

Lethbridge Synchrobelles Synchronized Swimming Club (LSSSC)



Policies and Procedures

Last updated November 24, 2021

This manual has been created to support and inform all parents and swimmers in our programs. We want our swimmers to be successful and have a great season! This manual outlines all applicable policies, guidelines and procedures and applies to swimmers at all levels unless otherwise specified.

Please note that information in this manual is subject to change: if there are any discrepancies between Executive motions or coaches' decisions and the policies and procedures defined in the manual, the most recent Executive motion will take precedence.

Please refer to the Synchrobelles website and Facebook page for updates, a calendar of events and other resources you may find helpful.

Website:

www.lethsynchro.ca

Facebook page:

www.facebook.com/lethsynchro

Contents

1.0 The Lethbridge Synchrobelles	5
History	5
Our Philosophy	5
2.0 The Sport of Synchronized Swimming	6
2.1 Meets	6
2.2 Extra Routines	6
2.3 Private Lessons	7
2.4 Required Equipment	7
2.5 Synchro Competitive Structure	7
2.6 What is Alberta Artistic Swimming and Canada Artistic Swimming?	8
3.0 Responsibilities of Parents & Swimmers	9
3.1 Code of Conduct for Parents	9
3.2 Code of Conduct for Swimmers	9
3.3 Respect in Sports	10
3.4 Attendance	11
3.5 Vacations and Extended Absences	11
3.6 Discipline and Complaints Policy	11
4.0 Role of the Coach	19
4.1 Coach Code of Conduct	19
4.2 Head Coach Job Description	19
4.3 Program Coach Job Description	21
5.0 Organizational Policies	22
Regulations	22
Confidentiality	22
Organizational Structure	22
5.1 BYLAWS	22
5.2 Executive Board Position Descriptions	28
President	28
Vice-President	29
Secretary	30
Treasurer	30
Bookkeeper	31
Publicity/Promotions Chairperson	31
Competition Chairperson	32

Member-at-Large	33
5.3 Committee Descriptions	33
Bingo Chairperson	34
Registrar(s)	36
Grants Chairperson	36
Casino Chairperson	36
Sales/ Fundraising Chairperson	37
Watershow Chairperson	38
Swim-a-Thon Chairperson	38
Wardrobe Chairperson	39
Webmaster/Social Media	39
5.4 Other Position Descriptions	40
Meet Manager	40
5.5 Anti-Harassment & Abuse Policy	40
5.6 Communications Policy	41
5.7 Confidentiality Policy	41
5.8 Social Media Policy	42
5.9 Conflict of Interest Policy	43
5.10 Email Voting Policy	44
5.11 Finance Policy	45
5.12 Payment Policy	46
5.13 Privacy Policy	47
5.14 Registration Policy	47
5.15 Screening Policy	48
5.16 Volunteer Participation Policy	49
5.17 Emergency Action Plan	50
5.18 Concussion Policy	50
6.0 Indemnification	50
6.1 Will Indemnify	50
6.2 Will Not Indemnify	50
6.3 Insurance	50
6.4 Responsibility	50
7.0 Fundraising	50
7.1 Fundraising Procedures & Obligations	50
7.2 Bingo Procedures & Obligations	51

1.0 The Lethbridge Synchrobelles

Vision Statement: Nurturing the passion and athletic abilities of synchronized swimming.

Mission Statement: To provide a unique opportunity for athletes to develop synchronized swimming skills while enjoying the benefits of fitness, friendship, and teamwork in a positive and supportive environment.

Our goals are:

- To develop well-rounded athletes who desire to achieve their personal best at synchronized swimming;
- To facilitate the establishment of friendship among swimmers; and
- To teach good sportsmanship and development of life skills.

History

The sport of synchronized swimming started to take root in southern Alberta starting in 1963 when Mrs. Ursula Kasting began coaching synchronized swimming at the YWCA in Lethbridge. At that time Synchro was not yet an Olympic event but it was recognized as one of the fastest growing sports in the world at that time. The Synchrobelles as a club began for the 1977 season and swam out of the Stan Siwik Pool. Now over forty years later, we have expanded tremendously. We are competitive at the provincial level and have also sent swimmers to Nationals in our University program as well as our Masters, who have competed internationally at the World Masters.

Our Philosophy

The primary objective of the Lethbridge Synchrobelles Synchronized Swimming Club is to provide swimmers the opportunity to achieve their potential in the sport of synchro as individual athletes and as team members. We believe that through emphasizing the training process, each individual will develop strong personal characteristics, such as an appreciation for the value of hard work, teamwork, self-discipline and strong self-esteem. The Synchrobelles coaching staff undertakes the responsibility to provide each individual with the support necessary in their pursuit of excellence. We provide a safe and positive environment to foster the development of the skills required for each individual to achieve their goals.

Swimmers join the Synchrobelles at various ability levels, and individual progress in the sport will vary. At the early stages, coaches emphasize developing technical skills, encouraging a love of the sport, and creating a team atmosphere. As swimmers develop and their level of commitment increases, continued training will ensure opportunities to perform at their highest possible level. Commitment, hard work, successful goal setting, and long-term planning ensure positive outcomes for all athletes. The Synchrobelles Swim Club strives to help members adopt these habits while, at the same time, enjoying all the fun that the sport of synchronized swimming has to offer.

We find that the swimmer's, who pursue excellence when they are in the club, not only build a healthy lifestyle, but also learn discipline, commitment and a keen competitive instinct that helps them in school and all other aspects of their lives. We believe that the sport of synchronized swimming plays an integral role in the physical, social, and mental wellbeing of the individuals.

2.0 The Sport of Synchronized Swimming

2.1 Meets

All Synchrobelles swimmers are expected to support club members as they compete in events, including solos, duets, and combo and team events. Travel expenses are the responsibility of each team member's family. Expenses include travel, accommodations, and food.

2.2 Extra Routines

The Lethbridge Synchrobelles Synchronized Swimming Club (LSSSC) offers competitive swimmers a team program with additional optional programs of either solo, or duet, or combo routines. This format remains the most beneficial for swimmer and team development, as well as being the most cost-effective for the club. Team formation always takes priority in synchronized swimming. If a team is available, the team comes first.

An extra routine is a solo, duet, or combo event in which a swimmer participates over and above her available team's normal training time, scheduled and posted at the beginning of each year. These optional routines are offered depending on obtainable coaching, pool time and resources available to the club, by Executive decision. For the 13-18 competitive program and the Master's program) costs associated with extra routines are built into their swimming program, so no extra fees are required. For swimmers in all other competitive programs (10 & under, 11-12, 13-15), parents must pay an additional swim fee, to cover pool rental, coaching expenses and an additional competition suit, if required.

All competitive swimmers will be asked by the end of September whether they would like to participate in an extra routine. **If a team is unavailable, that swimmer may do a solo or duet as her/his regular team program and not be considered as participating in an extra (optional) program.** In the case of a duet, swimmers will be asked with whom they would like to partner. Swimmers should have similar levels of skill and commitment, and they should work well together. The option to learn an extra routine is a privilege and left to the Head Coach's discretion, based, in part, on the swimmer's attitude, attendance and overall commitment. Coaches will contact a swimmer's parents for permission to participate prior to announcing extra routines.

Separate training for extra routines will begin at the end of September or early October (with payment commencing October 1) at a schedule to be determined and announced at that time. All extra routines will be evaluated by the Head Coach in December. If the Head Coach feels that there is a lack of commitment on the part of the swimmer(s), or if other problems have arisen, the Head Coach may decide not to pursue the extra routine. If this is the case, payment for extra routines would be discontinued after December 1.

The decision to accommodate a Special Case – here defined as a swimmer who has committed to a team program but wishes to further develop her/his technical skills (for example, private lessons) – remains at the discretion of the Head Coach.

2.3 Private Lessons

Any swimmer wishing to further strengthen their skills or to catch up for missed practices may choose to take private lessons. Private lessons may also be a good option for extra preparation leading up to a swim meet. These lessons are generally 60 minutes in length. Private lessons are taught by Jr. Coaches working towards certification and/or Program Coaches. Should you wish to schedule private lessons for yourself or your swimmer, let the Head Coach know and she will schedule lessons for you. Head coach will submit private lesson hours and your account will be billed accordingly.

2.4 Required Equipment

What does a swimmer need to swim with the Synchrobelles?

- Club bathing suit (for all competitive swimmers) – Club suit is optional for Recreational Program they can wear any one-piece bathing suit
- Plain black suit and white swim cap for figures competitions (for routine competitions, see competition guidelines)
- Goggles (2 pairs ideally so there is spare in case of loss or breakage)
- Club Swim cap to keep hair out of your eyes
- Nose clips – should have 3-4 in the swimmer’s bag at all times
- Water bottle
- Healthy snack (i.e. granola bar, fruit)
- Club uniform; club wardrobe items are optional for non-competitive swimmers
- Flip-flops or crocs for deck and change room

2.5 Synchro Competitive Structure

Canada Artistic Swimming structures its competitions on an age-based system for synchronized swimming in Canada. “Age” means the age of a competitor as of December 31st of the calendar year of the competitive season (the end of the season) i.e. 2021-22 season – the age of your child at the end of 2022.

The Age categories are:

- Jr. Competitive
- Age Group 10 and under
- Age Group 11-12
- Novice (first year swimming)
- Age Group 13 - 15
- Age Group 16 - 18 (junior/senior)
- Master’s/Varsity (over 18)

A Competitor must meet the Age Requirement set forth in order to be eligible to compete in a given Age Category. There may be some variations subject to the discretion of the Head Coach based on ability and enrollment.

In the *Wildrose stream*, swimmers must participate in the Wildrose Qualifier to advance to the Wildrose Classic. Every routine entered in the Wildrose Qualifier will advance to the Wildrose Classic.

2.6 What is Alberta Artistic Swimming and Canada Artistic Swimming?

Alberta Artistic Swimming (Formerly Synchro Alberta)

Is the non-profit sport governing body for synchronized swimming in the province of Alberta incorporated in October 1970. They are one of 10 member provinces or territories affiliated with their parent organization, Canada Artistic Swimming. Their mission is to lead and develop people in the sport of synchronized swimming in Alberta.

Website: www.synchroalberta.com

Canada Artistic Swimming (Formerly Synchro Canada)

Is a volunteer - based organization with a professional staff based in Ottawa, is responsible for the development and operation of the sport through a wide variety of programs. These programs encompass research and development; marketing and communications; participation; athletes, officials' and coaches' development; and competitions. The association also coordinates the activities of the eleven provincial sections.

Website: www.synchro.ca

3.0 Responsibilities of Parents & Swimmers

3.1 Code of Conduct for Parents

Parents must sign and return a copy of the Parent Code of Conduct prior to their child commencing the session.

Parents are required to demonstrate a positive attitude, be courteous, and show respect towards all club members, coaches, swimmers, and all Alberta Artistic Swimming and Artistic Swimming Canada members.

Parents are expected to show good sportsmanship at all times.

Parents are invited to discuss progress or concerns with their child's coach before or after scheduled practices, at a time agreed to by the parent and coach.

Parents are invited to observe practice sessions from the upper observation area.

Parents are not to interfere with practices or competitions. Parents are not allowed on the pool deck at competitions.

Parents are to refrain from any and all negative discussions of the performance and behaviour of all athletes, coaches, and officials.

A general parent meeting for each team is held at the beginning of the season to inform parents about the season and schedule, and to answer any questions you may have.

Parents are responsible to pay in full the swimming fees and other costs posted to their child's account including, if applicable, pay in full the previous balance of their child's account.

Be aware of Alberta Artistic Swimming Code of Conduct and Ethics policy, Alberta Artistic Swimming disciplinary policy, and the LSSSC Policy Manual and follow them at all times.

Please see the below for the full Code of Conduct.

The LSSSC Executive, at its discretion, may terminate with notice a swimmer's membership in LSSSC and the swimmer will forfeit swim fees or other costs incurred by the swimmer up to one full month after termination prior to January 1st, after which all swim fees may be forfeited.

3.2 Code of Conduct for Swimmers

Swimmers and parents must sign and return a copy of the Swimmer Code of Conduct prior to commencing the season.

Swimmers are expected to:

Demonstrate a positive attitude towards the sport of artistic swimming.

Demonstrate good sportsmanship.

Treat coaches and fellow swimmers with courtesy and respect.

Be in attendance at and be on time for all swim meets.

Be courteous to fellow competitors, other club coaches, and officials, and to conduct themselves appropriately while representing the Lethbridge Synchrobelles.

Support club swimmers by sitting together and cheering for all Lethbridge Synchrobelles routines.

Refrain from any and all negative discussion regarding the performance and behaviour of all athletes, coaches and officials.

Attend the Award Presentations at all events.

Follow all pool safety rules while on pool decks and in the change rooms.

There is zero tolerance of:

Offensive language,

Rude or offensive behaviour,

Angry outbursts or disorderly behaviour,

Abuse of athletes, coaches, or officials,

Use of alcohol, cigarettes or illegal drugs,

Use of electronic communication devices and/or cameras in the change areas.

Please see below for the full Swimmer Code of Conduct.

Discipline will be applied as outlined in the LSSSC Discipline Policy.

The LSSSC Executive, at its discretion, may terminate with notice a swimmer's membership in LSSSC and the swimmer will forfeit swim fees or other costs incurred by the swimmer up to one full month after termination prior to January 1st, after which all swim fees may be forfeited.

3.3 Respect in Sports

Respect Group was incorporated in 2004 to pursue the prevention of bullying, abuse, harassment and discrimination.

The Respect in Sport Activity Leader/Coach Program educates youth leaders, coaches, officials and participants to recognize, understand and respond to issues of bullying, abuse, harassment and

discrimination. It may be the single most important training your leaders will receive to assist them in creating a safe, healthy and respectful environment for all participants!

One of the most common reasons coaches, managers, officials and athletes, of all ages, cite for leaving sport is unacceptable parent behaviour. The Respect in Sport Parent Program will help define a standard of behaviour for all parents and create a more rewarding, safe and respectful environment for everyone involved. Parents want to do a great job supporting their kids. Respect in Sport provides parents with the tools to do just that.

Completion of the Respect in Sport online certification is mandatory for all coaches and board members involved with LSSSC. The certification is strongly suggested for all parents and swimmers.

3.4 Attendance

Attendance is extremely important in a team sport like synchronized swimming. The swimmer should clearly understand the commitment to their team, coach, and club before the season starts. It is important to note that during the competition season (January to May), the highest degree of attendance and focus is necessary.

The progress of the team depends on the regular attendance of every swimmer. Absences affect the entire team. ***If a swimmer must miss a scheduled practice, the Coach must be notified by telephone or e-mail as soon as possible.*** This allows preparation time for the Coach to organize the practice for the least amount of disruption for the other members of the team.

Parents of swimmers with more than three absences within a one-month period will be contacted, and a parent/coach meeting will be arranged by the Head Coach. The swimmer's commitment and the Coach's expectations of the swimmer will be discussed. If unexcused absences continue, the Coach and Head Coach will re-evaluate the swimmer and decide on a course of action.

Practices may be cancelled unexpectedly due to extreme weather or pool closures. If this occurs parents will be notified via Facebook, email and phone/text. Refunds will not be issued for cancelled practices.

3.5 Vacations and Extended Absences

Parents are encouraged to schedule vacations at times when swimmers do not have scheduled practices (for example, Christmas holidays and March break). If vacation is to be taken during scheduled practice time, written notice to the Program Coach and Head Coach must be given at least 2 weeks beforehand, to enable them to plan around a swimmer's absence. Vacations should not be planned two weeks prior to any scheduled competitions.

3.6 Discipline and Complaints Policy

Lethbridge Synchrobelles Synchronized Swimming Club (LSSSC) is committed to providing a sports environment which is athlete-centred and which is characterized by open, clear communication and honesty, fairness and mutual respect.

This Discipline and Complaints Policy identifies the standard of behavior which is expected of all LSSSC members and their representatives (e.g., Executive members, swimmers, coaches, technical staff, parents, administrators, volunteers, committee chairs). Members and representatives who fail to meet this standard will be subject to the disciplinary sanctions identified within this Policy. Since sanctions may be applied, it is only fair to provide club members a mechanism so that complaints and discipline may be dealt with fairly, expeditiously and affordably.

Code of Conduct

Respect for Others:

The LSSSC is committed to providing a sports environment in which all individuals are treated with respect. Furthermore, the LSSSC supports equal opportunity and prohibits discriminatory practices. Coaches, athletes, officials, directors, officers, administrators, volunteers and parents belonging to the club shall conduct themselves at all times in a manner consistent with the ideals and values of Alberta Artistic Swimming:

- a) Their behavior shall at all times be respectful, professional, responsible and sportsmanlike;
- b) They shall treat others with respect and shall not speak disparagingly of any other athlete, coach, official, director, administrator, volunteer, swimmer, program, club or association; and
- c) They shall refrain from comments or behaviours which are offensive, abusive, racist or sexist.

Code of Conduct for Athletes:

Note: A summary of this code appears in the Swimmer Code of Conduct form to be signed by all swimmers and, if applicable, by their parent/guardian.

- 1) Any use of alcohol by minors, use of illicit drugs and narcotics, and use of banned performance enhancing drugs or methods will NOT be tolerated. Check all medications to ensure they are not on the list of banned substances. Random drug testing may occur at any event. If in doubt, check with your Coach.
- 2) Good sportsmanship at all times is required.
- 3) Coarse language or rude behavior will not be tolerated at any time.
- 4) No angry outburst or disorderly behavior or disruptive behaviour at practices or meets.
- 5) Be courteous to your fellow athletes/swimmers and other patrons of hotels, sports facilities, restaurants and public places.
- 6) Refrain from any and all negative discussion regarding the performance and behaviour of all athletes, coaches and officials at all times.
- 7) No form of abuse (physical, mental or verbal) of athletes, coaches and officials will be tolerated at any time.
- 8) Directions from coaches are to be followed in a prompt and quiet manner.
- 9) Pool decks, change rooms, and hotel/motel rooms will be kept neat and in such condition that will not impede the capability of the housekeeping staff to perform their duties.
- 10) Be aware of the Alberta Artistic Swimming Code of Conduct and Ethics policy, the Alberta Artistic Swimming disciplinary policy as well as the LSSSC Policy Manual and follow them at all times.

Code of Conduct for Executive Members, Parents, and Administrators:

Note: A summary of this code appears in the Parent Code of Conduct form to be signed by all parents/guardians.

- 1) Gossip will not be tolerated.
- 2) Refrain from negative discussions of the performance and behaviour of ALL athletes, coaches and officials at all times.
- 3) Be sensitive to the emotional needs of ALL of the swimmers.
- 4) Abstain from the use of illicit drugs and narcotics.
- 5) No profanity.
- 6) No form of abuse (physical, mental, verbal) of the athletes, coaches and officials will be tolerated.
- 7) Maintain swimmer confidentiality and right to privacy at ALL TIMES unless it threatens the health and well-being of the athlete.
- 8) Good sportsmanship at all times is required.
- 9) No angry outburst or disorderly behaviour or disruptive behaviour at practices or competitions.
- 10) Interaction and/or communication with coach/es must take place outside of practice time (i.e., prior to practice or after practice).
- 11) No disruptions to coaching during competitions will be tolerated.
- 12) Observe swimmer/s during practice sessions from the upper observation area
- 13) Be aware of Synchro Alberta Code of Conduct and Ethics policy, Alberta Artistic Swimming disciplinary policy, and the LSSSC Policy Manual and follow them at all times.

Code of Conduct for Coaches and Technical Staff:

- 1) Attend all designated practices or find an acceptable replacement.
- 2) Arrive at the pool 15 minutes before all practices, with a practice plan ready.
- 3) Be fair, frank and honest in all dealings with parents and athletes.
- 4) To be a good role model and understand that a coach's influence carries on long after the athlete leaves the pool deck.
- 5) Ensure that all athletes get equal instruction, support and practice time.
- 6) Do not ridicule or yell at athletes.
- 7) Be generous with praise.
- 8) Remember that it is important to have fun as well as to compete.
- 9) Encourage athletes to have confidence in themselves.
- 10) Strive to phrase corrections and criticism in positive language.
- 11) Teach athletes to respect rules, officials, coaches, and opponents.
- 12) Make sure equipment and facilities are safe and match the athletes' ages and abilities.
- 13) Communicate regularly with the parents and make arrangements to speak with them one-on-one if concerns arise.
- 14) Continually upgrade and improve knowledge of the sport of synchronized swimming so as to provide the most current and effective training methods.
- 15) Conduct yourself in a manner appropriate to a representative of the LSSSC.
- 16) Be approachable.
- 17) Provide written swimmer evaluations.
- 18) Be professional.
- 19) Apply LSSSC's disciplinary policy.
- 20) Be aware of Alberta Artistic Swimming Code of Conduct and Ethics policy and Alberta Artistic Swimming disciplinary policy.

Discipline and Complaints Procedure

This policy applies to members and members' representatives of LSSSC and includes athletes, athletes' representatives, coaches, technical staff, officers of the Executive board, administrators, volunteers, committee chairs, and parents.

The discipline and complaints process is confidential involving only the affected parties. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Examples of minor infractions:

- Gossip
- Disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards other, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators or sponsors
- Unsportsmanlike conduct such as angry outbursts or arguing
- A single incident of disrupting a coach's interaction with one or more swimmers
- A single incident, without prior notification/approval, of being late for or absent from events and activities at which attendance is expected or required and activities at which attendance is expected or required
- Single incidence of non-compliance with the rules and regulations under which Alberta and CASSA events are conducted, whether at the local, provincial, national or international level

Examples of major infractions:

- Repeated incidents of disrespectful, offensive, abusive, racists or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators, and sponsors
- Repeated unsportsmanlike conduct such as angry outbursts or arguing
- Repeated incidents, without prior notification/approval, of being late for or absent from events and activities or behaviour which interferes with a competition or with an athlete's preparation for a competition
- Pranks, jokes or other activities which endanger the safety of others
- Deliberate disregard for the rules and regulations under which Alberta Artistic Swimming and/or CASSA events are conducted, whether at the local, provincial, national or international level
- Any use of alcohol by minors, use of illicit drugs and narcotics, and use of banned performance enhancing drugs or methods.

Process for minor infractions

- 1) In cases of minor infractions alleged to member swimmers, implementation of the discipline policy by the appropriate coach will occur as follows:
 - a) One warning to the swimmer with a description of the behaviour or attitude requiring adjustment with suggested changes in behaviour or attitude. If this discussion is ineffective;
 - b) A second warning will be issued and, if the coach wishes, the swimmer will be asked to sit on the pool deck for a time out or to complete an age appropriate work out. If the behaviour or attitude involves another swimmer, the parent/s of that swimmer will be notified of the situation. The offending swimmer will be given direction and parents/guardians will be contacted. If this is ineffective;

- c) A parent/coach/swimmer meeting will be scheduled as a way of communicating to the parents the nature of the problem, and asking the swimmer and family to decide and how the behaviour or attitude will be addressed
 - d) If the behaviour persists during a subsequent practice, the swimmer may be asked to leave the training session and the coach will then notify the swimmer's parents that he/she has been removed from practice and an early pick up is necessary. The swimmer cannot return to practices without a meeting occurring with the parents, swimmer, coach, head coach and board member. During this meeting, the problem/s must be resolved through the creation of a behavioural plan in writing intended to stop the behaviour. The coach/head coach, parents or swimmer may at this point suggest disciplinary measures as deemed necessary through agreement.
 - e) Coaches will fill out an "incident report" (see copy in Appendix) and maintain a log book intended to provide a record of ALL disciplinary related events.
- 2) In cases of written complaints against Board, Coaches, Parents, Volunteers, committee chairs and/or swimmers, a "Complaints Chair" will be designated by the board. This person will be an appointed, arms-length (i.e., no conflict of interest) designate who will act in authority to determine whether the complaint is frivolous or vexatious. Should the complaint be deemed frivolous or vexatious, the complaint will be dismissed immediately. Otherwise, the complaint may be investigated as a minor or major infraction and then dealt with according to the appropriate sections of this Policy. The Complaints Chair will fill out "incident reports" (see copy in the Appendix) and maintain a log book intended to provide a record of all discipline/complaint events.
- a) All complaints deemed to involve minor infractions will be dealt with by the appropriate person(s) having authority over the situation and the individual(s) involved (may include but is not restricted to coach, Executive, Alberta Artistic Swimming staff).
 - b) Procedures for dealing with minor infractions:
 - i. These procedures will be informal as compared to those for major infractions.
 - ii. All facts must be obtained prior to any action.
 - iii. In all cases, the individual(s) subject to the complaint shall be informed of the nature of the complaint and have an opportunity to provide information concerning the complaint.
 - iv. Sanctions for minor infractions, applied at the discretion of the person(s) responsible for discipline of such infractions, which may be applied singly or in combination include:
 - Verbal or written reprimand
 - Verbal or written apology by the offending person(s)
 - Suspension from the current/upcoming activity, event or competition
 - Any other sanction considered appropriate for the offense.
 - c) Procedures for dealing with major infractions.

Upon written receipt of a complaint deemed to involve a major infraction(s), the Complaints Chair will first notify the respondent of a complaint involving a major infraction. At his/her sole discretion, the Complaints Chair will appoint a Hearing Panel of 1 to 3 individuals to hear the complaint. The members of the Panel will select from themselves a Chairperson

 - i. Members of the Panel will have no involvement with the alleged infraction(s) and will be free from any other bias or conflict of interest.
 - ii. The Panel will hold a hearing as soon as possible.
 - iii. Having regard to the nature of the complaint and the potential consequences of any resulting disciplinary sanctions, the Panel will decide to conduct the hearing by way of review of documentary evidence or in-person.

- iv. The Panel may determine that the circumstances of the complaint warrant a preliminary meeting. The Panel may delegate to one of its members the authority to deal with preliminary matters which may include but are not limited to:
 - Format – hearing by documentary evidence, oral in-person hearing or a combination
 - Date and location of the hearing
 - Timelines for the exchange of documents
 - Clarification of issues in the complaint and respondent's response
 - Order and procedure of the meeting
 - Remedies sought
 - Evidence to be brought before the hearing
 - Identification of any witnesses; or
 - Any other procedural matter that may assist in expediting the hearing
- v. Where the Panel has determined to conduct the hearing by way of documentary submissions and review, the Panel will govern the hearing fairly and as it sees fit, provided that:
 - All parties are given a reasonable opportunity to provide written submissions to the Panel, to review written submissions of the other parties and to provide written rebuttal and argument; and
 - The applicable principles and timelines imposed by the Panel are respected.
- vi. Where the Panel has determined that the hearing will be held by way of oral presentations, the Panel will govern the hearing fairly and as it sees fit, provided that:
 - The affected parties will be given 3 days written notice of the day, time and place of the hearing
 - The affected parties will be provided copies of all evidence to be relied upon
 - Decisions will be by majority vote, where the Chairperson carries a vote
 - Panel member will refrain from communicating with the parties except in the presence of, or copy to, all panel members and affected parties
 - The affected parties may be accompanied by a representative
 - The parties will have the right to present evidence and argument
 - Any party potentially affected by the complaint may be made party to the hearing or submit written evidence in advance of the hearing
 - The hearing will be held in private
 - Each party will bear their own costs
 - Once appointed, the Panel will have the authority to abridge or extend timelines associated with any aspect of the hearing
- vii. After hearing the matter, the Panel will determine whether or not the individual(s) will be sanctioned, and if so, will determine the appropriate penalty to be imposed and any measures to mitigate the harm suffered by others as a result. The Panel's written decision, with reasons, will be distributed to all affected parties and the Complaints Chair within 14 days of the conclusion of the hearing.
- viii. Where either party acknowledges the facts of the complaint, either may waive the hearing, in which case the Panel will determine any applicable disciplinary sanction it deems appropriate.

- ix. The Panel may apply the following disciplinary sanctions singly or in combination for major infractions:
 - Written reprimand
 - Written apology
 - Removal of specified privileges of LSSSC membership
 - Suspension from certain LSSSC teams, events and/or activities
 - Suspension from all LSSSC activities for a designated period of time
 - Expulsion from LSSSC membership
 - Other sanctions as may be considered appropriate for the offense
- x. Unless the Panel decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction, as determined by the Panel, will result in automatic suspension of membership in LSSSC until such time as compliance occurs.
- xi. In applying sanctions, the Panel may have regard to the following:
 - The nature and severity of the incident
 - Whether the incident is a first offense or has occurred repeatedly
 - The individual's acknowledgement of responsibility
 - The individual's remorse and post-infraction conduct
 - The age, maturity or experience of the individual
 - Whether the individual retaliated; and
 - The individual's prospects for rehabilitation
- xii. A written record will be maintained by the Complaints Chair for major infractions that result in a sanction.
- xiii. The decision of the Panel may be appealed in accordance with the Alberta Artistic Swimming's Appeal Policy.

Appendix A - Incident Report

Date and Time of Incident: _____

Name of Writer and Position: _____

Location of Incident: _____

This incident is a:

minor infraction: _____ major infraction: _____

Individual(s) involved in the incident:

Objective description of the incident (please be concise, accurate and non-judgmental);

Names of individuals who observed the incident:

Disciplinary action which was taken (if applicable):

4.0 Role of the Coach

The swimmer/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. All coaches must be certified as per the Canada Artistic Swimming Coach Registration and Certification Policy.

4.1 Coach Code of Conduct

Coaches will at all times:

1. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment.
2. Prepare athletes systematically and progressively while refraining from using training methods or techniques that may harm athletes.
3. Accept and promote each swimmer's athletic goals.
4. Encourage and facilitate athletes to be responsible for their own behavior, performance and decisions.
5. Act in the best interest of the athlete's development as a whole person.
6. Recognize the power inherent in the position of coach.
7. Do not make some participants more or less worthy as a person than others on the basis of body type, gender, race, place of origin, athletic potential, color, sexual orientation, religion, political beliefs, socio-economic status, marital status, age or any other conditions.
8. Have a responsibility to respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy); informed participation and fair and reasonable treatment.
9. Interact with others in a manner that enables all participants in sport to maintain their dignity.
10. Build mutual support among fellow coaches, officials, athletes and their family members.

4.2 Head Coach Job Description

Reports to: Executive Board LSSSC

The Head Coach's duties and responsibilities include the following:

1. Develop and implement programs and training plans
 - plan and implement schedules, programs, and coaching for competitive athletes, including regular practices, summer camps, and special events and camps
 - develop and implement plans for recreational swimmers
 - book pools for practices, camps, clinics, and special events, excluding competitions
 - assist in the development of the registration package
 - develop and implement yearly training plans for competitive athletes and developing athletes, including:
 - training and activity schedules
 - competition schedules
 - technical and tactical skill development plans
 - performance indicators and benchmarks
 - provision of special camps and clinics for the athletes

- support LSSSC athletes by:
 - daily coaching, monitoring, and evaluation
 - preparing plans for major competitions/events
 - provide guidance to athletes and their coaches with respect to training camps, team projects, special events and opportunities
 - conduct meetings and land-drill sessions at practices and competitions
 - supervise during competitive events
 - provide meet schedules for designated team athletes/parents
- submit other reports and plans as requested by board
- submit year-end reports containing: evaluation of swimmers' performance, evaluation of teams' performance, outline of practice plans and strategy, and recommendations on how the program can be improved

2. Recruit and supervise club coaches

- consult with the board on staffing
- recruit coaches as required for programming within the budget provided by the board
- supervise club coaches at daily practices and competitive events
- coordinate and lead coaches' meetings
- ensure maintenance of coaching certification for all coaches
- develop coaches' annual work plans
- change club coaches' selected music, training programs, or choreography if required
- act as substitute coach or help coaches find substitutes

3. Develop the club

- assist with club promotion and publicity
- recruit new members
- work to retain current members

4. Communicate with directors and club members

- attend executive meetings and/or provide a written report
- send notices to coaches/athletes/parents regarding club/team activities
- assist with keeping website content up to date

5. Support the board in club operations

- to follow club philosophy and adhering to all policies of LSSSC
- request items to be added to yearly budget and provide details of requested items
- assist with identifying grant opportunities and submission of grant proposals
- assist with club administration as requested by the board
- consult on club staffing decisions, including selection criteria and implementation of coach discipline

6. Represent club at local and regional level

- attend a Alberta Artistic Swimming conference each year
- participate in local promotion events as scheduled

7. Other duties

- perform other duties in support of the club and the sport of synchronized swimming as required.

4.3 Program Coach Job Description

Reports to: LSSSC Head Coach

The Program Coach is responsible for coaching within one or more of LSSSC's synchronized swimming programs. The Program Coach is a part time, 10 month contract position. Hours of work will be in line with the length of the program season.

Primary Responsibilities

- To follow club philosophy and adhering to all policies of LSSSC
- To implement a program workout and training plan and have a print copy of such with them at all practices
- To assist in the recruitment and retention of athletes to the program.
- To, in consultation with the Head Coach, evaluate swimmer and team ability/performance and plan strategies for their improvement and goal attainment.
- To supervise practices and/or dry land training
- To ensure the safety of the swimmers while on deck and in the water during club activities by providing adequate supervision, discipline and positive role modeling
- To attend specified competitions, training and special events
- Attend all specified staff meetings
- Have the ability to teach creatively, enthusiastically, and have the initiative to learn new and innovative techniques.
- Must be able to foster teamwork and core LSSSC values
- Must represent the sport of synchronized swimming and LSSSC in a professional and positive manner at all times.
- To work collaboratively with other Program Coaches
- To interact in a positive and professional manner with parents
- To adhere to the Coach's Code of Conduct as outlined in the LSSSC Employee Handbook
- To perform other duties as in support of the club and the sport of synchronized swimming as required.

5.0 Organizational Policies

Regulations

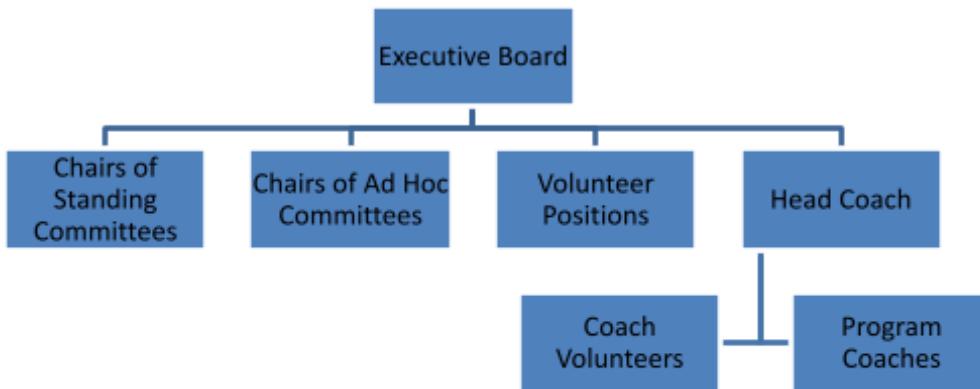
The Lethbridge Synchrobelles Synchronized Swimming Club (LSSSC) is a registered non-profit society under the Societies Act in Alberta. Operations are governed by this Act alongside regulations outlined by Alberta Artistic Swimming and Canada Artistic Swimming, and by legislation from Human Resources Development Canada and by Alberta Employment & Immigration.

Confidentiality

All information collected, used and retained by the Lethbridge Synchrobelles Synchronized Swimming Club is done so in accordance with the *Personal Information Protection Act (PIPA) in the province of Alberta*.

Organizational Structure

The LSSSC is run by a volunteer executive board. This board consists of up to 6 positions: President, Vice-President, Secretary, Treasurer and Member at Large (up to 2 positions).



5.1 BYLAWS

ARTICLE I: DEFINITIONS AND INTERPRETATIONS

Section 1: Name of the Club

The name of the Club will be the Lethbridge Synchrobelles Synchronized Swimming Club, also known hereafter as the “Club”. The acronym for the club shall be LSSSC.

Section 2:

In the event of any dispute as to the intent or meaning of these by-laws, or any by-laws, which hereafter may be made, the interpretation by the Executive shall be the final conclusion.

ARTICLE II: MEMBERSHIP

Section 1: Classification of Members

- a) Swimmer Members – any active synchronized swimmer that is affiliated with the Club by completing the prescribed forms and paying the prescribed fees may be classified as a swimmer.
- b) Technical Members – currently qualified instructors, coaches or officials who are affiliated with the Club.
- c) Active Members – those individuals that have either been elected or appointed to the executive.
- d) Associate Members – those individuals that are a chair of a committee. These members are considered non-voting except in their capacity of their respective committee.

Section 2: Application for Membership

Any person may register in writing for membership in the Club and upon approval by the executive and payment of the appropriate fee shall become a member.

Section 3: Membership Fees

Fees shall be fixed each year by the Executive.

Section 4: Membership Years

- a) The membership year shall be from September 1 to August 31 of the following year.
- b) The year shall consist of one session: September to June for competitive swimmers.
- c) The swim year may vary for recreational swimmers.

Section 5: Member in Good Standing

- a) Any member of the Club shall be held to be in "Good Standing" if she or he has paid the appropriate fees for the current membership session within 30 days of the registration.
- b) Any member of the club who is found guilty of intentionally violating the by-laws shall no longer be considered to be in "Good Standing".

Section 6: Suspension or Expulsion

- a) Any member may be suspended or expelled by two thirds of the majority vote of the executive committee if found guilty of behaviour that is likely to bring discredit to the Club, Alberta Artistic Swimming or Canada Artistic Swimming.
- b) The expulsion of a member shall not be valid until confirmed by a two-thirds majority vote of a general meeting of the Board of which prior notice of the proposed expulsion was given.
- c) The member who is the subject of the proposed expulsion shall be given an opportunity to be heard at a general meeting of the Board before the special resolution of the expulsion is put to a vote.
- d) If a club member fails to pay the membership fees within 30 days of registration they shall be automatically suspended until the fee is paid.

Section 7: Withdrawal from Membership

- a) Failure to attend six consecutive practices/or pay fees within 30 days of registration constitutes withdrawal from membership.
- b) Any member may terminate his or her membership by giving written notice.

Section 8: Liability of Members

- a) No member of the Club is, in his or her individual capacity, liable for any debts or liabilities of the Club.

ARTICLE III: MEETINGS

All meetings are open for any member to attend. Any portion of a meeting covering topics that have privacy concerns shall be held with only board members present. Should you wish to have an item added to the agenda, please let the President know a few days before the meeting so it can be added for discussion.

Section 1: Annual General Meeting

- a) The Annual General Meeting will be held every year in May or June.
- b) Thirty days written notice of the Annual General Meeting shall be given
- c) Business at the Annual General Meeting shall include:
 - i. Adoption of the Agenda
 - ii. Adoption of the minutes of the last Annual General Meeting
 - iii. Presentation of Annual General Report of previous year.
 - iv. Review of the annual financial statements
 - v. Appointment of financial reviewer
 - vi. Notice of motion or special resolutions
 - vii. Election of officers

Section 2: General meeting

- a) General Meeting of the Club may be held at various times as determined by the executive.
- b) Written notice of a General Meeting will be distributed not less than one week in advance of the meeting.

Section 3: Executive Meetings

- a) Meetings shall be held as determined by the executive.
- b) The President shall call a meeting upon receipt of a request from an executive member or any other time deemed necessary. The meeting date shall be no later than 14 days after the date of the receipt of the request.
- c) Notice of non-scheduled meetings may be made by telephone or email. There will be no specified time frame for notice of unscheduled meetings.
- d) Formal notice of scheduled meetings need not be given.
- e) If all members of the executive are present, a meeting may be held without notice.
- f) The President, or designate shall chair all the meetings of the executive committee.

Section 4: Special General Meetings

- a) Special General Meetings of the Club may be called by the President, or in his/her absence by the Vice-President, or upon the written request of fifty percent of the members of the club.
- b) At a Special General Meeting, no business shall be transacted other than that for which the meeting was called.
- c) A minimum of twenty-one days' notice in writing of any Special General Meeting will be given to each member of the Club, stating the purpose of the meeting.

Section 5: Minutes

The Secretary shall prepare and keep the minutes of the Club for all Annual, General, Special and Executive Meetings. The Secretary shall have custody of all correspondence, books, and records pertaining to the operations of the Club other than the current financial records held by the Treasurer. Minutes for all meetings are available upon request. All topics with privacy concerns will be redacted from publicly available minutes.

ARTICLE IV: QUORUMS

Section 1: General Meetings

- a) At all Annual General Meetings, General Meetings, and Special General Meetings of the Club no business shall be transacted unless a quorum is present. For this purpose a quorum will consist of 50% plus 1 of the executive and one third of the Club Members, Swimmer and Technical (or their representative parent) members. In the event that this number is a fraction, the fraction will be ignored.
- b) In the case of the Annual General Meeting or a General Meeting or a Special General Meeting, if within fifteen minutes of the appointed time a quorum is not present, then the meeting shall be adjourned to such a time and place as fixed by the majority of voting delegates present. At the rescheduled meeting, the members present shall constitute a quorum.

Section 2: Executive Meetings

Fifty percent (50%) plus one (1) executive members present constitute a quorum. If within fifteen minutes of the appointed time for the meeting a quorum is not present, the meeting may be adjourned to such a time and place as fixed by the majority of those present. At the rescheduled meeting the members present shall form a quorum.

ARTICLE V: VOTING

Section 1: Annual, General, and Special Meetings

- a) Every member who is not a minor shall have one vote at any Annual, General or Special Meeting of the Club.
- b) Each member who is a minor shall be represented by a parent or legal guardian who shall have one vote per minor member at any Annual, General or Special Meeting of the Club.
- c) Voting shall be by show of hands unless one member requests it be by ballot.

Section 2: Executive Meetings

- a) Each executive member, with the exception of the President and Past President, is entitled to a single vote. The president may vote to break a tie.
- b) Voting shall be by show of hands unless one member requests that it be by ballot. Votes may also be cast electronically in accordance with the club E-Voting Policy.

ARTICLE VI: STRUCTURE OF THE CLUB

Section 1: Executive Committee

- a) The affairs of the Club shall be managed and controlled by a six member executive committee otherwise known as the executive. The executive shall constitute the Board of Directors for the purpose of complying with the Societies Act.

- b) The executive shall prescribe such rules and regulations as it deems necessary to ensure the proper operation of the Club, provided in all cases such rules and regulations are consistent with the letter and intent of these by-laws.

Sections 2: Composition

a) The executive shall consist of elected officers for a maximum of (seven) 7 members.

b) The elected officers shall be:

- i. President
- ii. Vice President
- iii. Secretary
- iv. Treasurer
- v. Member-at-Large (2 positions)
- vi. Past President (optional)

Section 3: Election of Officers

a) At the Annual General Meeting of the Club, members shall select the officers of the executive committee.

b) The elected officers shall take office immediately following the adjournment of the meeting at which they were elected and shall hold office for two years following their election. An election for the positions of President and Secretary shall be held in even calendar years and an election for the positions of Vice President and Treasurer shall be held in odd calendar years.

c) Two Member- at-Large positions (one-year duration) shall be appointed at the Annual General Meeting each year.

e) To be eligible for the election an individual must be a member in good standing and must volunteer his or her name or be nominated from the floor.

f) There will be a separate election for each position and the first candidate to receive the majority of the votes shall be declared elected. On each ballot, the candidate with the least voted shall be eliminated.

g) If there is only one candidate for the position, that candidate will be declared elected by acclamation.

h) No one member of the Executive shall serve more than two consecutive terms on the Board of Directors, in any position.

Section 4: Removal or Resignation of Office

a) Any officer or director, elected or appointed, may be removed from office by a two-thirds majority vote by the executive.

b) Removal shall be based on non-performance of duties, which may be evident by failure to attend meetings and by conduct deemed prejudicial to the well-being of the Club.

c) An officer or director may resign from office by giving notice in writing to the executive.

d) If there is a vacancy on the executive, the remaining officers or directors may appoint a member in good standing to fill that vacancy for the remainder of the term or may leave it vacant until the next Annual General Meeting.

ARTICLE VII: OFFICERS OF THE CLUB

Section 1: Duties

The officers of the Club are required to perform the duties associated with their positions as stipulated by the job description corresponding with their position. Executive job descriptions are to be reviewed by the Vice President annually.

The Vice President shall present additions or deletions for an acceptance by a majority vote at the Annual General Meeting or other General Meeting.

Section 2:

Any officer may serve as a committee chairperson.

ARTICLE VIII: FINANCE OF THE CLUB

Section 1:

The President, Treasurer and Vice President shall be responsible for the financial operation of the Club. The financial operation of the Club shall be consistent with the procedures and regulations outlined in the Club's Finance Policy.

Section 2: The Financial Audit

- a) The books of the society shall be audited once a year.
- b) The financial auditor will be approved at the Annual General Meeting for a period of one year. The financial statements shall be presented and reviewed by October 1st following the conclusion of the fiscal year.

Section 3: The Fiscal Year

The fiscal year of the Club shall be from September 1 to August 31

Section 4: Budget

- a) The activities of the Club shall be based on the annual budget, which shall be prepared by the executive.
- b) No person responsible for controlling a segment of the approved budget may exceed the authorized amount without first securing approval from the executive.

Section 5: Disposal of Funds

All monies received on or on behalf of the Club shall be deposited in the account of the Club, which shall be kept and transacted in the name of the Club at a chartered bank, trust company, credit union, or Alberta Treasury Branch as determined by the executive.

Section 6: Inspection of Financial Records

- a) The books and records of the Club may be inspected by a member of the Club at the Annual General Meeting or at a time agreed upon by the officer having custody.
- b) Each member of the executive shall have access to the books and records at all reasonable times.

Section 7: Remuneration

- a) No officer, director or committee chairperson of the Club shall receive any remuneration for his or her services as an officer or committee chairperson
- b) Reasonable expenses incurred while carrying out duties of the Club may be reimbursed upon executive approval.

ARTICLE IX: BORROWING POWER OF THE CLUB

The executive may borrow on the credit of the Club in order to meet current operating costs.

ARTICLE X: AMENDING THE BY-LAWS

- a) Any by-law may be repealed or amended and new by-laws may be enacted by a special resolution passed by a three fourths majority vote at the Annual General Meeting or at a Special General Meeting called for that purpose. Twenty-one days written notice of by-law changes must be given to the membership.
- b) Following the adoption of such a resolution, the Club must notify the Registrar of the amendment within twenty-one days.

ARTICLE XI: DISTRIBUTING ASSETS AND DISSOLVING THE SOCIETY

- a) The dissolution of the Club shall be by a special resolution as passed by the members of the Club.
- b) The Club does not pay any dividends or distribute its property amount to its members.
- c) If the Club is dissolved, any funds or assets remaining after paying all debts are paid to a registered and incorporated organization. The executive shall select this organization. In no event do any members receive any assets of the Club.

5.2 Executive Board Position Descriptions

President

- Provides leadership to the Board of Directors.
- Leads and facilitates the Executive in developing a vision and strategic plan to guide the association.
- Schedules and chairs general and executive meetings as scheduled.
- Carries the tie-breaking vote at any of the above meetings.
- Maintains open and ongoing communication with fellow members of the Executive via phone, email or face-to-face.
- Fosters effective team work.
- Serves as an ambassador for LSSSC.
- Monitors the club's participation and achievement annually in Canada Artistic Swimming's Club Excellence Program.
- Provides a unique perspective of the needs and concerns of the Executive through dialogue and discussion.
- Works closely with fellow board members to provide input during strategic planning process and approves the LSSSC strategic plan.
- Exemplifies personal leadership by actively participating and supporting Board decisions; maintains the integrity and confidentiality of Executive business.

- Makes sure the Board adheres to its bylaws and policies.
- Prepares the Board's agenda with input from Board Members, Head Coach and LSSSC membership.
- Encourages Executive members to participate in meetings and activities.
- Shares responsibility for financial operation of the club with Treasurer and Vice- President.
- Keeps the Executive's activities focused on the organization's mission.
- Evaluates the effectiveness of the Executive's decision-making process.
- Makes sure that committee chairpersons are appointed.
- Orients Executive Members and committee chairpersons to the Board.
- Serves as ex officio member of committees and attends their meetings when needed.
- Recognizes Executive Members' contributions to the organization's work.
- Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications.
- Promotes the organization's purpose in the community and at the provincial level.
- Prepares a report for the Annual General Meeting.
- Files the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry.
- Reviews policies annually and submits revisions for consideration and approval by the Executive board.
- Encourages the Board's role in strategic planning
- Serves as one of the members of the Personnel Committee
- Orients the new President.

Vice-President

- Acts in the absence of the President.
- Serves on the Executive Committee.
- Participates with the Executive in developing a vision and strategic plan to guide the association.
- Attends general and executive meetings as scheduled.
- Maintains open and ongoing communication with fellow members of the Executive via phone, email or face-to-face.
- Fosters effective team work.
- Serves as an ambassador for LSSSC.
- Provides a unique perspective of the needs and concerns of the Executive through dialogue and discussion.
- Works closely with fellow board members to provide input during strategic planning process and approves the LSSSC strategic plan.
- Exemplifies personal leadership by actively participating and supporting Board decisions; maintains the integrity and confidentiality of Executive business.
- Chairs, in the absence of the President, executive and other meetings.
- Reviews Executive Job Descriptions and Standing and Ad Hoc Committee Job Descriptions, and submits revisions to the Board annually.
- Learns the duties of the President and keeps informed on key issues.
- Works closely as consultant and advisor to the President.
- Shares responsibility for financial operation of the club with Treasurer and President.
- Serves as Chair of all processes that arise from formal complaints or disputes that arise from and/or designated club policies.

- Chairs at least one major committee.
- Performs other duties as requested by the President or Board members
- Acts as a signing officer for cheques and other documents.
- Orients the new Vice-President.
- Participates in the development and review of job descriptions, contracts, and letters of employment for all coaching staff and head coach.
- Repairs and maintains the club's equipment as necessary.
- Maintains the club's trophy cabinet outside the observation area.

Secretary

- Serves on the Executive Committee.
- Participates with the Executive in developing a vision and strategic plan to guide the association.
- Attends general and executive meetings as scheduled.
- Maintains open and ongoing communication with fellow members of the Executive via phone, email or face-to-face
- Fosters effective team work.
- Serves as an ambassador for LSSSC.
- Provides a unique perspective of the needs and concerns of the Executive through dialogue and discussion.
- Works closely with fellow board members to provide input during the strategic planning process and approves the LSSSC strategic plan.
- Exemplifies personal leadership by actively participating and supporting Board decisions; maintains the integrity and confidentiality of Executive business.
- Performs other duties as requested by the president or Board members.
- Keeps copies of the organization's bylaws and the Board's policy statements.
- Keeps lists of officers, Executive Members, committees and General Membership.
- Notifies Executive Members of meetings.
- Keeps accurate minutes of meetings.
- Records all motions and decisions of meetings.
- Records all corrections to minutes.
- Keeps copies of minutes of both Executive and committee meetings.
- Distributes copies of minutes to Executive Members promptly after meetings.
- Keeps records of all Executive correspondence.
- Make sure members are notified of General Meetings.
- Chairs, in the absence of the President and Vice-President, executive and other board meetings until the election of an alternate Chairperson.
- Orients the new Secretary.

Treasurer

- Serves on the Executive Committee.
- Participates with the Executive in developing a vision and strategic plan to guide the association.
- Attends general and executive meetings as scheduled.
- Maintains open and ongoing communication with fellow members of the Executive via phone, email or face-to-face.
- Fosters effective team work.
- Serves as an ambassador for LSSSC.

- Provides a unique perspective of the needs and concerns of the Executive through dialogue and discussion.
- Shares responsibility for financial operation of the club with the President and Vice-President.
- Works closely with fellow board members to provide input during the strategic planning process and approves the LSSSC strategic plan.
- Exemplifies personal leadership by actively participating and supporting Board decisions; maintains the integrity and confidentiality of Executive business.
- Makes bank deposits monthly and as needed throughout the year.
- Pays of bills accrued throughout the year for such things as pool fees, advertising, meet fees, wardrobe.
- Works with the Club Registrar to ensure that payment of fees for swimming competitions are paid in a timely manner.
- Checks PO Box regularly for invoices.
- Attends monthly executive meetings.
- Assists with budgeting.
- Performs other duties as requested by the president or Board members.
- Works regularly with the club bookkeeper.
- Orients the new Treasurer.

Bookkeeper

- Attends general and executive meetings as scheduled.
- Maintains open and ongoing communication with fellow members of the Executive via phone, email or face-to-face.
- Fosters effective team work.
- Serves as an ambassador for LSSSC.
- Provides a unique perspective of the needs and concerns of the Executive through dialogue and discussion.
- Calculates monthly salaries and hourly pay for coaches and ensures reimbursement for meets, travel and accommodations.
- Maintains all employee and payroll records.
- Submits payroll remittance forms and cheque monthly.
- Prepares T4s yearly no later than the last day of the month of February each year.
- Develops and distributes tax receipts for all members of the club for the calendar year no later than the last day of the month of February each year.
- Performs other duties as requested by the president or Board members.
- Works regularly with the club treasurer.
- Orient the new Bookkeeper.

Publicity/Promotions Chairperson

- Participates with the Executive in developing a vision and strategic plan to guide the association.
- Attends general and executive meetings as scheduled.
- Maintains open and ongoing communication with members of the Executive via phone, email or face-to-face.
- Fosters effective team work.
- Serves as an ambassador for LSSSC.

- Prepares an annual marketing and communication plan for Board members' consideration and approval.
- Prepares a template for various advertisements.
- Submits prepared advertisements to various media outlets (e.g., Lethbridge Herald, etc.)
- Contacts various media outlets for publication consideration of news events for LSSSC (e.g., results of competitions, etc.)
- Prepares and submits advertisements for special events (e.g., LSSSC hosting sanction competitions for Alberta Artistic Swimming) Obtains Executive and Head Coach approval before inviting press to club practice, club event, or competition.
- Makes arrangements for press representatives to write news stories about LSSSC activities.
- Informs Alberta Artistic Swimming/Canada Artistic Swimming Liaison of pending marketing and promotions events so the necessary approval forms can be prepared and submitted.
- Approves all stories with the Head Coach and parents of minor children before publication.

Competition Chairperson

- Participates with the Executive in developing a vision and strategic plan to guide the association.
- Attends general and executive meetings as scheduled.
- Maintains open and ongoing communication with fellow members of the Executive via phone, email or face-to-face
- Fosters effective team work
- Serves as an ambassador for LSSSC.
- Provides a unique perspective of the needs and concerns of the Executive through dialogue and discussion.
- Works closely with fellow board members to provide input during the strategic planning process and approves the LSSSC strategic plan.
- Exemplifies personal leadership by actively participating and supporting Board decisions; maintains the integrity and confidentiality of Executive business.
- Performs other duties as requested by the president or Board members.
- Obtains competitor information for competition registration (e.g., birth dates, CASA number, etc.) from Registrars and coach information from Head Coach (NCCP numbers, contact information, etc.)
- Scans Alberta Artistic Swimming, Canada Artistic Swimming, and other Synchro clubs' websites and newsletters for competition information (see Alberta Artistic Swimming's calendar).
- Prepares and submits competition registration packages, based on participant and routine information provided by Head Coach, for all programs.
- Asks Treasurer to prepare cheques (Alberta Artistic Swimming fees and Hosting Club fees) for each competition and mails cheques to appropriate parties.
- Responds to queries regarding competition registration packages and special events (e.g., banquet, t-shirts, etc.)
- Investigates and signs contracts for booking blocks of rooms for LSSSC competitors for out-of-town competition.
- Forwards details of reserving rooms, including deadline date, for each block booking to competitor members via email.
- Arranges team dinner for each competition in consultation with the Head Coach and forwards details to competitors.

Member-at-Large

- Participates with the Executive in developing a vision and strategic plan to guide the association.
- Attends general and executive meetings as scheduled.
- Maintains open and ongoing communication with fellow members of the Executive via phone, email or face-to-face.
- Fosters effective team work.
- Serves as an ambassador for LSSSC.
- Provides a unique perspective of the needs and concerns of the Executive through dialogue and discussion.
- Works closely with fellow board members to provide input during the strategic planning process and approves the LSSSC strategic plan.
- Exemplifies personal leadership by actively participating and supporting Board decisions; maintains the integrity and confidentiality of Executive business.
- Performs other duties as requested by the president or Board members
- Prepares sponsorship program for consideration by Board members.
- Reviews sponsorship program periodically.
- Prepares templates for a various types of sponsorship letters (e.g., advertisement space in competition programs, silent auctions, and annual sponsorship)
- Contacts businesses about sponsorship opportunities.
- Communicates sponsorship details to Board members, head coach, and relevant committee chairs.
- Checks sponsorship acknowledgements for accuracy.

5.3 Committee Descriptions

Committee Chair's duties and responsibilities include:

1. Sets the tone for the committee's work
2. Ensures that members have the information needed to do their jobs.
3. Oversees the committee's projects.
4. Consults with the Executive on Committee specific duties and responsibilities.
5. Reports to the Executive's Board.
6. Consults with the Executive on committee-related questions and activities and obtains Executive approval as needed.
7. Reports on committee's decisions/recommendations to the Executive.
8. Works closely with the Executive and Head Coach.
9. Assigns work to the committee members, manages the meetings, and ensures distribution of accurate meeting minutes.
10. Collaborates with other committee and/or group chairs on projects that advance the mission of LSSSC.

Committees

Bingo Chairperson

- Serves as an ambassador for LSSSC.
- Reports to LSSSC Executive.
- Works closely with Executive members to maintain strong working relationships and open communication.
- Attends Board Meetings and/or Committee meetings as needed.

- Maintains the integrity and confidentiality of the Chairperson.
- Performs other duties as requested by the President or Board members.
- Ensures LSSSC list of elected Executive members, and Casino, Bingo, Raffle Chairpersons is accurate and up to date.
- Confirms Club bingo license is renewed and submitted to A.G.L.C. every two years. A.G.L.C. will assist the bingo chairperson with this responsibility.
- Attends a budget meeting to assist with determining the number of bingos required for the upcoming season.
- Forwards dates of bingos to Alberta Artistic Swimming/Canada Artistic Swimming Liaison for submission of required forms.
- Schedules bingo events
 - Forwards bingo dates to Webmaster for LSSSC's web calendar
 - Checks master L.C.B.A. monthly planner for yearly bingo dates and times
 - Ensures bingo dates do not conflict with any other fundraising and/or competition dates
 - Sends out reminder emails approximately 3 days prior to the bingo event
- Managing Bingo Events:
 - Gathers Bingo Reports and concession tally and gives receipt to Treasurer after each bingo
 - Phones club members/ provides call list, to cover a bingo in the event a scheduled member is absent
 - Assigns duties to club members and ensures each member understands his/her related tasks
 - Learns and follows Club Rep bingo responsibilities and ensures each member adheres to them
 - Arranges training for new members and/or cross-training of members
 - Sends emails for member volunteers to work unscheduled bingos and communicate information to L.C.B.A.
- L.C.B.A. requirements:
 - Attends L.C.B.A. bingo meeting when scheduled
 - Keeps close contact with L.C.B.A. manager about any scheduling changes
 - Checks bingo hall LSSSC's cubicle for any recent bingo news, money allocations, or manager reports
 - Communicates bingo payouts and communication information to Treasurer and other Executive members monthly
 - Maintains a list of LSSSC members who have been trained in specific bingo jobs, and submits them to L.C.B.A. upon request
 - Responds to communiques received from L.C.B.A.

Registrar(s)

- Serves as an ambassador for LSSSC.
- Reports to LSSSC Executive
- Works with Executive members to maintain strong working relationships and open communication.
- Maintains the integrity and confidentiality of Registrar
- Performs other duties as requested by the President or Board members
- Receives, reviews, and submits registration information on an ongoing basis for LSSSC
- Pre-registration
 - Determines pre-registration credits in consultation with Executive members
 - Distributes pre-registration forms and details to LSSSC members electronically and provide coaches with paper copies

- Forwards pre-registration forms to Webmaster for website
 - Responds to queries about pre-registration process and forms
 - Collects and collates completed pre-registration forms from returning members
 - Prepares a pre-registration report for Executive Members and Head Coach in early May
- Summer Camps
 - Receives dates and schedules of summer camps and fees for each summer camp program from Executive and Head Coach
 - Forwards summer camp forms to Webmaster for website
 - Forwards details of summer camps to Alberta Artistic Swimming/Canada Artistic Swimming Liaison for submission of required forms
 - Forward details of summer camps to Marketing and Promotions Chairperson for developing of advertisements for various media outlets
 - Distributes pre-registration forms and details to LSSSC members electronically and provide coaches with paper copies
 - Responds to queries about pre-registration process and forms
 - Collects and collates completed summer camp forms from existing members and new members
 - Attends the first day of each summer camp to collect late registrations
 - Prepares registration package for each new member and forwards information to Alberta Artistic Swimming
 - Sends registration information for each new member to Alberta Artistic Swimming/Canada Artistic Swimming Liaison for inclusion in Canada Artistic Swimming's electronic registration system
 - Prepares a summer camp report for Executive Members and Head Coach in early May
 - Forwards registration forms and payments to Treasurer
- Season Registration:
 - Forwards registration forms to Webmaster for website
 - Forward details of season registration to Marketing and Promotions Chairperson for developing of advertisements for various media outlets
 - Distributes season registration forms and details to LSSSC members electronically and provide coaches with paper copies
 - Responds to queries about season process and forms
 - Plans and arranges registration appointments/meetings for various programs
 - Books location for season registration appointments/meetings
 - Prepares and distributes announcements and notices regarding season registration to returning members, alumni, and new members
 - Collects and collates completed season registration forms and fees from existing members, alumni, and new members
 - Reviews details of registration forms and fees to ensure all documents are complete and all payments have been received
 - Attends the first practice week of each program to collect late registrations and payments
 - Attends registration events
 - Prepares registration package (multiple forms for swimmer members, coaches, officials, executive members, and practice times) and forwards information to Alberta Artistic Swimming by November 1st.

- Sends registration information for each new member to Alberta Artistic Swimming/Canada Artistic Swimming Liaison for inclusion in Canada Artistic Swimming's electronic registration system
- Prepares a summary report for Executive Members and Head Coach in early November
- Prepares a detailed spreadsheet containing swimmer information and coach information for Executive Members, Head Coach and coaching staff
- Enters registration information into Synchro Canada's e-registration system before December 1st. Verifies all data in Synchro Canada's e-registration system for accuracy because the information is used in the competition scoring system
- Updates CASA numbers in club's spreadsheets once Canada Artistic Swimming has posted information
- Forwards spreadsheets to Competition Chairperson
- Accepts late registrations throughout season after consulting Head Coach, submits late registrations to Alberta Artistic Swimming and Alberta Artistic Swimming/Canada Artistic Swimming Liaison, and updates LSSSC membership spreadsheets
- Forwards updated LSSSC membership spreadsheets to Executive Members, Head Coach, coaching staff, and Competition Chairperson
- Securely manages, stores, and archives all registration data
- Mentors and trains successor

Grants Chairperson

- Serves as an ambassador for LSSSC.
- Reports to LSSSC Executive
- Works closely with Executive members to maintain strong working relationships and open communication.
- Attends Board Meetings as needed
- Maintains the integrity and confidentiality of Chairperson
- Performs other duties as requested by the President or Board members
- Identify grant opportunities
- Advise Executive Members and Head Coach on all matters related to grant opportunities and grant requirements
- Apply for specific approved grants
- Prepare and submit final reports for awarded grants
- Prepare and present grant status reports to Executive Members.

Casino Chairperson

- Serves as an ambassador for LSSSC.
- Reports to LSSSC Executive
- Works closely with Executive members to maintain strong working relationships and open communication.
- Attends Board Meetings and/or Committee meetings as needed
- Maintains the integrity and confidentiality of Chairperson
- Performs other duties as requested by the President or Board members
- Ensures LSSSC list of elected Executive members and Casino, Bingo, and Raffle chairpersons is accurate and up to date

- Responds to communiqus received from A.G.L.C.
- Responds to A.G.L.C.'s communique outlining the date of the next scheduled casino
- Completes and submits casino license renewal form before due date
- Arranges a meeting to meet with a representative from casino to review and complete necessary forms
- Forwards dates of casino shifts to Alberta Artistic Swimming/Canada Artistic Swimming Liaison for submission of required forms
- Reviews and understands Casino event document prepared by Casino Lethbridge
- Select an Advisor from the A.G.L.C. advisor listing to assist LSSSC with its casino events
- Schedules the Casino
 - Ensures all casino workers signs and competes a Police record check before the casino (this is done well in advance of the casino)
 - Schedules volunteers for job assignments for casino shifts (review Casino Volunteer Job assignments)
 - Reminds casino volunteers 7 days prior to the casino event shifts
- Manages Casino Event
 - Attends start of the first casino shift to ensure all paperwork has been completed and completes required forms for next casino
 - Ensures all volunteers understand their assigned tasks
 - Phones club members to cover casino in the event a scheduled member is absent
 - Meets with casino advisor prior to the event and obtains cheque from treasurer to pay casino advisor

Sales/ Fundraising Chairperson

- Serves as an ambassador for LSSSC.
- Reports to LSSSC Executive
- Works closely with Executive members to maintain strong working relationships and open communication.
- Attends Board Meetings and/or Committee meetings as needed
- Maintains the integrity and confidentiality of Chairperson
- Performs other duties as requested by the President or Board members
- Develops a thorough understanding of Alberta Gaming's Raffle Guidelines, Terms and Conditions
- Determines goals of 50/50 and Raffle fundraising events and utilization of the proceeds from each fundraising event in consultation with Board members
- Applies for raffle licence as approved by LSSSC Executive
- Secures donations for raffle items including seeking donations, picking up items, and writing thank you letters for donations after the raffle event
- Works with the Meet Manager and members of the Executive in coordinating the sales of other items at Synchrobelles events i.e. Watershow, hosted competition (other items may include programs, keychains, flowers etc.)
- Plans and makes the necessary arrangements for the 50/50 and Raffle sales and identifies and schedule club volunteers each 50/50 and Raffle event
- Prepares a detailed financial report for each 50/50 and Raffle event
- Forwards detailed financial report and 50/50 and Raffle proceeds to Treasurer
- Presents detailed financial report to Executive members

- Prepares necessary A.G.L.C. 's forms for reporting how the earned proceeds were utilized by LSSSC club in accordance with the information outlined in the licence. A.G.L.C. requires the submission of a complete financial report for each charitable gaming licence within 60 days.

Watershow Chairperson

- Serves as an ambassador for LSSSC.
- Reports to LSSSC Executive
- Works closely with Executive members to maintain strong working relationships and open communication.
- Attends Board Meetings as needed
- Maintains the integrity and confidentiality of Chairperson
- Performs other duties as requested by the President or Board members
- Plans and arranges Year End Water Show
 - Finds two volunteers to assist with planning and making arrangements
 - Provides details of Year End Water Show to Alberta Artistic Swimming/Canada Artistic Swimming Liaison for submission of required forms
 - Provides details of Year End Water Show to Webmaster for LSSSC's calendar and Frequent Message Area on website

Swim-a-Thon Chairperson

- Serves as an ambassador for LSSSC.
- Reports to LSSSC Executive
- Works closely with Executive members to maintain strong working relationships and open communication.
- Attends Board Meetings as needed
- Maintains the integrity and confidentiality of Chairperson
- Performs other duties as requested by the President or Board members
- Asks Head Coach the dates of the Swim-A-Thon for each program
- Forwards the details of the Swim-A-Thon event to Alberta Artistic Swimming Liaison for submission of required forms
- Forwards the details of the Swim-A-Thon event to Webmaster for inclusion of LSSSC website
- Presents announcement letter and pledge form for Swim-A-Thon to Board members for vetting and approval
- Distributes approved announcement letter and pledge form for Swim-A-Thon to swimmers and parents electronically at least 3 weeks before event
- Provides the Head Coach and all coaching staff with paper copies of the approved announcement letter and pledge form for distribution to swimmers at least 3 weeks before event
- Schedules member volunteers to assist with counting laps for each program's Swim-A-Thon
- Provides pencils and paper booklets for recording the laps
- Arranges for healthy snack and beverage for swimmers at the conclusion of the Swim-A-Thon
- Collects the completed pledge forms and cash proceeds from swimmers
- Sends out reminder notices to swimmers who have not submitted their completed pledge forms and cash proceeds by due date
- Prepares a detailed summarized report for Treasurer and forward cash proceeds to Treasurer, and provides report to bookkeeper for swimmer accounts that need to be invoiced
- Presents detailed summarized report to Executive members

Wardrobe Chairperson

- Serves as an ambassador for LSSSC.
- Reports to LSSSC Executive
- Works closely with Executive members to maintain strong working relationships and open communication.
- Attends Board Meetings as needed
- Consults with Head Coach about the required wardrobe needs for upcoming season in early June
- Picks up various sports clothing catalogues from potential wardrobe providers and meets with Head Coach and/or other coaching staff to determine style of wardrobe requirements for each program
- Obtains quotes from various wardrobe providers and reviews quotes with Head Coach and Executive members
- Asks Executive members to determine the fee for each wardrobe item
- Prepares wardrobe order forms and letter of instruction and submits them to Executive for vetting and approval in July
- Forwards wardrobe order forms and letter of instructions to club members in early September
- Asks Head Coach for wardrobe requirements for coaching staff
- Reminds parents to submit wardrobe orders by specified due date
- Collects all wardrobe orders and payments in order to prepare summary wardrobe order form for specified vendor
- Asks Treasurer for a deposit cheque for wardrobe order (typically 50% of total value of order)
- Places wardrobe order by mid October AT THE LATEST for November competitions
- Asks Treasurer for a cheque to cover remaining balance
- Picks up wardrobe order from vendor
- Prepares individualized swimmer clothing orders and individualized invoice for each swimmer
- Informs parents/swimmers how clothing orders will be distributed and when
- Distributes clothing orders to swimmers
- Prepares a summary invoice report for Treasurer and forwards wardrobe payments to Treasurer
- Ensures that wardrobe orders are distributed to individual swimmers and the treasurer is notified of the amounts to be invoiced
- Responds to all queries about wardrobe requirements

Webmaster/Social Media

- Serves as an ambassador for LSSSC.
- Reports directly to LSSSC Executive
- Works closely with Executive members to maintain strong working relationships and open communication.
- Attends Board Meetings and Committee meetings as needed
- Maintains the integrity and confidentiality of Chairperson
- Performs other duties as requested by the President or Board members
- Works closely with the Head Coach and Parent-Coach Liaison to maintain web page content
- Update forms, content and pictures on the website as necessary
- Access technical support for the website as needed
- Research the best available options for the website, store and online registration systems

5.4 Other Position Descriptions

Meet Manager

- Serves as an ambassador for LSSSC.
- Develops a thorough understanding of Alberta Artistic Swimming's Meet Manager's Handbook and follows the detailed information
- Reports to LSSSC Executive
- Works closely with Executive members to maintain strong working relationships and open communication.
- Attends Board Meetings and Committee meetings as needed
- Maintains the integrity and confidentiality of Chairperson
- Performs other duties as requested by the President or Board members
- Receives an electronic of competition bid form submitted by Canada Artistic Swimming/Alberta Artistic Swimming Liaison to Alberta Artistic Swimming
- Reserves Max Bell Aquatic Center for proposed competition dates
- Receives an electronic copy of Alberta Artistic Swimming's approval of competition bid from Canada Artistic Swimming/Alberta Artistic Swimming Liaison
- Prepares a budget for the approved competition and submits it to Executive members for consideration and approval
- Forwards details of Competition and budget to Chair of Grants committee for grant opportunity considerations
- Communicates details of Competition to Marketing and Promotion Chairperson and Parent-Coach Liaison
- Receives an electronic copy of Competition Sanction Event form prepared and submitted by Canada Artistic Swimming/Alberta Artistic Swimming Liaison
- Briefs Executive members as plans for the competition are developed and implemented
- Prepares deposit details and proceeds from competition registrations and fundraising initiatives to Treasurer
- Ensures judges are compensated for their expenses as per handbook guidelines
- Prepares a detailed summary report and financial statement within 45 days after the competition of the competition
- Reconcile financial statement with Treasurer's financial accounts
- Submits a copy of the detailed summary report and financial statement to Executive Members and Chairperson of Grants Committee
- Submits final report to Alberta Artistic Swimming

5.5 Anti-Harassment & Abuse Policy

The Lethbridge Synchrobelles Synchronized Swimming Club (LSSSC) affirms its commitment to maintain an environment that is free from harassment. Harassment is unacceptable and such behaviour directed to any club member/swimmer by any club member/swimmer constitutes a serious infraction, which warrants disciplinary action taken in accordance with the Code of Conduct and Ethics Policy adopted by Alberta Artistic Swimming and the Disciplinary and Complaints Policy of the LSSSC.

The policy and procedures apply to all persons (e.g., Executive members, swimmers, coaches, technical staff, parents, administrators, volunteers, committee chairs) related to or dealing with the club. For more information regarding the aforementioned policy, please reference Alberta Artistic Swimming's and Canada Artistic Swimming's websites or contact the Executive Director of Alberta Artistic Swimming.

5.6 Communications Policy

Communication is a vital part of the operation of the Lethbridge Synchrobelles Synchronized Swimming Club (LSSSC). Information regarding competitions, meetings, fundraising and club events is transmitted to the membership by means of the following:

1. The club has a web site: <http://www.lethsynchro.ca> and general Facebook page: www.facebook.com/lethsynchro.
2. All official communications sent out on behalf of LSSSC must be approved by the President or designate.
3. A Parent Information Meeting is held in September of each year to address questions, introduce Executive members, new members and coaches, and to provide a calendar for the competition season. Executive meetings are open to all members to facilitate involvement.
4. Parents are asked to register an email address with the club. A club email roster will be created and distributed to members of the Executive, Bookkeeper, Committee Chairs, and the Coaching staff. Reminders, announcements and other communication will be sent by email periodically.
5. Emails and memos, as a last resort, containing valuable information regarding meets, special events, meetings, deadlines, etc. may be sent home throughout the year via the swimmer.

Parent, Coach, and Swimmer Communication

- Injured swimmers should notify their coach immediately who may choose to then inform the lifeguards on duty, poolside.
- Swimmers who are sick must notify their coach before practice and stay home if they are contagious.
- Swimmers who will be absent for any reason must notify their coach before practice.
- Coaches should be contacted by phone, text or email. Please ensure that the coach receives your communication prior to the planned practice time.
- In the event that a concern arises, parents should contact their swimmer's coach in a timely manner, off-deck and outside of scheduled practice time to prevent misunderstandings and dissent arising within a team. Individual parents should first discuss problems with their swimmer's coach. Parents may also arrange a team meeting with a coach. If not satisfied with the coach's response, parents should contact the Head Coach. **Parents are asked to direct any concerns to the swimmer's coach or to the Head Coach, not to other parents. One properly directed concern or complaint does more for all concerned than many misdirected ones.**

5.7 Confidentiality Policy

Purpose:

1. The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to Lethbridge Synchrobelles Synchronized Swimming Club (LSSSC) by making all types of LSSSC members aware that there is an expectation to act at all times appropriately and consistently with this policy.

Application of this Policy:

2. This policy applies to all categories of membership within LSSSC, as well as all individuals employed (including contract personnel) by or engaged in activities with LSSSC, including but not limited to, directors, committee members, athletes, coaches, judges, officials, referees, volunteers, officers, managers and administrators (hereinafter "LSSSC Representatives").
3. The term "**Confidential Information**" includes, but is not limited to the following:

- a) Personal Information of LSSSC Members and Representatives, including but not limited to, name, address, e-mail, telephone number, cell phone number, date of birth and financial information;
- b) LSSSC intellectual property and proprietary information related to the programs, fundraisers, business or affairs of LSSSC, including, but not limited to, procedures, business methods, forms, policies, business, marketing and development plans, advertising programs, creative materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, software, financial information and information that is not generally or publicly known, archived, and/or distributed.

Responsibilities:

- 4. LSSSC Representatives will not, either during the period of their involvement/ employment or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.

5.8 Social Media Policy

This document aims to provide policy to LSSSC members (athletes, coaches, officials, administrators, etc.) on social media usage.

Introduction

Social media are now unavoidable in our daily lives, including LSSSC members. These new communication vehicles are excellent information outlets that provide another opportunity to promote synchronized swimming and its members to a wider audience, especially youth.

However, by its very nature, social media has an impact and is a reference point for information at all levels. The open concept of social media can easily put a member or an organisation at risk due to a lack of judgement. This can include an inappropriate reaction in an emotional situation, a lack of information on the potential impact of new media and more...

These guidelines are aimed to encourage LSSSC members to communicate through social media while assuring it is used with good judgement that proudly represents LSSSC's policies and values.

Lethbridge Synchrobelles Synchronized Swim Club social media guidelines:

- 1. Members wishing to communicate via social media should assure their messages respect LSSSC's values:

LSSSC values excellence, integrity and responsibility. We have a healthy and safe environment at all levels of participation. We encourage teamwork through fairness and respect.

- 2. LSSSC values freedom of expression in social media as long as the issues respect:

- healthy lifestyles (ex. alcohol and drug use)
- fair play (ex. unveiling privileged information on routines other than your own)
- respect towards institutions and other members (ex. personal information)
- security (ex. direct or intended threats)
- the Charter of Rights and Freedom (ex. racist or sexual statements)
- sexual equality (ex. equal participation for men and women)
- intellectual property (ex. logo or name alterations)
- LSSSC policies (ex. harassment, confidentiality and others)

3. The decision to publish on social media can be simply summarized:

WHEN IN DOUBT, LEAVE IT OUT!

Disciplinary measures

1. In cases of abuse, LSSSC will support all disciplinary measures that authoritative organisations will decide to apply to members under their jurisdiction.
2. For LSSSC, its jurisdictional group are team members and those working directly with LSSSC (committee and board members, staff).
3. For LSSSC, discipline actions and processes leading to action enforcement will be directly linked with LSSSC's policies.
4. LSSSC will also maintain contact with authorities on matters of event or people involved indirectly with LSSSC (judge at Alberta Artistic Swimming sanctioned event, volunteer at an event, etc.)

5.9 Conflict of Interest Policy

Definitions:

1. The following terms have these meanings in this Policy:
 - a. "LSSSC" – Lethbridge Synchrobelles Synchronized Swimming Club
 - b. "Conflict of Interest" – A real or seeming incompatibility between one's private interests and one's public or fiduciary duties.
 - c. "Pecuniary Interest" – An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
 - d. "Non-Pecuniary Interest" – Family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.
 - e. "Perceived Conflict of Interest" – A perception by an informed person that a conflict of interest exists or may exist.
 - f. "LSSSC Member" – All club members and adult representatives of minor club members, including executive and committee members.

Purpose and Application:

2. The purpose of this Policy is to describe how LSSSC members will conduct themselves in matters relating to real or perceived conflicts of interest, and to clarify how the club Executive will make decisions in situations where conflicts of interest may exist.
3. This policy applies to all LSSSC members as defined in the Definitions Section.

Obligations:

4. Any real or perceived conflict, whether pecuniary or non-pecuniary, between an LSSSC member's interest and the interest of LSSC, must at all times be resolved in favour of LSSSC.
5. LSSSC members will not:
 - a. Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with LSSSC, unless such business, transaction or other interest is properly disclosed to LSSSC and approved by the LSSSC Executive;
 - b. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;

- c. In the performance of their official duties, accord preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;
- d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with LSSSC, where such information is confidential or is not generally available to the public;
- e. Use LSSSC property, equipment, supplies or services for activities not associated with the performance of official duties with LSSSC without the permission of LSSSC Executive;
- f. Place themselves in positions where they could, by virtue of being an LSSSC member, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- g. Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being an LSSSC member.

Disclosure of Conflict of Interest:

- 6. A LSSSC member will disclose a conflict of interest to the LSSSC Executive immediately upon becoming aware that there exist real or perceived conflicts of interest.
- 7. Any person who is of the view that a member of LSSSC may be in a position of conflict of interest may report this matter in writing to the LSSC Executive.

Resolving Conflicts in Decision-Making:

- 8. Decisions or transactions that involve a real or perceived conflict of interest that have been disclosed by an LSSSC member will be considered and decided upon by the LSSSC Executive provided that:
 - a. The nature and extent of the LSSSC member's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
 - b. The LSSSC member is not present and does not participate in Executive discussion on the matter giving rise to the alleged conflict of interest;
 - c. The LSSSC member abstains from voting on the proposed decision or transaction;
 - d. The LSSSC member is not included in the determination of quorum for the proposed decision or transaction; and
 - e. The decision or transaction is in the best interest of LSSSC.

Enforcement:

- 9. Failure to adhere to this Policy may give rise to discipline in accordance with LSSSC's Discipline Policy.

5.10 Email Voting Policy

For issues requiring Executive decisions or actions that could not be completed at scheduled meetings or which the President or Head Coach feels would require resolution before the next scheduled Executive meeting, the following applies.

- Any board member may make a motion via email.
- The subject line should include the word "Motion".
- The first line of the body of the email should include the words "I move that the board approve/authorize/recommend ..."
- The seconder of the motion should read "Motion – Seconder". The first received e-mail from a Board member with this shall be considered the seconder.
- The motion will expire in seven calendar days or at the start of the next Executive meeting, whichever comes first.

- The Vice-President, Treasurer, Secretary, and Member-at-Large may vote. In the event of a tie the President will be asked to cast a vote.
- Four affirmative votes are required to approve an email motion. The member who proposed and the member who seconded the motion are automatically counted as an affirmative vote.
- Board members should include the words “I vote No” or “I vote Yes” in the first line of their response and copy it to all Board members.
- Email motions can only be voted up or down, they cannot be amended.
- The member who proposed the motion may withdraw it at any time prior to approval.
- If the motion doesn’t receive the required four votes by the deadline it fails.
- The President of the Executive is responsible for tallying the votes and informing the board of the outcome. Votes should be circulated to all board members. If a member fails to CC: other board members on their vote, the President will forward the email to the others. The President will be responsible for soliciting the vote of any Board member without email and informing the rest of the Board about that vote.

Note: Email approval is only suitable for straightforward motions. Email is not suited for the conduct of a deliberative process. Email does not provide the opportunity for discussion or amendment of the motion that you would have in a face-to-face meeting. Members should feel free to say, “I vote No, because I think we should discuss it.” The member who proposed the motion should not take offense to such a response.

5.11 Finance Policy

The LSSSC Board of Directors is responsible for all budget approvals including amendments as required and reviews financial statements on a quarterly basis.

BUDGET

1. The club budget shall contain the total anticipated expenditures of the club for approved planned programs and events.
2. The current status of grant funding and other project funding shall be discussed as required by the Executive.
3. The actual costs for each project approved shall be accounted for by the Treasurer and/or Bookkeeper and reported to the Executive.
4. The Treasurer and/or Bookkeeper shall minimally provide the Executive with a statement for each executive meeting or as requested, to include the revenues and expenditures of the club, including a year to date report in comparison to the budget.
5. Prior approval must be received by the Executive for expenditures outside or above the approved budget.

CHEQUES AND SIGNING AUTHORITY

6. The signing Officers of the club shall be two of President, Vice-President, and Treasurer.

CONTRACTS

7. Contracts for service providers, sponsors and event hosts involving revenues or expenditures for the club shall be approved by the President, Vice-President and/or Treasurer.
8. Copies of all contracts shall be made available to the Board, if requested.

EXPENSES

9. All claims for services, administrative or other authorized expenses must be supported by receipts and detailed to budget items, project or function.

EXTRAORDINARY EXPENDITURES:

10. The President of the club, as Chief Officer shall be permitted to authorize extraordinary expenditures up to and including \$500.00 reporting as soon as possible to the other members of the Executive.

MEETINGS/CONFERENCES

11. Persons selected to attend special events or functions are eligible to receive per diem and hotel expenses as determined by budget amounts as approved by the Executive Board.

NSF CHARGES

12. There will be a \$30.00 service charge on all NSF cheques.

MEMBERSHIP FEES

13. There are no refunds on membership fees after January 1 of each year. Additional provisions regarding refunds shall be adhered to as outlined in the LSSSC Payment Policy.

5.12 Payment Policy

The goal of the Lethbridge Synchrobelles Synchronized Swimming Club (LSSSC) is to operate efficiently and with a balanced budget. The club's main sources of income are the annual membership fees, revenue from the yearly Swim-A-Thon, grants, and volunteer participation in Casinos (one approximately every 36-48 months).

1. **Annual membership fees** cover a **portion** of the expenses incurred for pool space rental, coaching fees and costs related to equipment acquisition/replacement. The remaining costs are subsidized by club funds. Registration occurs in August and September. The first month's fees are non-refundable due to administration fees, opportunity costs, carry costs, and contractual obligations. If applicable, an additional fee for **extra** routines (solos, duets, combo or special cases) will be collected for the extra pool and coaching time required for these optional activities. The annual fee is subject to swimmer registration, pool fees and other expenses. **Fundraising helps to keep the annual fee accessible to more families.**

Any **withdrawal** from the club or request to change to a swimmer's program, with cause, must be formally submitted in writing to the Executive 30 days prior to the effective date. A penalty for the withdrawal or change will be pro-rated based on age level and the point in the swimming year up to January 1st, after which there will be no refund (due to financial commitments made to coaches, pool contracts and competition expenses). Alberta Artistic Swimming/Canada Artistic Swimming registration fees are non-refundable after the club has submitted them.

2. **Spring Sessions:** Fees are non-refundable for spring sessions for recreational programs.
3. **Summer Camps:** Early-bird pricing for summer camps will be offered until May 1 of each year and registrations can occur up until the day before the start date of camp (after May 1, the registration amount will be the standard fee). If notice of non-participation for a camp is received by the 1st day of the preceding month (June 1 for July camps, July 1 for August camps), half of the fees paid will be refunded or the full fee paid can be applied to the costs associated with other camps or the upcoming swim season. After these dates, all fees are non-refundable.

4. In the case of an extraordinary circumstance (i.e. injury or serious illness) and required notice of cancellation is not able to be given; an appeal can be made to the executive. A subcommittee will be struck to determine the refund schedule if the Executive deems a refund is in order.
 5. The **Swim-a-thon** takes place annually and is an important fundraising activity of the LSSSC. The Swim-a-thon is an integral part of the coaches' training programs and all swimmers are required to participate. Each program has a minimum amount of funds that are required from each swimmer. This amount is communicated at the time of registration and will be paid through either opting out or through participation (depending on the payment option selected). If the swimmer does not meet their minimum swim-a-thon requirement the swimmer's account will be invoiced for the difference. All swimmers in competitive programs must participate in the swim-a-thon. Recreational swimmers are encouraged to participate as well.
 6. The LSSSC participates in a **Casino**, approximately every 36-48 months, and multiple **Bingos** throughout the year. The club is dependent on casinos and bingos financially and revenue from these fundraisers keeps annual membership fees affordable to more families.
- 7. Payment Schedule for the Competitive Season**
- a) Recreational programs require payment by cheque in full or in two payments if requested under special circumstances.
 - b) Competitive programs will be billed in 10 monthly payments (September- June).
- Competitive Payment Options
- Option #1:** Full payment by cheque.
- Option #2:** Monthly fees paid by pre-authorized debit. Pre-authorized debit accounts shall also be charged for NSF charges, additional or incidental fees.
- Please refer to the club registration package or website for current fees and fundraising commitments.
8. All swimmer accounts must be kept up to date. A monthly statement will be sent to each family monthly and all outstanding amounts are due within 30 days. Failure to bring your account up to date may result in your swimmer not being able to swim temporarily until the outstanding amount is paid, or you do not make payment arrangements.

5.13 Privacy Policy

The Personal Information Protection Act (PIPA) applies only to a non-profit organization in the case of personal information that is collected, used or disclosed by the non-profit organization in connection with any commercial activity carried out by the non-profit organization as per Section 56 of that Act. The Act does not apply to the personal information of contractors, employees or volunteers of a non-profit organization. Nor does it apply to personal information collected during a transaction that is not a commercial activity.

5.14 Registration Policy

All registration forms, fees and deposits are due at the time of registration. To help in planning for the approaching season, the Lethbridge Synchrobelles Synchronized Swimming Club (LSSSC) asks all returning members to commit to registration by May 1 of each year, through an intent to register process. Registration commitment by this date will qualify the member to a specified dollar credit. A dollar deposit is required at the time of registration commitment and be applied to September fees. This deposit is non-refundable.

As per the Registration Fee Schedule, the one-time registration fee for Alberta Artistic Swimming and Canada Artistic Swimming, which are non-refundable and cost recovery, for competitive and non-competitive swimmers is due at registration. Alberta Artistic Swimming and Canada Artistic Swimming fees allow the swimmer to compete in sanctioned synchronized swimming events and provide liability insurance for LSSSC for all sanctioned activities of its membership.

Registration may require the submission of the following forms and payments:

- Copy of a birth certificate for all Junior and Provincial Competitive swimmers
- Registration forms
- Release form (Parent/Guardian or Swimmer Over 18 Years)
- Participation Agreement form
- Consent For Use of Personal Information and Media Release/Acceptance of Terms
- Emergency Treatment Authorization form
- Parent Code of Conduct form
- Swimmer Code of Conduct form
- Payments as per Fee Schedule (First month by cheque, subsequent months by automatic withdrawal)
- Other forms as required

ALL registrations must be done online. The first month's payment is required by cheque for all competitive and master's swimmers. Recurring monthly payments are then made via automatic withdrawals. Non-competitive fees shall be paid in either one or two installments by cheque. A registration session is typically held in late August and a parent meeting/orientation in late September. All members are strongly encouraged to attend because important information for the upcoming season will be shared. In addition, these meetings provide an opportunity to meet other club members, the coaches and members of the Executive.

The Registrar will require that all forms that must be signed in person, be fully completed and submitted before a swimmer is allowed to participate in her/his respective program. Additionally, online registration must be completed with full payment arrangements before a swimmer is allowed to participate in her/his respective program.

5.15 Screening Policy

Purpose

1. Screening of personnel and volunteers is part of an organization's due diligence and part of its standard of care to ensure that risks within the organization are reasonably managed. The Lethbridge Synchrobelles Synchronized Swimming club (LSSSC) is responsible to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The club is committed to fulfilling the duty of care it owes its members.
2. The purpose of screening is to identify individuals wishing to associate with the club who may pose a risk to children or other vulnerable members of the club.
3. All screening will be performed utilizing the Canada Artistic Swimming Screening Policy. The latest version of this policy can be found on the Canada Artistic Swimming website artisticswimming.ca.

Policy Statement

1. Not all persons affiliated with LSSSC will be required to undergo screening, as not all persons serve in a capacity to pose a risk of harm to vulnerable LSSSC members.
2. Persons subject to screening are defined in the Canada Artistic Swimming policy mentioned in point 3 in the purpose section above.

Procedure for Coaches

1. The recruitment process for persons applying for designated positions may include:
 - a. Requiring a candidate to complete an application form;
 - b. Interviewing the candidate for the position; and
 - c. Checking a minimum of two references, one of which will be specific to working with children or youth.
2. Screening as per the Canada Artistic Swimming Screening policy. There will be no exceptions. Failure to participate in the process as outlined in this policy will result in ineligibility for the designated position.
3. If a person in a designated position within LSSC subsequently receives a conviction for, or be found guilty of a relevant offence, he or she will report this circumstance/s immediately to LSSSC Executive.

The Head Coach shall be responsible for conducting all screening as outlined in the above procedure for all coaching program coaches and Jr. Coaches.

The Executive Board and/or Personnel Committee shall be responsible for conducting all screening as outlined in the above procedure for the Head Coach position, chaperones, drivers and other persons at the discretion of the Executive.

In carrying out these duties, those individuals tasked with the procedure of screening may consult with independent experts, including lawyers, police, risk management consultants or volunteer screening specialists. The decisions of the Screening Committee are final and binding and may not be appealed.

Records:

Copies of up-to-date Screening reports will be maintained for all paid employees of LSSSC within their personnel file.

5.16 Volunteer Participation Policy

Parents are encouraged to become involved with the Lethbridge Synchrobelles Synchronized Swimming Club (LSSSC), in order to develop a healthy organization for all member swimmers. The club exists thanks to the effort and hours generously committed by many volunteers. There are a variety of jobs of different levels of commitment and everyone is encouraged to donate time. Parents and other adult members can volunteer to serve on, or work with, the Executive or specially formed committees or undertake specific tasks as coordinators. Opportunities for volunteering also arise at events during the year, from working various fundraisers, to writing grant applications or timing and counting laps of swimmers at the Swim-a-thon.

LSSSC has a Volunteer Recognition program to recognize and celebrate the efforts of its volunteers. Volunteers are recognized at our annual year end BBQ.

5.17 Emergency Action Plan

The Lethbridge Synchrobelles Synchronized Swimming team will adhere to the latest version of the Alberta Artistic Swimming Emergency Action Plan. A copy of the Emergency Action Plan can be found on the Alberta Artistic Swimming website at albertaartisticswimming.ca.

5.18 Concussion Policy

The Lethbridge Synchrobelles Synchronized Swimming team will adhere to the latest version of the Alberta Artistic Swimming Concussion policy. A copy of the Concussion policy can be found on the Alberta Artistic Swimming website at albertaartisticswimming.ca.

6.0 Indemnification

6.1 Will Indemnify

The Association will indemnify and hold harmless out of the funds of the Association each Director and Officer from and against any and all claims, demands, actions, or costs which may arise or be incurred as a result of occupying the position or performing the duties of a Director or Officer.

6.2 Will Not Indemnify

The Association will not indemnify a Director or Officer or any other individual for acts of fraud, dishonesty, or bad faith.

6.3 Insurance

The Association may purchase and maintain insurance for the benefit of its Directors and Officers, as the Board may determine.

6.4 Responsibility

The Association will not be held responsible for the operation or financial commitment of any Member, committee, individual, organizing body, artistic swimming competition or artistic swimming related activity for which the Association has not explicitly assumed such responsibility in writing.

7.0 Fundraising

7.1 Fundraising Procedures & Obligations

Swim-A-Thon

A swim-a-thon takes place each year and all swimmers must participate. There is a minimum amount per swimmer required.

The Swim-a-thon is an integral part of the coaches' training programs and all swimmers are required to participate.

Bottle Drive

A bottle drive takes place each year and all swimmers are strongly encouraged to participate. There is a minimum amount required per non-participative swimmers. This can be either an equivalent number of bottles or a monetary charge to your account.

The bottle drive is a team building event and all swimmers are expected to participate.

7.2 Bingo Procedures & Obligations

Why Bingo?

Bingos are a great fundraiser for our club. Every bingo you work reduces your monthly fees.

Bingo Jobs

There are different bingo jobs, some of which require training. If you are interested in training please contact the Bingo Chairperson and they will set up a bingo to train you.

1. Chairperson - This person is the go to person for the bingo hall and our members. They are the last person to leave.
2. Paymaster - This is a trained position. You work in the back office and are required to handle large amounts of money. This position has the most paperwork to do. You are the second last person to leave.
3. Payrunner - You are required to get the bingo winnings from the paymaster and take them to the winner. There is a little paperwork to do.
4. Pay Me Controller - This is a trained position. You are in the back office handing out three different types of tickets. You are required to do a little paperwork and are handling some money. You are in charge of giving tickets to your ticket sellers.
5. Balls Controller - This is a trained position. You are in the back office handing out Balls tickets. You are required to do a moderate amount of paperwork and are handling money. You are in charge of giving tickets to your ticket sellers.
6. Cage-This position does not require a lot of walking. You are selling early bird, intermission and bonanza cards. The special controller is there to help you.
7. Balls tickets seller-You sell the ball tickets. The tickets are \$1 each. Some tickets are instant winners. You are required to cash these tickets either with cash or tickets. You need to bring the winning tickets to the controller. You sell to the box is done, if you run out of tickets please get some from the other sellers. You get your break when you are done selling all the boxes of tickets. This position requires fast walking and you are moving a lot.
8. Pay Me, bonanza and odd/even Seller-You are selling three different types of tickets. All tickets are \$1 each. You get all your tickets from the pay me controller. You are also required to wear a microphone and check the cards when bingo is called.

Sign Up

You will be contacted by email with sign up information during the first week of September. Signing up is on a first come basis. The Bingo Chairperson will set the bingo schedule and will notify you when posted.

Replacements

If you are required to work a bingo and you cannot work, it is your responsibility to find a replacement or send someone else in your place. If you are in need of help with this, the Bingo Chairperson is there to help you.

Missed or late Cancellation of Bingos

If you provide late notice to the Bingo Chairperson of not being able to attend the bingo (less than 48 hours) or don't show up, the club will charge your account \$75 per position scheduled.

How long is the Bingo?

You are expected to arrive at 4:50pm. If you are not at the bingo hall by 5:15 pm, this will count as a missed bingo and you will be charged \$75 for each position scheduled. When the bingo ends, however, it is usually around 10:00 pm.

Food

There is a concession at the bingo hall. You are provided with a credit to use at the counter for food or non-alcoholic beverages if you wish during the time you are working. No outside food or drink is allowed in the hall except for special dietary requirements.