practices or meets
- Suspension from team activities
- Notification of parents/guardians and possible expulsion from the team in severe or repeated cases

Parents Code of Conduct

As a parent/guardian of a swimmer participating in the Yankton Swim Team, I recognize the critical role I play in supporting my child, the coaching staff, and the overall success of the program. I agree to promote a positive, respectful, and safe environment by following this Code of Conduct.

1. Athlete-Centered Support

Encourage my child with positive reinforcement, focusing on effort, improvement, and enjoyment over results.

Support my child's emotional, mental and physical well-being in and out of the pool.

Respect all swimmers, regardless of ability or background, and foster a team-first mentality.

2. Respect for Coaching Staff

Trust the coaches' professional judgment regarding training, technique, and competition decisions.



Refrain from discussing coaching decisions (e.g., lane assignments, race entries, relays, or practice structure) during practices or meets.

Request meetings to discuss concerns at appropriate, non-disruptive times by scheduling with coaching staff.

3. Safe Sport Commitment

Complete the USA Swimming Parent Safe Sport Training within the first 30 days of joining the team.

Support and follow all USA Swimming Safe Sport policies, including the:

Minor Athlete Abuse Prevention Policy (MAAPP)

Electronic communication guidelines

Report any observed or suspected misconduct to appropriate Safe Sport or team officials.

4. Behavior at Practices and Meets

Model good sportsmanship at all times, including interactions with officials, swimmers, coaches, and other parents.

Remain in designated spectator areas during meets and practices; do not enter the pool deck unless authorized.

Avoid coaching from the sidelines and allow the coaching staff to lead practices and competition strategies.

Follow rules for each pool facility and meet.

5. Volunteer Requirement

Agree to fulfill required volunteer shifts during all Yankton Swim Team-hosted home meets. These duties may include, but are not limited to, timing, concessions, officiating (if certified), setup, cleanup, or other meet operations.

If I am unable or unwilling to fulfill my assigned volunteer obligations, I understand that I will be responsible for a monetary penalty, as determined by the team's volunteer policy (e.g., \$50–\$100 per missed shift).

I acknowledge that volunteering helps ensure fair workload distribution and successful meet operations for all swimmers and families.

6. Communication and Team Culture

Communicate respectfully and constructively with all team members, parents, and staff.

All public engagements related to the club should be reviewed/approved by the board. Including speaking engagement, non-profit presentations, etc.

Remain informed by reading team communications and attending required meetings or parent briefings.

Encourage a positive team culture by supporting team goals, decisions, and policies.

Communicate swimmer schedule conflicts and anticipated absences with coaching staff.



7. Social Media and Online Conduct

Use social media responsibly and avoid posting harmful, disrespectful, or divisive content involving the team or its members.

Respect the privacy and dignity of all swimmers and families online and offline.

Coaches Code of Conduct

As a swimmer on the **Yankton Swim Team**, I understand that I represent my team, coaches, and USA Swimming at all times—in and out of the pool. I agree to uphold the highest standards of behavior, integrity, and sportsmanship by following this Code of Conduct.

1. Commitment to the Team

- Attend all scheduled practices, meets, and team events unless excused in advance by a coach or a parent.
 - Arrive on time, prepared, and with a positive attitude.
 - Support my teammates through encouragement, cooperation, and team spirit.
-

2. Respect for Coaches and Staff

- Listen attentively and follow directions given by coaches and team staff.
 - Accept feedback and coaching with a respectful and open mindset.
 - Never talk back, argue, or display disrespect toward coaches, staff, officials, or volunteers.
-

3. Good Sportsmanship

- Treat all swimmers, officials, and competitors with fairness and respect.
 - Congratulate others on their successes and handle wins and losses with humility and maturity.
 - Refrain from trash-talking, taunting, or any behavior that brings dishonor to the sport or the team.
-

4. Safe Sport and USA Swimming Compliance

- Follow all **USA Swimming rules**, including the **Minor Athlete Abuse Prevention Policy (MAAPP)**.
 - Understand and respect appropriate boundaries in interactions with teammates, coaches, and adults.
 - Report any bullying, unsafe behavior, or violations of Safe Sport policies to a coach, Safe Sport representative, or trusted adult.
-

5. Appropriate Behavior at Practices and Meets

- Refrain from horseplay, profanity, or disruptive conduct during practices or competitions.
- Use team equipment and facilities responsibly and respectfully.



- Stay on the pool deck or in designated areas unless given permission to leave.
 - Follow all rules applicable to each swim facility and swim meet.
-

6. Digital and Social Media Responsibility

- Use social media in a respectful, positive manner that reflects well on myself, my teammates, and Yankton Swim Team.
 - Do not post or share any content that could be considered hurtful, threatening, discriminatory, or inappropriate.
 - Follow team and USA Swimming communication guidelines when interacting with adults and peers electronically.
-

7. Personal Responsibility

- Take care of my belongings and respect others' property.
 - Strive for personal excellence through hard work, dedication, and integrity.
 - Own my actions and hold myself accountable to the team's expectations.
-

Consequences for Misconduct

I understand that failure to follow this Code of Conduct may result in disciplinary action, including but not limited to:

- Verbal or written warnings
- Removal from practices or meets
- Suspension from team activities
- Notification of parents/guardians and possible expulsion from the team in severe or repeated cases

YSD Attendance Policy

Per Yankton School Board Policy, students wishing to participate in extracurricular activities, school recognized club sports, or any other school sponsored organization activity must comply with the following Yankton School District Attendance Policy.

POLICIES FOR PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES AND FUNCTIONS

- a. Students wishing to participate in extracurricular activities, any function sponsored by the school, participation in school recognized club sports, or any other school sponsored organization activity held that day or evening must be in school the entire school day of the event. School Administration may excuse student absences and allow the student to participate in a school sponsored



extracurricular activity or function despite the student's failure to be in school the entire day of the event upon a showing of exceptional circumstances or doctor note indicating the student was seen by the doctor on the day of the absence.

- b. On the day of an event, a student who misses a period of class during which a test should have been taken or work turned in will not be allowed to participate on that day unless the test and/or work is made up prior to the start of or departure for the activity. School Administration may excuse student absences and allow the student to participate in a school sponsored extracurricular activity or function despite the student's failure to be in school the entire day of the event upon a showing of exceptional circumstances or doctor note indicating the student was seen by the doctor on the day of the absence. It is the responsibility of the student to make arrangements with the teacher to make up the work.

YSD Training Rules

TRAINING RULES FOR INTERSCHOLASTIC ACTIVITIES IN THE YANKTON SCHOOL DISTRICT

THE KEYNOTE TO PERFECT PHYSICAL CONDITIONING IS THE PROPER TRAINING OF THE WILL POWER AND A WILLINGNESS TO ABIDE BY A FEW FUNDAMENTAL TRAINING RULES. THE RULES FOR THE YANKTON SCHOOL DISTRICT'S INTERSCHOLASTIC PARTICIPANTS ARE AS FOLLOWS:

Eligibility/Participation in Activities

There are specific requirements governing student eligibility for participation in activities. Some regulations are set by the South Dakota High School Activities Association and some by the Yankton School District. One specific regulation has been established by law (SDCL 13-32-9 & SOCL 13-32-9.2). On first offense, any student adjudicated, convicted, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency, for possession, use, or distribution of a controlled substance or marijuana (as defined by Chapter 22-42) is ineligible to participate in those activities sanctioned by the SDHSAA for one calendar year. The one-year suspension for a first offense can be reduced to 30 calendar days if the student participates in an assessment with a certified licensed addiction counselor. If a suspension for a first offense is reduced to 30 calendar days, the student is also ineligible for a minimum of two SDHSAA sanctioned events. If two sanctioned events for which the student is ineligible do not take place within the reduced suspension period, the student's suspension remains in effect



until two sanctioned events for which the student is ineligible have taken place. The one-year suspension for a second offense may be reduced to 60 calendar days if the student completes an accredited intensive prevention or treatment program. If the suspension for a second offense is reduced, the student is also ineligible for a minimum of six SDHSAA sanctioned events on a third offense, the student will be permanently ineligible for the remainder of their time in high school.

SDCL 13-32-9.2 also states that in order for events to count towards the minimum number of events for which the student is ineligible (following a reduction in the suspension for a first or second offense, the student must participate in the entire activity season **and may not drop out or quit the activity to avoid suspension**. Failure of a student to complete the entire activity season results in the student being ineligible for one year from the date of adjudication, conviction, the subject of an informal adjustment or court appointed diversion program, or subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one activity season carries over to the next activity season in which the student participates. In addition, a suspension that is reduced pursuant to SDCL 13-32-9 is only in effect during the South Dakota High School Activities Association's activity year, which begins on the first day of its first Sanctioned event and concludes on the last day of its last sanctioned event. A reduced suspension that is not completed by the end of one activity year shall carry over to the next activity year. A suspension begins on: (1) The day following the notification to a school administrator by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance prohibited by SDCL 22-42-15 and the school administrator gives notice to the South Dakota High School Activities Association and the students; or (2) The day following the student's admission to a school administrator that the student committed an offense enumerated in subdivision (1), which shall be made with the student's parent or guardian present if the student is an unemancipated minor, and the school administrator gives notice to the South Dakota High School Activities Association. Additionally, although students are ineligible to participate in activity events, competitions, and performances, the school may allow a student to participate in practices.

1. **Abstinence from alcoholic beverages, tobacco, nicotine, illegal drugs, and misuse/abuse of drugs. Throughout any calendar year, including the months when school is not in session, the following rules apply to a member of any school activity team, grades 6-12, who has possessed, used or purchased alcohol, tobacco products, nicotine, illegal drugs, or mind altering substances.** The individual is to be suspended from all activity/activities he/she is presently participating in. If the offense occurs out of season, the suspension will begin when the next season



begins. Individuals on suspension may practice with a team under the supervision of the coach but cannot dress for or participate in interscholastic competition. The individual shall be present on the sideline/bench during activity contests. If it is determined that the individual's presence at practices and/or contests is creating a disruption, additional actions may be taken. The student/athlete must complete the season during said suspension, or the suspension will not be considered "as served" and the student/athlete will be required to complete the suspension before being able to participate in any other season. If a student/athlete remains violation free for 12 consecutive months, he/she will receive a "clean slate". **The administration also reserves the right to determine appropriate consequences for a criminal or civil violation or behavior that has been determined detrimental to the representation of the school in an activity.**

- a. **First Offense:** The student/athlete will be suspended for 14 consecutive calendar days of activity competition or two contests, whichever is greater, even if the present activity ends and the next activity begins. The student involved in a fine arts program will be suspended for 14 consecutive calendar days of activity competition or the next public appearance of each activity they are involved in, whichever is greater, even if the present activity ends and the next activity begins. Suspensions may include more than one activity depending upon the time of the violation. The suspension may carry over to the next activity or the next school year.
- b. **Second Offense:** As long as the second offense is within 12 months of the prior violation, it will result in the individual being suspended for 42 consecutive calendar days of activity competition or six contests, whichever is greater, even if the present activity ends and the next activity begins. The student involved in a fine arts program will be suspended for 42 consecutive calendar days of activity competition or the next two public appearances of each activity they are involved in, whichever is greater, even if the present activity ends and the next activity begins. Suspensions may include more than one activity depending upon the time of the violation. The suspension may carry over to the next activity or the next school year.
- c. **Third Offense:** As long as the third offense is within 12 months of a previous violation, it will result in the individual being suspended for one full calendar year from the date of the violation, even if the present activity ends and the next activity begins. A student may be able to reduce the suspension to 84 consecutive calendar days if the individual participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment



program. If the suspension is reduced to 84 consecutive calendar days, the suspension may carry over to the next activity or the next school year.

In addition to the above consequences, we believe it is very important to provide assistance to the student who has violated a training rule. Therefore, our School Prevention Specialist will arrange an initial meeting with the student/athlete and administer a Drug/Alcohol Screen. The student/athlete will then meet with the School Prevention Specialist once per week through the end of the suspension period. Further recommendations will be provided by the School Prevention Specialist to the parent/guardian, to the student/athlete and to school administration. The School Prevention Specialist will arrange a follow-up meeting with the student/athlete sometime after the activity suspension period has ended.

2. The above rules apply if the report is made and substantiated by legal authorities, the parent or guardian of the individual or the individual's voluntary admission.

Provision for notice to school officials and parent or guardian by law enforcement agency where student suspected of violating state drug or alcohol laws:

Notwithstanding any other provision of law, a law enforcement agency may provide notice to public or nonpublic school officials and parent or guardian of any incident occurring within the agency's jurisdiction in which the agency has probable cause to believe a school student has violated any provision of state law involving alcohol or illegal drugs. However, if there is a prolonged criminal investigation and revealing information would jeopardize a successful conclusion to the case, the law enforcement agency may provide the notice at some later appropriate time. The notice shall be in writing and sent to the Superintendent, Activity Director and Principal.

3. The AD/Building Principal will inform parents or guardians and coach when disciplinary action is taken regarding these rules.

YST Lettering Policy

In order to assure fairness and continuity in eligibility in earning a YSD letter for competitive swimming while a member of the YST swim club the following guidelines and policies must be met to be considered a letter winner. Coach lettering requirements outlined in items 2 and 3 will begin the first Monday after Thanksgiving.

1. Policy Requirements

- a. The athlete must have read, agreed, and adhere to the YSD Attendance Policy
- b. The athlete must have read, agreed, and adhered to the YSD training rules.
- c. The athlete must be in grades 7-12 and maintain a C or better average.



2. Athletes **must adhere to** the following attendance, participation, and behavior requirements.
- a. Attendance – Athletes are expected to be at and prepared for 95% of scheduled practices unless excused by the coaching staff.
 - i. Conflicts in Attendance – i.e., medical/dental, illness, religious, make up schoolwork, or other commitments, as verified **will not** jeopardize your lettering provided you and/or your parent/guardian provide ample communication in advance.
 - 1. If an athlete is to miss practice, leave early, or come late, advance notice is required. You may call/email the coach or bring a signed note/ pass from the applicable source.
 - b. Expected equipment for each athlete to include but not limited to: Swimsuit, goggles, water bottle swim caps. Any additional requirements will be explained and requested by the coach.
 - c. Participation – Athletes are expected to put forth their best effort during practice and all meet events.
 - d. Behavior – Athletes are expected to be respectful to all teammates, competitors, coaches, referees, officials, Summit Activity Center staff and spectators. Additionally athletes are expected to follow and adhere to the YST Code of Conduct.
 - e. Failure to communicate any absence or to be found disrespectful will jeopardize your opportunity to letter.
3. Athletes **must meet** the following requirements.
- a. The athlete must attend at least 2 meets a month and swim at least 4 events per meet.
 - b. The athlete must qualify for at least three state events by achieving the South Dakota State swimming time standard required for the event.

-AND-

The athlete must be a member of “Gold” or a high school senior of the Yankton Swim team that has participated for at least 3 consecutive winter seasons.

The YST board and/or coaching staff reserve the right to make exceptions to the criteria should circumstances warrant.

YST Bullying Policy

Statement of Intent



The Yankton Swim Team (“YST”) is committed to providing a caring, friendly and safe environment for all members. Bullying of any kind is unacceptable in our club and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. If bullying does occur, all club members should be able to tell and know that incidents will be dealt with promptly and effectively. We are a **TELLING** club. This means that anyone who knows that bullying is happening is expected to tell a parent, a coach or board member.

Objectives of the Club’s Bullying Policy

1. To make it clear that YST will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and athletes a good understanding of what bullying is.
3. To make it known to all parents, athletes and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make clear the responsibility of all YST members to report bullying.
5. To spread the word that YST takes bullying seriously and that all athletes and parents can be assured that they will be supported when bullying is reported.

What is Bullying?

Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress to the victim.

The USA Swimming Code of Conduct defines bullying as the severe or repeated use by one or more USA Swimming members (“Members”) of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. Causing physical or emotional harm to the other member or damage to the other member’s property.
- ii. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property.
- iii. Creating a hostile environment for the other members at any USA Swimming activity;
- iv. Infringing on the rights of the other members at any USA Swimming activity; or



- v. Materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (include, without limitation, practices, workouts and other events of the YST)

Bullying can take many forms and can include (but not limited to):

Emotional: being unfriendly, excluding, tormenting (e.g. Threatening gestures)

Physical: pushing, kicking, hitting, punching or any use of violence

Racist: racial taunts, graffiti, gestures

Sexual: unwanted physical contact or sexually abusive comments

Homophobic: because of, or focusing on the issue of sexuality

Verbal: name-calling, sarcasm, spreading rumors, teasing

Cyber: All areas of internet, texting, phone calls, emails & internet chat room misuse

Reporting Procedure

A Member who feels that he or she has been bullied should do one or more of the following things:

- Talk to his or her parents.
- Talk to a YST Coach or Board Member.
- Write a letter or email to a coach or member.
- Make a report to the USA Swimming Safe Sport staff.

In serious cases parents should be informed and asked to come into a meeting to discuss the problem. If appropriate, police will also be notified. There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to stop the bullying behavior as soon as possible and to make sure that memories are fresh and behavior can be accurately recalled.

How We Handle Bullying

If bullying occurs during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.



6. Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

I. FINDING OUT WHAT HAPPENED

- 1) First, we get the facts:
 - a) Keep all the children involved separate.
 - b) Get the story from several sources, both adults and kids, and gather all available information regarding the circumstances under which the incident occurred.
 - c) Listen without blaming.
 - d) Do not call the act “bullying” while you are trying to understand what happened.
- 2) Then, we determine if it is bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
 - a) Review of the USA Swimming definition of bullying.
 - b) To determine if the behavior is bullying or something else, consider the following questions:
 - c) What is the history between the kids involved?
 - d) Have there been past conflicts?
 - e) Is there a power imbalance?
 - f) Remember that a power imbalance is not limited to physical strength and can include things like the “popularity” of the kids involved.
 - g) Has this happened before? the child worried it will happen again?
 - h) Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse bullying behavior.
- 3) Once you have determined if the situation is bullying, support all the kids involved.

II. SUPPORTING THE KIDS INVOLVED

- 1) Support the kids who are being bullied:
 - a) Listen and focus on the child. Learn what has been going on and show you want to help. Assure the child that bullying is not their fault.
 - b) Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help too:
 - i) Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging



lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.

- 2) Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
 - a) Be persistent. Bullying may not end overnight to make it stop and consistently support the bullied child.

Address Bullying Behavior

 - b) Make sure the child who is engaged in bullying understands why his or her behavior is unacceptable young people who bully must learn their behavior is wrong and harms others.
 - c) Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
 - d) Work with the child to understand some of the reasons he or she is bullied. For example, sometimes children bully to fit in or just to make fun of someone who is a little different than them. In other words, there may be some insecurity involved. Other times kids act out because of something else— issues at home, abuse, or other stress in their lives. Sometimes they are/ have also been bullied. These kids need additional support.
 - e) Determine what the appropriate consequence is for bullying behavior. The bully (bullies) may be asked to apologize, in person or in writing. Depending on the seriousness of the offense, suspension or even expulsion may be appropriate, which may occur with board action. Other consequences may take place, including asking the child to do a good deed for the person who was bullied, for the Club, or for others in the community, or asking the child involved to clean up, repair, or pay for the damaged property.
 - f) Avoid strategies that don't work or have negative consequences. Zero tolerance or "three strikes, you're out" are generally unsuccessful strategies. Athletes may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence. Similarly, conflict resolution and peer mediation often don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
- 3) Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening:
 - a) Be a friend to the person being bullied.
 - b) Tell a trusted adult – your parent, coach or club board member.
- 4) Help the kid being bullied get away from the situation.
 - a) Create a distraction, focus the attention on something else or offer a way for the target to get out of the situation. "Let's go, practice is about to start."



- b) Set a good example by not bullying others.
 - c) Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.
- 5) Follow-up.
- a) All coaches involved with both individuals should be made aware of the concerns and outcome of the process.
 - b) After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
 - c) After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.



Yankton Swim Team

Bullying Reporting Form

1. I am a _____ athlete, _____ parent, _____ coach.
2. I have reported this event to the coach: _____ yes _____ no
3. Name of person allegedly being bullied: _____
4. Alleged location: _____
5. Date: _____
6. Name of alleged bully: _____
7. Type of event:
_____ Physical – hitting/kicking/other physical aggression.
_____ Verbal – teasing/name-calling/put-downs/other behavior that would hurt others' feelings or make them feel bad.
_____ Emotional/Exclusion – starting rumors/telling others not to be friends with someone/other actions that would cause someone not to be with friends.
_____ Cyber Bullying – Using an electronic medium to engage in any. Previously mentioned bullying.
8. Description of events (include time, location and date):

9. List of other people who witnessed the event:

10. Name (optional):



YST Bylaws

Yankton Swim Team

(Revision July 2022)

Article 1 – Name

Section 1. The name of the organization shall be “Yankton Swim Team, Inc.,” hereinafter referred to as “YST.”

Section 2. The official mailing address of YST shall be Yankton Swim Team, P.O. Box 374, Yankton, SD 57078.

Section 3. The fiscal year of YST shall commence on the first day of October each year and terminate on the 30th day of September of the following year.

Article II - Membership

Section 1. Membership in YST shall be open to any athlete who wishes to swim for YST. No person shall be denied membership because of race, creed, sex, handicap, or national origin.

Section 2. There shall be two classes of membership in YST: (1) Regular members and (2) Competitor members. “Regular members” shall be defined as the parent(s), guardian(s), or adult representative(s) of United States of America Swimming (“USAS”) registered athletes in good standing with YST. “Competitor members” shall be those athletes who are USAS registered athletes in good standing with YST. “Senior competitors,” defined as those USAS registered athletes who are older than 18 years of age, who are in good standing with YST according to Article XI Section 1 shall also be considered “regular members” if they are not otherwise represented by an adult, guardian, or other adult representative.

Section 3. Members shall be considered in good standing as defined by Article XI Section 1 of this document.

Section 4. Voting members shall be all regular members in good standing, subject to the following limitations:

- A. Only one vote per family unit is allowed, which shall be cast by the regular members. A family unit shall consist of all competitor members and senior competitor members residing in the same household(s), as well as **ALL** such competitor members’ or senior competitors’ parents, legal guardians, or adult family representatives. By way of example, if a competitor member’s parents are separated/divorced and living in separate



households, the competitor's entire family unit (constituting the households of both parents) are entitled to only one (1) vote.

- B. Voting of the membership may only take place at a meeting of the membership in which a quorum is present. At any meeting of the membership, attendance in person of at least fifteen percent (15%) of the regular membership shall constitute a quorum unless otherwise established by Articles of Incorporation or these By-laws. For purposes of determining whether a quorum exists to proceed with a special meeting, the percentage of regular members in attendance shall be calculated utilizing individual family units in the same manner that votes may be cast.
- C. There shall be no voting by proxy. Votes may not be split.
- D. Unless otherwise established by Articles of Incorporation or these By-laws, the decision of the majority of the members voting (as limited herein) shall be the decision of YST.

Section 5. With membership comes privilege, benefit, and obligation. Each member of YST is entitled to the full benefits provided to all other members, including but not limited to those listed under Article III Section 1. All regular members, competitive members, and senior competitive members, to the reasonable extent of their abilities, are expected to participate actively and volunteer their time and labor, when called upon by the board of directors and coaching staff from time to time, toward the benefit of and ongoing activities of YST, including, but not limited to, the setup, operation, and teardown of equipment for local meets, fundraisers, award ceremonies, and banquets.

Section 6. The regular membership may call special meetings upon the written request of at least ten percent (10%) of the regular members based upon the vote-casting limitations and eligibility criteria set forth in Article II, Section 4. See Article IV Section 2 regarding "special meetings."

Section 7. Suspension or Termination of membership

- A. Any membership, whether regular or competitor, may be suspended or terminated, regardless of current standing, by majority vote of the board of directors, if the board of directors determines that:
 - 1. Continued membership may subject YST to liability for legal action or civil damages.
 - 2. Continued membership places YST at risk of violation of contractual obligations.
 - 3. Continued membership may reasonably be considered to place YST competitor members at legal and/or physical risk, or risk injury, whether emotional or physical,



4. Competitors or regular members willfully and repeatedly disregard USAS or YST's adopted policies or rules of behavior and conduct reasonably implemented by YST coaching staff; or
 5. Competitors or regular members have failed to pay USAS or YST fees, dues, or reimbursements (i.e. swim meet fees, equipment costs, etc.) in a timely manner.
- B. When a member is suspended or terminated, all of the member's rights of membership associated with YST shall immediately be suspended or terminated, including but not limited to:
1. YST membership registration with USAS.
 2. YST membership registration with South Dakota Local Swim Committee ("SD LSC"), and
 3. Any board or committee participation.
- C. When a member is suspended or terminated, any property, whether material or otherwise, which is property of the YST, including fees, dues, or reimbursements outstanding at the time of suspension or termination, shall be returned to the YST coaching staff, or any member of the board of directors within 48 hours after notification of the suspension or termination.
- D. Suspended or terminated members may be notified in writing by certified mail, by phone call or e-mail notification.
- E. Reinstatement of membership to the YST shall be considered if:
1. All past dues, fees, and reimbursements are paid in full, as described in Article XI Section 3 of these by-laws.
 2. The board of directors is satisfied that the circumstances leading to the suspension or termination no longer exist and that the offending party will not act or otherwise place at risk the YST or its members in ways delineated, but not limited to, those mentioned in Article II Section 7(A) of these by-laws; and
 3. A majority of board members agree to reinstate the members to full membership status, whether regular or competitor status, as described in Article II and Article XI of these by-laws.

Article III – Purposes and Powers

Section 1. The purposes of YST shall be the following:



- A. To provide an opportunity for all children and adults eligible for membership to engage in a wholesome, lifesaving, life-time sport and recreational endeavor, namely competitive swimming.
- B. To promote lifelong physical fitness and good patterns of physical development and to encourage proper conditioning and health habits.
- C. To promote attributes of good sportsmanship: fairness, respect, and honor.
- D. To encourage positive personal character traits of kindness, perseverance, patience, and self-discipline.
- E. To provide for social, emotional, and educational development in a safe environment, and to encourage peer and family participation.
- F. To promote involvement in age group and adult programs and to provide opportunities to compete in organized swimming competitions for all ages.
- G. To aid, encourage, and develop competitive swimming in all its facets and in accordance with standards and rules prescribed by USAS, SD LSC, and YST for all age groups, and to promote such activities in Yankton and the neighboring areas; and
- H. To aid and encourage the development of competitive swimming within the State of South Dakota, whether for USAS, high school, or collegiate programs, whenever possible and within our means.

Section 2. The powers of YST shall include the following:

- A. The participation in and hosting of such meets and competitions as the board of directors shall determine from time to time to be in the best interest of the club and its collective competitive members.
- B. The publication and distribution of programs, newsletters, and other publications designed to promote the activities and affairs of YST.
- C. The solicitation and sale of advertising space in publications.
- D. Fundraising and the collection of money and other things of value for general operations, scholarships, programs, and other causes in furtherance of the purposes of YST.
- E. The retaining of persons, professionals, firms, or corporations as may be necessary in order to provide special services to YST (i.e. legal services, accounting services,



etc.) as necessary to protect and properly manage YST and its assets and limit YST exposure;

- F. The purchase, sale, and conveyance of real and personal property, and the entry into any contracts, leases, or other agreements necessary to properly conduct and administer the affairs of YST.
- G. The operation of food concessions and the sale of swimming equipment (i.e. swim caps, swimsuits, goggles, snorkels, T-shirts, etc.) to its members and the public.
- H. The coordination of volunteers and employment of paid coaching staff to support and carry out purposes of YST; and
- I. The authorization to engage in such other lawful activities as may be necessary to properly carry out the purpose of YST and its affairs.

Article IV – Rights and Liabilities of Members

Section 1. No director, officer, member, authorized agent, or representative of YST shall be liable or responsible for any debts or liabilities of YST, or liable to YST beyond the extent of their unpaid portion of membership fees and dues, equipment or other reimbursements, and meet entry fees. Notwithstanding the foregoing, nothing herein shall limit the liability of any person for damages to YST caused by intentional tort, breach of contract, or actions or omissions of such person on behalf of YST without lawful authority.

Section 2. Special Meetings. Special meetings of the regular membership may be necessary from time to time in order to properly conduct the affairs of YST. Such special meetings may be called by the president of the board of directors, or by a majority of the voting members of the board of directors, or upon U99vh7KvhsemUFwxthe written request of a least ten percent (10%) of the regular members in accordance with Article II, Section 6. Special meetings may be called for any of the following reasons:

- A. Changes of the by-laws not endorsed by the board of directors.
- B. Overruling any action of the board of directors.
- C. Adding, removing or replacing one or more individuals from the board of directors.
- D. The termination or discharge of coaches, employees, or other people providing special services for the benefit of or in furtherance of the purposes of YST.
- E. Entering a contract or agreement for the purchase, sale or encumbrance of real estate, or a contract or agreement for the purchase, sale or encumbrance of personal property or debt obligation exceeding \$3,000.00 in value or obligation.



F. Amendment to the Articles of Incorporation, these By-Laws, subject to the terms of Article X, Section 2 below; or

G. Dissolution and termination of the YST.

If a special meeting is called, notification shall be made in writing to all regular members with the time, date, and location of said meeting. Such writing may be any convenient means, including but not limited to letter correspondence, facsimile, email, text message, or by posting on the YST's website or other official social media page or site. A 7-day notification period is required. At such meetings, a quorum is required to conduct business in accordance with Article II, Section 4. All voting shall be governed by the limitations set forth in Article II, Section 4. In the absence of a functional board of directors, special meetings also may be called from time to time by the regular membership for the purpose of conducting usual business activities other than those listed above.

Section 3. All special meetings shall be held at a convenient time and place designated by the board of directors, or as designated in the notice of a special meeting if not called by the board of directors.

Article V – Board of Directors

Section 1. The general business of YST shall be managed and governed by a board of directors consisting of seven (7) directors elected by and from the regular membership of YST. Coaching staff shall also serve on the board as a non-voting ex-officio board member (see Article V, Section 2). The term of each elected director shall be one (1) year, or until his/her successor is elected. Any vacancy in the board of directors caused by death, resignation, disqualification, or forced removal shall be filled by majority vote of the remaining directors until the next special meeting of the members. Candidates for the board must be regular members in good standing (See Article XI, Section 1).

Section 2. All YST coaching staff shall be non-elected, non-voting members of the board of directors whose term shall continue for the duration of his/her employment.

Section 3. The consensus or vote of a simple majority of the voting board members shall determine all decisions of the board of directors and thereby the decision of YST with respect to all matters not expressly and exclusively left to the vote of the regular membership at a special meeting in accordance with these by-laws. A quorum of five (5) board members shall be required to conduct any business at any board meeting. No board member may vote by proxy. In order to reasonably expedite the business of YST, outside of a formal meeting, the board may conduct its business and votes to be taken via written forms of communication (i.e. email), and votes of the board may be informally cast by any commonly accepted means of written communication, including but not limited to email, facsimile, instant message, or letter



correspondence. In the absence of fraud, such consent or vote shall be conclusive as to the matter voted upon. The written record of such informal vote shall be kept and maintained by the Secretary.

Section 4. On an annual basis, a president, vice-president, secretary, and treasurer shall be elected from the general body of the elected members of the board of directors. These positions shall be voted upon by the board of directors. Their duties and powers shall be such as are described in Article V Section 6 below and by applicable State law.

Section 5. The duties and powers of the board of directors shall be to conduct all lawful regular business as permitted of non-profit corporations in accordance with South Dakota law, and may include, but shall not be limited to the selection of the meeting place, fixing the date and time of the meetings, and making all arrangements necessary for holding meetings of the YST board of directors, and the publication of whatever information the directors deem essential to the benefit of YST. 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 business and activities consistent with the stated purposes and powers (Article III) of YST. The board of directors shall have the authority to generally conduct all of the lawful affairs of YST, including but not limited to entering into any contracts, leases, or other agreements to employee staff, secure appropriate facilities, and establishing fees and dues structures to adequately fund YST and to act as is necessary to carry out the purpose of YST, except as follows, which decisions are expressly left to a vote of the regular members as set forth herein:

- A. The termination or discharge of staff, coaches or other people providing special services; or
- B. Entering a contract or agreement for the purchase, or sale or encumbrance of real estate, or a contract or agreement for the purchase, sale or encumbrance of personal property or debt obligation exceeding \$3,000.00 in value or obligation.

Section 6. Executive Committee Roles and Responsibilities

- A. The president shall serve as chairperson of the board of directors and shall preside at all meetings of the membership and the board of directors, shall perform such duties as may be determined by the board of directors, and shall perform and discharge such other duties as prescribed by the board of directors or as set forth in this by-laws and applicable law. The president shall request an annual audit of the books and records before the end of the presiding board's term.
- B. The vice-president shall perform all duties incumbent upon the president during the absence or disability of the president and perform such other duties as may be prescribed by the board of directors.



- C. The secretary shall have custody and care of the corporate records of YST, attend all meetings of the members and the board of directors, keep a true complete record of all the proceedings of all such meetings, file and take care of all papers and documents belonging to the YST, keep a list of regular members entitled to vote (as limited by and make them available for inspection by YST members, and perform such duties as may be assigned by the board of directors or as set forth in applicable law.
- D. The treasurer shall keep correct and complete records showing accurately at all times the financial condition of the YST, be a legal custodian of all monies and other valuables which may from time to time come into the possession of the club, furnish a statement of the financial condition of YST at meetings of the board of directors, and perform such other duties as the board of directors may assign or as set forth in applicable law. The treasurer is also responsible for reporting delinquent accounts, per Article XI Section 2, to the board of directors within two weeks (14 days) after the account becomes delinquent.

Section 7. In case of the absence of any officer of the YST, or any other reason that the board of directors may deem sufficient, the board of directors may delegate the powers and/or duties of the absent officer to any other director or regular member for the period of time determined by majority vote of the board of directors.

Section 4. The board of directors shall meet approximately every month or as often as it deems necessary to conduct the business of YST, but not less than twice a year. Notice of the date, time, and place of board meetings shall be given by the board chairperson (or his or her designee) to all board members verbally or in writing at least three (3) days prior to the date of the meeting. Attendance at any meeting shall constitute a waiver of notice thereof.

Section 8. Special meetings of the board of directors shall be held when the president or a majority of the directors deem it necessary. All members shall be advised, either orally or in writing, as to the time and place of any such meeting. Notice shall be given at least three (3) days before the date of the meeting. Attendance at any meeting shall constitute a waiver of notice thereof.

Article VI – Indemnification of directors and officers

Section 1. YST shall indemnify, defend and hold harmless any YST employee, board member, or officer made a party to any action, suit, or proceeding by reason of the fact that such person, is or was a director, officer, or employee of YST to the extent of their reasonable expenses, including attorney fees, actually and reasonably incurred by such person in connection with the defense of such action, suit or proceeding, except in the case of intentional misconduct or violations of these by-laws or YST policies. YST 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 regular members that it was to be the interest of YST that



such settlement be made. Such rights of indemnification and reimbursement shall not be deemed exclusive to any other rights to which such director, officer, or employee may be entitled apart from the provision of these by laws.

Article VII – Contracts and checks

Section 1. The president, treasurer, or secretary of YST shall, unless otherwise directed by the board of directors, sign all contracts and agreements authorized by the board of directors. The president or treasurer shall sign all checks and drafts issued by YST.

Section 2. The president and the treasurer shall be entitled to bind YST in dealings with third parties, provided, however, that any transaction selling or pledging as security property owned YST, and any transaction involving an obligation or expenditure in excess of \$500.00 requires the approval of the Treasurer or affirmative vote of the Board, subject to the additional limitations set forth in Article IV, Section 2 (E). The Board may also vote to reimburse third parties to spend personal funds on behalf of YST in furtherance of its purposes, subject to the same restrictions.

Article VIII – Non-Profit Organization

Section 1. YST shall, at all times, be operated on a non-profit basis for the collective benefit of its competitive members. No dividends or other interest in the assets of YST shall be paid by YST to its members, officers, directors, or any other private persons or inure to the Benefit, or be distributed to its members, officers, directors or any other private Persons or corporations, except that the YST shall be authorized and empowered to pay reasonable compensation for services rendered and expense incurred and to make payment and distributions in furtherance of the purposes set forth herein.

Section 2. YST shall not attempt to influence legislation, and YST shall not participate in a political campaign on behalf of any candidate for public office. Notwithstanding any other provision of Articles of Incorporation or these By-laws, YST shall refrain from engaging in any other activities not permitted by any tax-exempt organization under section 501 of the Internal Revenue Code or non-profit corporation existing under South Dakota law.

Article IX – Termination and Dissolution

Section 1. YST may be terminated and dissolved upon the affirmative vote of at least two-thirds (2/3) of all regular members entitled to vote. In case of such termination and dissolution, the board of directors shall, after paying or making provisions for the payment of all liabilities of YST, make a determination for the further disposition of any additional assets or net worth of YST.



Article X – Amendment and Authority of By-laws

Section 1. The power to make, alter, amend, or repeal these by-laws is vested in the board of directors. The affirmative unanimous vote of all directors elected and qualified shall be necessary to affect alteration, amendment, or repeal of these by-laws.

Section 2. Concurrently, the by-laws of this organization may also be amended or revised by the regular membership at a special meeting of the regular members in accordance with Article IV, Section 2 by the affirmative vote of three-quarters of regular members (as limited by family voting units) present at a special meeting duly called and conducted in accordance to Article IV Section 2 of these by-laws. The notice of such meeting must contain a copy of the proposed amendment or amendments. A decision to amend or revise these by-laws by means of a special meeting of the regular members shall not be overruled or overturned by the board of directors. Further revision of the provisions so amended may only be made by vote of the regular members at a subsequent meeting in the same manner as set forth herein.

Section 3. A current copy of the by-laws shall be included in the Parent Handbook given to all current team members at the beginning of each season.

Section 4. In the event of conflict between the Articles of Incorporation or these by-laws, the Articles of Incorporation shall govern in accordance with applicable law.

Article XI – Dues, Fees, and Delinquency

Section 1. A regular member in “good standing” shall be all regular members who have paid dues and fees as described in Article XI Section 2 below.

Section 2. All dues shall be paid in full when registering to join the YST and upon receipt of a bill requesting payment, unless prior arrangements have been made and agreed upon by the board of directors. A regular member will be considered delinquent after 45 days have transpired upon receipt of a bill requesting payment. Thereafter, the regular member and their competitor members will be removed from the roster and all his/her rights and privileges as such shall thereupon cease and terminate, including but not limited to participation in practice and meets.

Section 3. Reinstatement to full rights and privileges as regular members and/or competitor members will only be allowed by a majority vote of the board of directors, and upon full payment of arrears, dues, and assessments of any prior delinquencies.

Section 4. The board of directors shall set dues and fees as it deems reasonable and necessary in any manner or structure it deems appropriate to be levied upon YST members for the conduct and ongoing purposes of YST. Dues may be assessed on an annual, seasonal, or monthly basis, and in accordance with but not to exceed what is required to defray any current



or anticipated operating expenses incurred by or anticipated to be incurred by the YST to accomplish its stated purposes.

Article XII – Corporate Compliance

Section 1. Non-Profit Corporation. YST shall maintain its status as a non-profit corporation in good standing with the South Dakota Secretary of State. The YST treasurer shall be designated as the Registered Agent for Service of Process. The Board of Directors shall be required to timely update and file the Annual Report with the South Dakota Secretary of State and pay the annual fee associated therewith.

Section 2. Lawful Non-Profit Business. YST shall be governed by, subject to, and shall operate at all times within the confines of South Dakota law and shall only engage in those activities and business practices of non-profit corporations permitted by South Dakota Law.

Article X111 – Head & Assistant Coaches

Section 1. All head coaches and assistant coaches will be under contract with YST.

Article IX – On-Deck Supervisor

Section 1. Any individual who has committed to being an on-deck supervisor must obtain coaching membership through USA Swimming at their own cost and may not be a member of the YST board.

Section 2. The responsibilities of the on-deck supervisor will originate from the head coach and/or YST Board. These responsibilities may include supervising scheduled practice times or serving as the coach on-deck for meets with 6 or more swimmers attending.

- B. On-deck supervisors must only use their coaching credentials at any Yankton pool during any regularly scheduled practices.
- C. When filling in at a scheduled practice time, the head coach will give the supervisor the practice sets to be given to the swimmers. These sets must be run as described by the head coach to the best of his/her ability.
- D. The board president must be notified ahead of time when the On-deck supervisor will be utilized. If due to an illness or an emergency a reasonable amount of time is sufficient.
- E. The on-deck supervisor must always preserve the safety of the swimmers. The on-deck supervisor has the right to sit a kid out of practice for disrupting the practice or not following the safety procedures. The parent and board should be notified of these behaviors.



YST Bylaw Volunteer Addendum

Being a member of Yankton Swim Team requires a certain amount of volunteer time in order to ensure the continuity of the Team. We host a minimum of two meets a year. One meet is a two-day meet hosted at the Summit Activities Center during the winter season and the other meet is hosted at the Huether Family Aquatics Center during the summer season. Depending on the rotation schedule we could host a State Meet.

The meets we host are not only a local opportunity for athletes who do not travel but also serve as a fund-raising purpose for the team. The funds we raise at these meets are used to help keep our coaching fees down and also allow us to do things for the team and purchase equipment for the team.

In order to continue our home meets and continue to utilize them as a fundraising mechanism we need all parents/guardians to help with setup, tear down, and running the meet. There are a number of ways to volunteer during setup and tear down as well as during the meet. We need people to help unload/load equipment and setup/take down equipment, setup concessions, run concessions, bake/cook goods for concessions, and lane timers to name a few.

In order to ensure that we continue to have the necessary people to help, it is the decision of the board to incentivize our swim families to volunteer their time for setup/tear down and running the meet with the following policy and fee schedule.

1. A swimming family is considered a family unit and is expected to provide a **minimum** of one volunteer representative for the family unit.
2. The volunteer for the family unit is expected to help with meet setup, tear down and also expected to help for the duration of the meet each day a meet is held.
3. The volunteer for the family unit does not need to be the same person for setup and for the duration of the meet. For example, one person from the family unit can help with setup/teardown and one or more can volunteer for various duties to run the meet.
4. If a parent/guardian for the family unit is unable to volunteer for setup, tear down, and run the meet it is acceptable to find a replacement for the family unit. An example would be to find a friend, grandparent, aunt/uncle, co-worker to fill in for you.
5. In the event a family unit needs to find a replacement it will be the responsibility of the family unit to ensure that they notify the Team volunteer Organizer designated by the YST board in order to avoid the fees associated.
6. Fees that are incurred for failing to provide a volunteer from the family unit will be accessed to the family unit's account that will need to be paid in addition to the regular team fees.



7. Any and all fee assessments are subject to full review of the YST board at any time without notice.
8. Any family unit who wishes to appeal a fee assessment to their account for failure to provide a volunteer representative has the ability to submit in writing the appeal and any information that may be relevant within 30 days of charges incurred to a YST Board member. Any appeal after 30 days will not be reviewed and be considered closed.

Winter Meet Fee Schedule

1. Friday Night Setup \$25
2. Meet \$50

Summer Meet Fee Schedule

1. Meet Setup \$25
2. Meet \$75 per day.

If a volunteer from the family unit helps during setup for the meet the proceeding evening, they will be entitled to 1 meet program at no cost.

YST Becoming an Official Policy

Yankton Swim and South Dakota have the need for additional parents to become officials in order to help run home meets. The YST board has approved the following policy to encourage those that are considering becoming an official. The policy is subject review and revision on a periodic basis without notice by the YST Board.

Becoming an official is a great way to become more familiar with swimming and also to be more involved with the team. It also gives the parent(s) the best seat in the house when it comes to watching your child swim. When officiating for away meets all hosting teams have things for officials to show their appreciation. There is a lot of free food and beverages and there are times you may even be offered pay or a gift card for your services.

1. A swim family is considered a family unit.
2. Obtain the "Becoming an Official" document from either the YST team website or from a board member to follow the process to become a stroke and turn Official.
3. You may request reimbursement for fees incurred from the team treasurer related to becoming an Official with the exception of the background check.
4. Check in before the meet with the Team treasure, show proof of Official status, and officiate a **Yankton Swim Team Home Meet**.



5. Fees will be waived for one athlete per parent/guardian Official. **Example: If one parent/guardian in the family unit is an Official and the family unit has two child athletes, fees will be waived for one child athlete only.** You may designate which child to waive the fees for to the Team Treasure.
6. Fee waivers will only be applied to the child athlete of the parent/guardian Official of the same family unit.
7. Fee waivers are not applicable in the event of indirect family members who are Officials and not in the same family unit as the child athlete(s).
8. Fee waivers will not apply to the parent/guardian who become an official and officiate at away meets not hosted by Yankton Swim Team.
9. Any and all fee waivers or re-imbursements are subject to review by the YST board at any time and can be rejected and repayment requested in the event there is negligible intent to abuse the policy.

Picture Release Policy

The Yankton Swim Team has my permission to use my or my child's photograph publicly to promote Yankton Swim Team. I understand that the images:

May be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Agreement to the release policy is linked at the end of the handbook for all policies contained in this handbook.

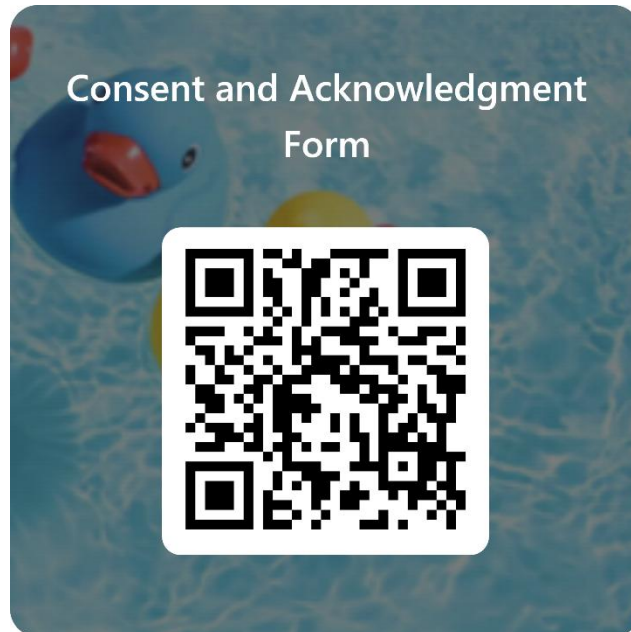


YST Consent and Acknowledgement Form

Go to the following URL or QR Code and fill out the form to Acknowledge the required information.

URL: <https://forms.office.com/r/DsbN8bbiHC>

QR Code:



TOGETHER WE MAKE TIDAL WAVES.

