

## **Purpose**

UCLA Bruin Masters Swimming is an official club of the University of California, Los Angeles (UCLA). The Club is open to all adult swimmers (fitness, triathlete, competitive, and non-competitive) who are dedicated to improving their fitness through swimming. Within the program, structured workouts from the coaches offer valuable training assistance along with stroke and technique clinics, workshops, and general instruction. Pool and open water races provide opportunities to compete and measure individual progress at the local, state, national, and international levels. This program is designed to help swimmers improve fitness and/or train for specific goals, and offer active support for a healthy lifestyle through friendship and camaraderie.

## **Club Structure**

### **Membership**

UCLA Bruin Masters Swim Club is a registered United States Masters Swimming Club and is an official program of UCLA Recreation. Club members are expected to be registered USMS swimmers, as well as currently enrolled (and up to date on dues) with the UCLA Bruin Masters. UCLA matriculated students who do not meet USMS age requirements are also eligible for full membership in the Club. All club members who are under the age of 18 shall be required to be a current member of USA Swimming.

### **Coaching**

The Head Coach is the administrative head of the Club and reports to UCLA Recreation. The Head Coach shall retain the services of Assistant and Substitute Coaches as required by the Club and as is permissible by UCLA Recreation. Their employment or volunteer service is governed by the policies of the University of California and UCLA. Although members are encouraged to discuss coaching matters with the coaching staff, coaching philosophy, workout designs, periodization planning, etc. are the sole purview of the Head Coach.

### **Team Advisory Group (TAG)**

**TAG's Purpose:** The Club is represented by the Team Advisory Group (TAG) which facilitates member feedback in the Club's management, priority setting, event development, and all matters impacting the welfare of the club. TAG's purview includes: 1. acting as the voice of the UCLA Bruin Masters Swimming Club membership; 2. recommending changes and adoptions to regulations, procedures, and policies; 3. advising the Head Coach and UCLA Recreation on future developments and areas for improvement. TAG's function is to support the efforts of the Head Coach. It is the forum through which members assist and enable the smooth operations of the Club. TAG shall set its annual schedule of meetings early in the Fall Quarter and shall meet a minimum of once per quarter. Ad hoc meetings of TAG may be convened as needed by the Chair, the Head Coach, UCLA Recreation management, or by the concurrence of three or more TAG members.

TAG shall work in its advisory capacity with the Head Coach and UCLA Recreation in the preparation of an annual budget that outlines projected revenues and expenditures.

**TAG Organization:** TAG shall be made up of nine Club members. At least one TAG member shall be from each of the following groups: (1) undergraduate student; (2) graduate student; (3) UCLA faculty; (4) UCLA staff; two members shall be UCLA affiliated (community) members. Each of the following lane groupings shall also be represented: lanes 1-3; 4-5; and 6-8. (A TAG member may represent multiple demographics but shall have only one vote. For example, a graduate student who swims in lane 4 ensures that criteria 2 and lane representation have been met.) By majority vote of TAG, up to three additional club members may be added to TAG as At-Large members. UCLA Recreation, at its discretion, may appoint one additional ex officio non-voting member to TAG. It is conceivable that in any given year there may not be an eligible volunteer from a given demographic. After a good-faith effort to fill seats from all the demographics listed, TAG may fill vacant seats with any eligible Club member.

Membership on TAG is on a voluntary basis. Only members in 'good standing,' (e.g., USMS and UCLA dues are up-to-date) may serve on TAG. Volunteer assistant coaches or substitute assistant coaches may serve on TAG, paid assistant coaches may not. The Head Coach, Recreation Director, Associate Director, Assistant Director, and Aquatics Coordinator shall provide operational support to TAG, and are standing guests at meetings of TAG (without vote). Club members interested in serving on TAG should contact the Chair. In the event that more members are interested in serving than seats on TAG allow, the Chair shall call for an election. All members of the Club in good standing shall then be eligible to vote.

The Officers of TAG shall be elected by the members of TAG from among the TAG members.<sup>1</sup> TAG may create new Officers at its discretion as the needs arise (e.g., Vice President of Sponsorships; Treasurer, Home Meet Director, etc.). The Officers shall convene support committees or work groups as needed. Each non-officer member of the TAG is required to serve on and actively participate in at least one such committee or workgroup or complete an ad hoc project as requested by an officer, the Coach or UCLA Recreation. The term of each officer shall be one year beginning in the Fall Quarter through the end of Summer Quarter. An officer filling a partial-term vacancy may, at the discretion of the TAG, extend the first term through the following Summer Quarter. Each officer may serve a second consecutive term if elected.

No TAG Member shall serve for more than three consecutive years on the TAG unless the TAG lacks the requisite minimum number of volunteers from the Club.

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<sup>1</sup> Any officer may be removed, either with or without cause, by a majority of the TAG Members, at a regular or special meeting of TAG when a quorum is present.

## TAG Officers:

Position	Description
Chair	<p>The Chair is the presiding officer of the TAG. Responsibilities include:</p> <ul style="list-style-type: none"><li>❖ Together with the Head Coach, provide general oversight to the Club to ensure that the interests of the Club are represented to all constituencies, internal and external to the University.</li><li>❖ Primary liaison between the Club, the TAG, and the Head Coach and UCLA Recreation.</li><li>❖ Collaborates with each TAG Officer to ensure the integration of efforts</li><li>❖ Preside over meetings of TAG, including meetings in executive session (which are defined as meetings of only the voting members of the TAG).</li><li>❖ Delegates tasks to other officers and/or members to ensure the smooth operations of the TAG's priorities.</li><li>❖ Convenes and chairs at least two 'all team' meetings annually</li></ul>
Vice Chair	<p>The Vice Chair serves as the Chair in the Chair's absence or inability to serve and serves as communications officer for the Club. Responsibilities include:</p> <ul style="list-style-type: none"><li>❖ Providing copy for the web site so that it is up-to-date and collaborating with different officers, coaches, and club members to do so.</li><li>❖ Drafts and disseminates weekly club emails (with Coach's approval), to ensure that the Club is apprised of matters of significance to the club, including highlighting noteworthy accomplishments of club members.</li><li>❖ Ensures that minutes are kept and approved of all TAG and Team meetings</li><li>❖ Together with the Social Director, ensures that Club events are photographed, videoed, etc., and that the photos are disseminated to the team via the web page, Facebook, etc.</li><li>❖ Assist in the general leadership of the Club.</li></ul>
Outreach Director	<p>The Outreach Director is in charge of coordinating team efforts to expand the team membership. Responsibilities include:</p> <ul style="list-style-type: none"><li>❖ Responding to the inquiries from possible members as assigned by the Coach</li><li>❖ Keeping an electronic database (e.g. Excel) of members and their membership information.</li><li>❖ Together with the Coach and Chair, develop an outreach plan for any teams, groups, clubs, etc., whose memberships would benefit by UCLA Bruin Masters Swimming</li><li>❖ Ensure the implementation of the outreach plan</li></ul>
Social Director	<p>The Social Director ensures that a range of social events are conducted during the course of that year that are designed to foster community and encourage member interaction outside of the pool. Responsibilities include:</p> <ul style="list-style-type: none"><li>❖ Organizes team social activities consistent with UCLA policies.</li><li>❖ Delegates to club members the coordination of various ad hoc social events</li><li>❖ Lead TAG discussion regarding annual banquet, awards dinner, pot luck, etc.</li><li>❖ Assists with outreach events as requested by the VP for Outreach</li><li>❖ Together with the Vice Chair, ensures that Club events are photographed, videoed, etc., and that the photos are disseminated to the team via the web page, Facebook, etc.</li></ul>

## Conduct of TAG Meetings

- ❖ A meeting may be called to order by the presiding officer once a quorum of members is present. A quorum is reached when fifty percent plus one of the voting members are present.
- ❖ The presiding officer shall determine what guests, if any, may attend a meeting. The members of the TAG may also authorize guests by a simple majority vote. This includes meetings in executive session.

- ❖ Club members have the right to attend TAG meetings (except executive session). They shall have the right of the floor, but may not vote unless they are members of TAG.
- ❖ Meetings will start with the presiding officer's call to order. Each officer will be called upon to make his/her progress report (if any) addressing topics pertaining to the team. The Head Coach (or designee) shall have time provided to report to the TAG.
- ❖ If an issue needs to be voted upon:
  - TAG members will be asked to vote on issues that require attention. Time will be given for discussion. All Club members are welcome to voice their opinions, comments, and concerns.
  - For all routine matters, a simple majority vote of voting members present is required for passage. Proxy voting and voting in absentia is not allowed.
  - Matters involving the changing of this charter shall require two thirds majority of voting members present.
- ❖ Each meeting will allow time for general announcements and new business.

## Team Meetings

- ❖ The team shall meet as a whole at least twice annually. The meeting will be called to order at the designated start time. Anyone can attend team meetings, members or non members alike. However, only members shall have the right of the floor. At the discretion of the presiding officer, a team meeting may be designated 'members only.'
- ❖ Team meetings will start with a presiding officer's call to order. Each officer will be called upon to make his/her progress report (if any) addressing topics pertaining to the team. Time will be given for the Head Coach to address the Club.
- ❖ If an issue needs to be voted upon:
  - Members may be asked to vote on issues that require attention. Time will be given for discussion. All members are welcome to voice their opinions, comments, and concerns.
  - A simple majority of members present will be required for passage.
- ❖ General announcements can be made at the end of the meeting, along with the announcement of new business.