

SASKATOON GOLDFINS SWIMMING CLUB

BYLAWS

ARTICLE I: DEFINITIONS

1. **Act:** The Society Act, being Chapter 142 of the Revised Statutes of Saskatchewan 1965, as amended.
2. **Non-Profit Organization:** means the Saskatoon Goldfins Swimming Club (Athe Goldfins.@)
3. **Swimmer:** means any swimming member of the Non-Profit Organization.
4. **Coach:** means any coaching member of the Non-Profit Organization.
5. **Member:** means any member of the Non-Profit Organization.
6. **Officer:** means any member holding an office in the Non-Profit Organization.
7. **Registrar:** means the Registrar of Joint Stock Companies or other duly authorized persons performing the duties of the Registrar of Joint Stock Companies.
8. **Swim Meet:** means any speed swimming competition conducted according to the rules and regulations of SNC and/or FINA.
9. **Special Resolution:** means a resolution passed by at least three-fourths of the votes cast at a general meeting of the Non-Profit Organization for which not less than fourteen (14) days notice has been given specifying the intention to propose the resolution.
10. **SNC:** means Swimming/Natation Canada
11. **FINA:** means Fédération Internationale de Natation Amateur.
12. **Swim Sask:** means Swim Saskatchewan, Inc., which is the designated provincial section of SNC and is the provincial amateur sport governing body for swimming in Saskatchewan.

ARTICLE II: NAME, PURPOSE AND OBJECTIVES

1. **Name:** The name of the Non-Profit Organization shall be the Saskatoon Goldfins Swim Club (“the Goldfins.”) The club is a member of Swim Saskatchewan, Inc. and is subject to the Bylaws and Policies of Swim Sask. Through Swim Sask, the club is subject to the bylaws, rules and regulations of SNC and FINA.

2. **Purpose:** The Saskatoon Goldfins Swim Club is dedicated to the promotion of excellence in competitive swimming in Saskatoon. The club develops, regulates and supports programs to encourage the maximum personal development of each individual swimmer, whether at the club, provincial, national or international level.
3. **Objectives:** The objectives of the Saskatoon Goldfins Swim Club shall be:
 - 1 To promote amateur speed swimming.
 - 2 To teach interested swimmers the necessary skills to become speed swimmers.
 - 3 To provide the opportunity for swimmers to develop their maximum potential, striving for national recognition.
 - 4 To give swimmers with the required qualifications the opportunity to compete in swim meets at various levels.
 - 5 To foster and preserve the highest ideals of good sportsmanship and character.

ARTICLE III: MEMBERSHIP

1. **Swimming Member:** Any person who is accepted for training as a speed swimmer by the coaching staff of the Non-Profit Organization and by the Board of Directors, shall be a swimming member upon payment of the required fees. Required fees shall be those prescribed by Swim Sask and by SNC for registration, together with any fees determined by the Board of Directors for registration/training with the Goldfins. The swimming member shall be registered with SNC using the form and manner prescribed by SNC. Registration with SNC is confirmation of the swimmer=s amateur status and is required before the swimmer may compete in any sanctioned swim meet.

Beginning in 2004, swimmers who have reached the minimum age for registration as Masters swimmers are permitted dual registration as competitive swimmers with SNC and with Masters Swimming Canada. The Board shall determine the terms and conditions for dual registration of any Masters swimmer with the Goldfins Swim Club, subject to SNC and Swim Sask policies.

- 1.1 **Affiliate Member:** A swimmer who trains with another Saskatchewan amateur swim team or amateur sports club may become an affiliate member of the Goldfins upon the approval of the Board, and upon the payment of an affiliate member=s fee (the amount of such fee to be determined by the Board.) Affiliate swimmers shall be registered with SNC as members of the Goldfins.
- 1.2 **Post-Secondary Student Member:** A swimmer who is a registered student at a University or other post-secondary educational institute may become a post-secondary student member of the Goldfins upon the approval of the Board, and upon the payment of a post-secondary student member=s fee (the amount of such fee to be determined by the Board). Post-secondary student swimmers shall be

registered with SNC as members of the Goldfins, and shall be so designated in meet entries. The existence of this membership category does not preclude a post-secondary student from registering as a regular swimming member of the Club.

- 1.3 Membership status can be changed during the swim season only with the approval of the Board.
2. **Ordinary Member:** Any parent or guardian of a swimming member shall be an ordinary member of the Non-Profit Organization.
3. **Coaching Member:** Any coach appointed or engaged by the Board of Directors of the Non-Profit Organization to assist in the training of any of the swimming members shall be a coaching member. Coaches/teachers of the *I Can Swim* program operated by the Goldfins shall also be coaching members of the Non-Profit Organization.
4. **Honorary Member:** Any person with a special interest in the Non-Profit Organization may be appointed by the Board of Directors.

ARTICLE IV: MEETINGS OF THE NON-PROFIT ORGANIZATION

1. At least two (2) meetings of the general membership of the Non-Profit Organization shall be held each year, one (1) in the fall not later than November 30th, and one (1) in the spring not later than May 31st. The fall meeting shall be the Annual General Meeting and the spring meeting shall be the semi-annual meeting of the membership.

The business of the Annual General Meeting shall be:

1. Minutes of the previous annual or semi-annual meeting
2. Business arising from the Minutes
3. Report of the President
4. Reports of the Directors
5. Report of the Head Coach
6. Report of the *I Can Swim* Coordinator
7. Approval of the Financial Statements
8. Appointment of the Auditor (if any)
9. Proposed Bylaw Changes (if any)
10. Resolutions

The business of the semi-annual meeting shall be:

1. Minutes of the previous annual or semi-annual meeting
2. Business arising from the Minutes
3. Report of the President
4. Reports of the Directors
5. Report of the Head Coach
6. Report of the *I Can Swim* Coordinator

7. Presentation and Approval of the Budget
 8. Resolutions
 9. Election of the Officers and Directors for the following term
13. The President (or the Vice President in the absence of the President) shall call special meetings of the Non-Profit Organization at the request of the Board of Directors, or upon the written request of twenty (20) members of the Non-Profit Organization. Notice of special meetings shall include a description of the matter(s) to be decided, and any background information on the matter(s). The agenda of any special meeting shall be limited to the matter(s) for which the meeting was called.
 2. Notice of meetings, with an agenda, shall be sent not less than fourteen (14) days prior to the meeting, to all members of the Non-Profit Organization, it being sufficient to send one (1) notice to each family unit, at the address specified on the swimmer's registration.
 3. Fifteen (15) percent of the ordinary members of the Non-Profit Organization shall constitute a quorum at an annual or semi-annual general meeting of the Non-Profit Organization and may transact the business of the Non-Profit Organization. Fifty-one (51) percent of the ordinary members shall constitute a quorum for a special meeting of the general membership.
 4. A simple majority (50% plus 1) of votes cast shall be required to pass an ordinary motion. A majority of 75% of votes cast is required to pass a motion to amend the Bylaws of the Non-Profit Organization. No individual member is entitled to more than one (1) vote, however more than one member from each family unit may vote. The Chairperson shall have no vote except in the event of a tie when he/she shall have the deciding vote. Voting shall be by show of hands except that elections may be by secret ballot at the request of any member. The Minutes shall show only that a motion was passed or defeated unless a recorded vote is requested.
 5. *Roberts Rules of Order* shall be used as a guide at all meetings of the Saskatoon Goldfins Swim Club, including all meetings of the general membership, the Board of Directors, and committees.

ARTICLE IV: VOTING RIGHTS AND PRIVILEGES OF MEMBERS

1. Any ordinary member shall be entitled to notice of, attendance at, and one (1) vote in person at all meetings of the Non-Profit Organization. The member must be present to vote; there will be no voting by proxy. Any ordinary member may be elected or appointed as an Officer or Director of the Non-Profit Organization.
2. Swimmers who have reached the age of fifteen (15) years may vote at general meetings. They may not hold office in the Non-Profit Organization.
3. Honorary members may vote at general meetings but may not hold office in the Non-

Profit Organization.

4. Coaches and other employees shall be entitled to all the rights and privileges of ordinary members except they may not hold elected office in the Non-Profit Organization.

ARTICLE V: SUSPENSION OF MEMBERSHIP

1. Any member who is in breach of these By-Laws, of the rules and regulations of the Non-Profit Organization, or of any applicable rules or regulations of Swim Sask or SNC may be suspended by the Board of Directors for a stipulated period of time, indefinitely, or permanently.
2. A swimmer whose fees have not been paid (without reasonable cause) may be suspended from the Non-Profit Organization at the discretion of the Board of Directors.
3. The voting rights of a member whose membership fees are not paid, shall be suspended until such time as the fees are paid, together with any arrears.

ARTICLE VI: FEES, TRAVELING EXPENSES AND REFUNDS

1. Membership fees shall be determined by the Board and approved by the members at a semi-annual general meeting of the Non-Profit Organization.
2. Policy governing the Non-Profit Organization's contribution to travel and accommodation expenses for swimmers shall be determined by the Board of the Non-Profit Organization.
3. The Board of Directors may from time to time set such special fees and traveling expenses as are considered necessary.
4. The Board of Directors shall determine the manner in which fees or traveling expenses are to be paid or refunded.
5. The Board of Directors shall have the authority to reduce fees and/or travel expenses in cases of individual need.
6. The Board of Directors shall have the authority to set policy governing the issuance of any refunds of registration fees in whole or in part for a swimmer who ceases to be a member of the Non-Profit Organization.
7. Members shall be issued with receipts for fees paid when requested.

ARTICLE VII: BOARD OF DIRECTORS OF THE NON-PROFIT ORGANIZATION

The Board of Directors of the Non-Profit Organization shall consist of the Officers and Directors elected by the members of the Non-Profit Organization, the Head Coach or designate, and the *I Can Swim* Coordinator.

8. The following shall be the Officers of the Non-Profit Organization:

President
Past President
Vice President
Secretary
Treasurer

2. The following shall be the Directors of the Non-Profit Organization:

Finance Director
Club Registrar
Social Director
Representative to the Winter Swimming Committee of Swim Sask
Billets Director
Personal Equipment Director
Public Relations Director
Entries/Records Director
Meet Manager
Officials Director
A Team Manager for each training squad or team

3. The Officers and Directors of the Non-Profit Organization shall be elected annually at the Spring General Meeting of the Non-Profit Organization. Only one person shall be elected to each position, however the membership may approve any number of persons to assist the elected individual. Each position shall be entitled to one vote, ordinarily carried by the elected individual, notwithstanding whether any position has more than one person sharing the duties of that position.

4. The person elected to the position of Meet Manager must be certified as a Meet Manager according to the rules of SNC for certification of officials. Special qualifications are not required for any other elected position on the Board of Directors.

5. Officers and Directors shall ordinarily hold office from September 1st to August 31st in the subsequent year.

5. Officers and Directors may hold the same office for more than one (1) year, if duly elected by the members at the general meeting, but may not hold the same office for more than three (3) consecutive years, except in extraordinary circumstances as determined by the members of the Non-Profit Organization..

7. In the event that an Officer or Director vacates a position during a term, the Board of Directors of the Non-Profit Organization may appoint an interim replacement to serve until the next general meeting of the Non-Profit Organization
8. A member of the Board of Directors may hold only one position on the Board, except that the Past President may and shall ordinarily be the Representative to the Winter Swimming Committee of Swim Sask.
9. The Head Coach, or a coach designated by the Head Coach, shall be a member of the Board of Directors, with vote, but may not hold any other position on the Board. In the event that the office of the Head Coach becomes vacant for any reason, the coaches shall select an alternate from among their number to serve on the Board of Directors until the position of Head Coach has been filled.
10. The *I Can Swim* Coordinator shall be a member of the Board of Directors, with vote, but may not hold any other position on the Board.

ARTICLE VIII: POWERS AND DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors shall be responsible:

1. To operate the Non-Profit Organization to fulfill its aims and objectives, and to ensure that all swimmers are treated equitably and fairly in the allocation of human and fiscal resources for training and competition.
2. To conduct the business affairs of the Non-Profit Organization, and to make such decisions as are necessary for the effective and fiscally responsible operation of the Non-Profit Organization.
3. To formulate and review such rules and regulations or policies for the Non-Profit Organization, its members and swimmers as it shall, from time to time, deem proper and advisable.
4. For the overall discipline in the Non-Profit Organization, and to take such disciplinary action as it deems, in special instances, to be necessary.
5. To engage, determine the contractual obligations for, evaluate, terminate and fix the compensation of the Head Coach and the *I Can Swim* Coordinator.
6. To engage, set the employment conditions for, evaluate, terminate and fix the remuneration of any employee(s) as required for the orderly and efficient operations of the Non-Profit Organization, except that the Head Coach and the *I Can Swim* Coordinator shall have the authority to engage, set the employment conditions for, evaluate, terminate and fix the compensation for all other swim coaches or teachers, within budgetary guidelines established by the Board.

7. To set the fees for the Non-Profit Organization as empowered in Article V hereof.
8. To operate all swim meets to be sponsored by the Non-Profit Organization.
9. To represent the Non-Profit Organization to the Winter Swimming Committee of Swim Saskatchewan.
10. To ensure compliance of the Non-Profit Organization with all applicable rules or policies of SNC or Swim Sask, or any other applicable agency or authority.
11. To manage the affairs of the Non-Profit Organization between general meetings.
12. Notwithstanding the above powers and duties, the Board of Directors shall be subject to the orders of the Non-Profit Organization, and none of its actions shall conflict with the policies of the Non-Profit Organization or actions taken by the Non-Profit Organization, nor with these Bylaws.
13. Upon authorization by a special resolution, to subscribe to, or become a member of, or co-operate with any other Non-Profit Organization or Association, whether incorporated or not, whose objects are in whole or part similar to the objects of this Non-Profit Organization
14. To appoint such committees as it considers necessary from time to time.

ARTICLE IX: MEETINGS OF THE BOARD OF DIRECTORS

1. The Board of Directors shall hold regular meetings monthly from September to June inclusive. Meetings in the months of July and August shall be at the call of the President.
2. Special meetings of the Board of Directors may be called by the President or the Vice-President in the absence of the President or by any five (5) members of the Board. Forty-eight (48) hours notice shall be given of any special meetings. Notice shall include a description of the matter(s) to be decided, and any background information on the matter(s). The agenda of any special meeting shall be limited to the matter(s) for which the meeting was called.

The President (or Vice President in the absence of the President), the Head Coach or designate, and at least four other members of the Board shall be present to form a quorum, and may conduct the business of the board at regular meetings of the Board. Quorum for any special meeting of the Board shall be the President (or Vice-President in the absence of the President), the Head Coach or designate, and at least one-half of the members of the Board.

3. All members of the Non-Profit Organization are entitled to attend regular meetings of the Board of Directors. Members shall be permitted to speak at meetings of the Board of

Directors with the express permission of the Chairperson of the meeting, but shall not vote. The Chairperson shall have the authority to declare any portion of a meeting of the Board *in camera*, in which case all other members or persons present must withdraw.

4. The following agenda shall be followed at all regular meetings of the Board of Directors:

Minutes of the Previous Meeting
Business Arising from the Minutes
President=s Report
Reports from Operational Committees:
 Financial Services Committee
 Member Services Committee
 Meet Services Committee
 Public Relations Committee
Head Coach=s Report
I Can Swim Coordinator=s Report
Report from Winter Swimming Committee Representative
Correspondence
Other New Business

5. A simple majority of members of the Board present and voting shall be required to pass a motion. Each member shall have only one (1) vote. The Chairperson shall have no vote except in the case of a tie when he/she shall have the deciding vote.

ARTICLE X: COMMITTEES OF THE BOARD OF DIRECTORS

OPERATIONAL COMMITTEES

The Board shall establish operational committees which shall conduct the day to day management of the Non-Profit Organization. The terms of office of the operational committees shall be coincident with the terms of office of their members. The operational committees shall be chaired by the first-named member of each committee.

Meetings of each operational committee shall be at the call of the chair, or at the direction of the President of the Non-Profit Organization. A simple majority of the members present at a meeting can make decisions for the committee.

Operational committees may make decisions concerning the functioning of the Non-Profit Organization between regular meetings of the Board of Directors, but may only execute those decisions affecting routine matters on which there is an established Non-Profit Organization policy. Operational committees shall report to the Board at the regular monthly meetings of the Board, and the actions of the operational committees shall be presented for the approval of or variance by the Board.

Minutes of meetings should be kept for any matter relating to policy or to financial affairs, and copies of those minutes should be appended to the Board Minutes of the meeting at which their

contents were discussed.

1. Executive Committee

The Executive Committee shall consist of:

- (2) the Officers of the Non-Profit Organization, of whom at least three must be present,
- (3) the Head Coach or designate, and
- (4) at least one (1) other director as shall be decided from time to time by the Board, making sure that any Board member primarily concerned with the subject to be discussed is invited to attend..

Twenty-four (24) hours' notice shall be given for meetings of the Executive Committee. In the event of an urgent matter requiring immediate action, the President may conduct a telephone or electronic (email) discussion, but any decision must be ratified by the Executive Committee at a formal meeting, as soon as possible thereafter.

2. Financial Services Committee

The Financial Services Committee shall consist of:

- (3) the Treasurer, the Finance Director, the club Registrar, the Bingo Coordinator, and
- (4) the chairpersons of any club fundraising activity (eg. Swim-a-thon, Sales, Casino Night) for the duration of that fundraising activity, and
- (5) ex officio, for discussions affecting budgetary decisions, the Vice President, the Head Coach and the *I Can Swim* Coordinator, when required.

The Financial Services Committee shall meet regularly, not less than once every two (2) months, or at the call of the chair, to ensure proper monitoring of the financial affairs of the Non-Profit Organization as hereinafter defined by the specific duties of the members of the Committee.

3. Member Services Committee

The Member Services Committee shall consist of:

- (1) the Team Managers, of whom the Manager of the most senior team shall be the Chairperson of the Committee, the Social Director, the Personal Equipment Director, and
- (2) the Head Coach or designate.

The Member Services Committee shall meet regularly, at least monthly, to plan the club=s participation in meets, and to devise strategies for appropriate liaison between the parents and the coaches.

4. Meet Services Committee

The Meet Services Committee shall consist of:

- (1) the Meet Manager, the Officials Chairperson, the Billets Director, the Entries/Records Director, the Officials Director, the Office Manager, and the chairpersons of any advertising/corporate sponsorship activities, and
- (2) the Head Coach or coaches= liaison.

The Meet Services Committee shall meet at the call of the chair, as required for the planning of any meet hosted by the Non-Profit Organization, and as required for the orderly completion of the duties of its members.

5. **Public Relations Committee**

The Public Relations Committee shall consist of:

- (1) the Publicity Director, the Awards Chairperson, the Newsletter/website editor, and the representative to the Winter Swimming Committee of Swim Sask.

The Public Relations Committee shall meet at the call of the chair, as required for the completion of the duties of its members. The Public Relations Committee shall oversee any marketing of the Goldfins Swim Club, and shall assist the President or Head Coach if either is called upon to speak or to act publicly on behalf of the Non-Profit Organization.

6. **Nominations Committee**

At least one (1) month prior to the elections in the spring, the Board must strike a Nominations Committee whose duty shall be to obtain and present as many nominations as possible for each elected position in the Non-Profit Organization at the meeting at which elections are to be held. The Nominations Committee shall ordinarily be chaired by the Past President.

AD HOC COMMITTEES

The Board may establish Ad Hoc Committees from time to time as needed to assist the Board in carrying out its duties. The terms of reference of Ad Hoc Committees, the members of the committees, and the mechanisms of action and of reporting for the committees, shall be established at the time that the Board makes the decision to strike an Ad Hoc Committee. The term of office of an Ad Hoc Committee shall not exceed that of the Board under whose authority it was struck, and in any case, not longer than one (1) year. Notwithstanding the foregoing, the Board shall establish when needed the following:

Discipline Committee

In general, the coaches shall be responsible for the day-to-day discipline of the swimmers, particularly as it relates to their on-deck behaviour and to training habits and effort. If disciplinary action by the coach requires the suspension of pool privileges for more than one (1) practice, or the withdrawal of a swimmer from a meet, the disciplinary

action shall be discussed with the President and with the parents of the swimmer(s) involved.

Serious misconduct by a swimmer(s) shall be referred to a Discipline Committee for hearing, adjudication, and a determination of any consequences for the swimmer(s). The Discipline Committee shall consist of the Past President (who shall act as Chairperson), and two other members of the Non-Profit Organization appointed by the President. The following persons shall be entitled to attend the hearing: (a) the Committee members, (b) the Head Coach, (c) the swimmer(s), (d) the parents of the swimmer(s) or other representative, and (e) such other parties as the committee shall determine. The Committee shall hear any material or rebuttal information concerning the allegation, and shall decide the matter. Minutes of the hearing shall be kept by the Chairperson and the decision of the Committee shall be given in writing to the Board, the Head Coach, the swimmer(s) and the parents. Appeals from any decision of the Discipline Committee shall be made to the Board. The President and the parents of the swimmer(s) or representative of the swimmer(s) shall be entitled to address the Board but the members of the Discipline Committee, the parents of the swimmer(s) or the swimmer(s) representative shall not be entitled to hear the deliberations of the Board nor vote on the disposition of the appeal.

ARTICLE XI: RULES AND REGULATIONS

1. The rules and regulations of the Non-Profit Organization shall be formulated by the Board of Directors.
2. The rules and regulations shall govern the conduct of members whilst under the jurisdiction of the Non-Profit Organization.
3. The rules and regulations can be amended by the Board of Directors from time to time as they consider necessary.
4. All members shall be given a copy of the rules and regulations when they join the Non-Profit Organization, it being sufficient to provide each family unit with one (1) copy. Any amendment to the rules and regulations shall be sent to all members of the Non-Profit Organization in the same manner.
5. Breach of the rules and regulations may result in the suspension of the offending member from the Non-Profit Organization.

ARTICLE XII: DUTIES OF OFFICERS

1. **President:**
 - (1) To chair all general meetings of the Non-Profit Organization.
 - (2) To chair all meetings of the Board of Directors of the Non-Profit Organization.

- (3) To chair all meetings of the Executive Committee.
- (4) To oversee the operation of the Non-Profit Organization.
- (5) To be a member, ex-officio, of all Committees of the Non-Profit Organization.
- (6) To be the official public representative or spokesperson of the Non-Profit Organization, as needed.

2. **Vice President:**

- (1) To chair the general meetings, or meetings of the Board of Directors and the Executive Committee, in the absence of the President.
- (2) To assist the President at all times in the performance of his/her duties, and to carry out any special duties at the request of the President.
- (3) To be the official alternate of the President at the request of the President.
- (4) To be responsible for the orientation of all new swimming families to Club policies and activities.
- (5) To serve as advisor to the Public Relations Committee.
- (6) Ex officio, to be a member of the Financial Services Committee during budgetary discussions.

3. **Secretary:**

- (1) To arrange for the meeting place for the Board of Directors, and for the Fall General Meeting and the Spring General Meeting.
- (2) To send notice of general meetings to all registered swimming families.
- (3) To keep accurate minutes of all general meetings of the Non-Profit Organization.
- (4) To keep accurate minutes of all meetings of the Board of Directors of the Non-Profit Organization, and of the Executive of the Board.
- (5) To correspond with other Societies, Clubs or persons as directed by the President and/or the Board of Directors of the Non-Profit Organization.

4. **Treasurer:**

- (1) To keep accurate accounts of all financial transactions by the Non-Profit Organization.
- (2) To present and distribute at each meeting of the Board of Directors of the Non-Profit Organization, an up-to-date and accurate written statement of the Non-Profit Organization's financial state.
- (3) To prepare and present at the Fall General Meeting of the Non-Profit Organization, the financial statements for the preceding fiscal year, for the approval of the members.
- (4) To file the financial statements for the preceding fiscal year with the Registrar within fourteen (14) days of the Fall General Meeting of the Non-Profit Organization, in accordance with the Act.

5. **Past President:**

- (1) To advise and assist the Officers of the Non-Profit Organization as needed, and to

- provide corporate memory and continuity to the Board
- (2) To represent the Non-Profit Organization on the Winter Swimming Committee of Swim Sask.
 - (3) To chair the Nominations Committee, Disciplinary Committees if required, and carry out any other duties as requested by the President.

ARTICLE XIII: DUTIES OF DIRECTORS

1. Finance Director:

- (4) To coordinate all fundraising efforts by the Non-Profit Organization.
- (5) To present to the Board of Directors of the Non-Profit Organization, at each meeting, a report on the current fundraising activities of the Non-Profit Organization.
- (3) To prepare and present at the Spring General Meeting of the Non-Profit Organization, the proposed budget for the forthcoming fiscal year, for the approval of the members.
- (4) When directed by the membership, to assist in the preparation and conduct of an audit of the Non-Profit Organization's financial records, and to provide copies of the financial records to any person as may properly request access.

1. Club Registrar:

- (1) To be responsible for the collection of fees and traveling expenses.
- (2) To maintain a list of paid up swimmers in the Non-Profit Organization.
- (3) To pay the fees to register the Non-Profit Organization's coaches with National and Provincial bodies.
- (4) To submit registration information to Swim Sask and SNC, in the form and manner required by the respective policies of each organization.

2. Social Director:

- (1) To co-ordinate and plan all social functions run by the Non-Profit Organization, including Registration Night, Awards Night, Christmas Social, Spring Wind-Up, and other Club special occasions.
- (2) To organize complimentary food for the officials' room at swim meets sponsored by the Non-Profit Organization, and to arrange for a hospitality room for officials, coaches, and the Press, if appropriate to the meet.

3. Representative to the Winter Swimming Committee of Swim Sask:

- (1) To represent the Non-Profit Organization at the Winter Swimming Committee of Swim Sask.
- (2) To report to the Board of Directors of the Non-Profit Organization, at each meeting, the activities of the Winter Swimming Committee of Swim Sask.

4. **Billets Director:**

- (1) To coordinate and arrange billets for all swimmers from other swimming clubs, who desire billeting when attending swim meets sponsored by the Non-Profit Organization; and to post billet lists prominently at the facility prior to the first warm-up of any meet sponsored by the Non-Profit Organization. (Copies to be made available to chaperones and/or coaches of visiting teams.)
- (2) To assist the Team Managers (if required) to submit billeting information about Goldfins swimmers to host swim teams.

5. **Personal Equipment Director:**

- (1) To arrange for the purchase and sale of suitable swimming apparel, goggles, and other equipment as requested by the coaching staff for the swimmers.
- (2) To advertise through the Newsletter, to members of the Non-Profit Organization, the availability and the cost of the equipment.

6. **Meet Manager:**

- (1) To be responsible for the overall management of all swim meets sponsored by the Non-Profit Organization.
- (2) To delegate the management of specific meets to other certified Meet Managers as required.
- (3) To submit all meet results when and where required.

5. **Officials Director:**

- (1) To be responsible to the Meet Manager and Referee(s) of any meets sponsored by the Non-Profit Organization for the recruitment of sufficient qualified officials for the orderly and appropriate conduct of the meet.
- (2) To submit the names of all volunteer officials who have worked at any swim meet sponsored by the Non-Profit Organization to Swim Sask, in the form and manner prescribed.
- (3) To encourage and assist members and other volunteers to obtain training as swim officials according to the certification process for officials required by SNC.
- (4) To assist referees to organize and conduct officials' training clinics, and to liaise with Swim Sask and its Master and Senior Officials' Committee as required to document the participation of members in officials' clinics.

7. **Team Managers:**

- (1) To assist the coaches as required, particularly in liaising with the parents.
- (2) To be responsible for the management of the travel budget, in consultation with the coaches and with the Entries Director, and to determine swimmers' costs to attend meets (in accordance with club policy).
- (3) To provide an itemized financial statement of each meet to the Treasurer at the

conclusion of each meet, including entry fees, transportation costs, coach and chaperone accommodation costs, and swimmers= payments and subsidies.

- (4) To be in overall charge of all arrangements for club attendance at swim meets sponsored by other clubs, including the travel and accommodation for swimmers, coaches, and chaperones, and for communicating these arrangements to all parties.
- (5) To arrange for chaperones for all out-of-town meets, as required; and to ensure that chaperones are provided with appropriate direction as to their duties, and with appropriate funds and equipment.
- (6) The Team Manager of the most senior team will be the Chairperson of the Members= Services Committee, and will arrange Team Managers'/Coaches' meetings, and arrange team meetings with coaches, parents and a Board member.

8. **Public Relations Director:**

- (1) To assist the Non-Profit Organization with all aspects of its public relations and marketing.
- (2) To provide the news media with current information regarding the activities of the Non-Profit Organization and its swimmers.

10. **Entries/Records Director:**

- (1) To maintain a record of times for each swimming member in the Non-Profit Organization, using such electronic means as may be appropriate.
- (2) To prepare necessary entries for all swim meets, as directed by the coaches.
- (3) To obtain and submit the necessary information to Swim Sask or other appropriate agency, within the time specified, for all national and provincial records to which swimmers are entitled.
- (4) To see that the results of all meets are submitted when and where required.

ARTICLE XIV: DUTIES OF HEAD COACH AND COACHES

1. **Duties of Head Coach**

*** as Head Coach:**

- (1) To organize and coordinate all training programs to ensure that goals are being met in both the instructional and competitive programs of the Non-Profit Organization.
- (2) To hire or terminate all coaches (operating within the budget as set by Board of Directors of the Non-Profit Organization.)
- (3) To supervise and evaluate all coaches (using techniques such as monitoring results, regular coaches= meetings, frequent on-deck appearances) and to ensure that coaches participate in recognized coaching training programs as required.
- (4) To organize the annual meet schedule to satisfy all teams' needs, within the meet

- budget as set by the Board of Directors of the Non-Profit Organization.
- (5) To organize and execute a recruitment program for new swimming members to the Non-Profit Organization for both instructional and competitive levels.
 - (6) To participate actively in promotional activities and duties identified by the President or the Board of Directors of the Non-Profit Organization.
 - (7) To be involved in provincial and national coaching associations as required.
 - (8) To act as a consultant as required to the Non-Profit Organization on matters of meet organization, fundraising and Non-Profit Organization policy.
 - (9) To report on all activities to the President as required; and on items of specific interest to the Board of Directors at regular monthly meetings; to the general meetings of the Non-Profit Organization; and to specific parental meetings to maintain good internal communication and rapport.
 - (10) To foster good club morale and unity by being knowledgeable about all swimming members, and by being accessible to all parents in the Non-Profit Organization.
 - (11) To ensure that all coaches exemplify and provide positive role models to the swimmers through high levels of personal integrity and lifestyles.

***as Team Coach:**

- (1) Ordinarily, to coach the top-level group of swimmers.
- (2) To establish and execute a training and competitive program to ensure the development of quality swimmers, being aware of individual needs; including weight training, dryland training, and nutritional guidance as appropriate.
- (3) To motivate swimmers and foster good team spirit.
- (4) To ensure good communication and rapport with swimmers and parents.

2. **Duties of Coaches**

- (1) To train and coach the swimmers in accordance with the policies of the Non-Profit Organization, under the direction of the Head Coach.
- (2) To select swimmers on a fair and equitable basis to compete in swim meets; and to be responsible for submitting meet entries in a timely manner, through the Entries Director.
- (3) To cooperate in the coordination of all coaching programs.
- (4) To assist the Head Coach in proposing swimming programs for all meets sponsored by the Non-Profit Organization.

3. **Duties of the *I Can Swim* Coordinator**

- (1) To develop and execute a training program for beginning swimmers, both non-swimmers and those who have taken other swimming instruction, to prepare them for the novice level of competitive swimming, in accordance with the entry requirements for the competitive program as established by the Head Coach, and in accordance with the standards, requirements and progressions of the *I Can Swim* program.

- (2) To advertise and market the *I Can Swim* program, and to provide regular newsletters to the parents of registered swimmers, within the budgetary constraints of the program.
- (3) To register swimmers in the *I Can Swim* program, to submit their registrations to the *I Can Swim* program and to the Club Registrar, and to maintain an up-to-date roster of registered participants.
- (4) To hire sufficient coaching staff to meet the needs of the program, to supervise and evaluate the coaching staff, and to encourage coaching staff to participate in upgrading their skills through recognized programs of education.
- (5) To liaise regularly with the Head Coach concerning the progress of the program; to report regularly to the President of the Non-Profit Organization, to the Board at monthly Board meetings and to the members at annual/semiannual meetings.

ARTICLE XV: AFFILIATED NON-PROFIT ORGANIZATION

1. Any Non-Profit Organization, Club, or Organization, the objects of which are in whole or in part similar to those of this Non-Profit Organization, may request affiliation with the Non-Profit Organization.
2. Affiliation agreements with such other Non-Profit Organization, Club or Organization, may be made by special resolution of the Board.
3. An affiliated Non-Profit Organization, Club or Organization shall have no voting rights in the Non-Profit Organization, and its members may not hold office in the Non-Profit Organization.
4. Financial and other arrangements for mutual support can be made by the Board of Directors on behalf of the Non-Profit Organization with such affiliated Non-Profit Organization, Club or Organization.

ARTICLE XVI: AMENDMENT OF THE BYLAWS

The Bylaws of the Non-Profit Organization may be amended by special resolution of the members at the Annual General Meeting or at a special meeting of the members called for the purpose. At least 14 days notice must be given of the proposal to amend. Notice of the meeting shall include notice of the intent to amend and must specify the exact nature of the proposed amendment(s). A $\frac{3}{4}$ (75%) majority of votes cast is required to pass the amendment(s). No alterations of or additions to the By-Laws shall have any force or effect until two (2) copies thereof have been forwarded to the Registrar and one (1) copy has been returned bearing an endorsement by the Registrar to the effect that it has been registered.

**END OF FORMAL BYLAWS
(1985)**

(Reviewed and Revised 1995)
(Amended 1999)

(Reviewed and Revised 2004)