

Calgary Aquabelles Synchronized Swimming Club



Policy manual September 2011

PART II

JOB DESCRIPTION HANDBOOK

I
**THE BOARD OF DIRECTORS OF THE
CALGARY AQUABELLES SYNCHRONIZED SWIMMING CLUB**

Administration	President Past President Vice President Secretary Registrar Director - Public Relations Director - Revenue
Finance	Treasurer
Technical	Director - Operations
Honorary Life Members	Mary Ann Reeves Debbie Muir Kelly Kryzka Sharon Hambrook

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Duties and Expectations

The Duty of Loyalty of all Board Members, Head Coach, Coaches, the Administrator/Bookkeeper and the Chairs of Bingo and Fundraising include:

1. Honesty in all actions;
2. Maintain confidentiality;
3. Acting in Good Faith;
4. Acting in the best interest of the Club without bias:
 - Not on behalf of a particular or personal interest or competing claim
 - This duty to act in the best interest of the Club is paramount
 - Regardless of which team your daughter swims on
 - You may bring a perspective informed by your experience or background to discussions or decision making, but cannot place other interests before those of the Club
5. Avoidance of Conflicts of Interest and disclose any immediately; and
6. To perform the duties to which you have agreed without regard to personal gain

Board Members must put the interest of the Club ahead of their own personal interest. Board Members will promote a Positive Sport Environment when communicating with other Board Members, coaches, parents, athletes, judges, Synchro Canada, Synchro Alberta and all other Clubs and stakeholders.

It is also expected that all Board members will:

- Promote the Calgary Aquabelles at all times
- Execute the tasks relevant to their portfolios as described below to the best of their ability for the full duration of the elected term
- Retain all records relevant to their portfolio, generated or acquired throughout their term and provide originals or copies of same to the Board at the end of the term
- To ensure continuity of office by making themselves available to fully orient their successor at the end of their term
- Review and sign the Board of Directors Code of Conduct form
- Attend all Board and General Meetings, and others where necessary, and prepare reports for same
- Attend all club parent meetings where necessary
- Attend strategic planning meetings as necessary

Job Descriptions – Board of Directors

PRESIDENT

- To participate in and chair (or appoint a chairperson) for the following committees or meetings when standing
 - Contract Committee
 - Finance Committee
 - Personnel Committee
 - Board of Directors
 - General Meeting
 - Annual General Meeting (AGM)
 - Budget and Planning (twice a year)
- To appoint an alternate chairperson at any of the above listed meetings in case of absence or need
- To carry the tie-breaking vote at any of the above listed meetings
- To be in charge of Club Constitution and By-laws, and support the Vice President to ensure that appropriate Constitutional Legislative changes are initiated, ensuring that the said changes updates are circulated for the Annual General Meeting
- To ensure that the Club's Policy and Procedures and Job Description Manuals are current and presented for approval of the Board
- To be accountable for Club business planning
- To be accountable, with the Head Coach, for leading Club strategic planning
- To coordinate planning with the Head Coach and appropriate Board members, twice per year
- To prepare reports for all Board and General Meetings
- To keep records, correspondence, etc. pertaining to the Club
- To assist other Directors when called upon to do so
- To appoint Directors to internal committees
- To appoint members to Standing committees and Chairperson positions in September
- To act as liaison between members, coaches and Board
- To listen to and be sensitive to membership's concerns
- To work with the Head Coach, Vice President and Treasurer to prepare coaches contracts annually
- To perform semi-annual Head Coach reviews
- To attend coach meetings, or have a substitute Board member attend coach meetings whenever possible
- To attend promotional activities, swim meets, etc or have a substitute Board member attend
- To work at all locally hosted swim meets, if possible, to ensure that all members are encouraged to work at Meets and to have the chance to meet with parents of swimmers from all age levels
- To be accountable for the Club Excellence Program
- To be accountable for leading the Positive Sport Environment program at all levels of the Club – athletes (annually), coach-board (every other year) and parents (every other year)
- To be the primary liaison between the Club and Synchro Canada and the secondary liaison between the Club and Synchro Alberta
- To clarify issues or problem areas as required, using resources from Synchro Alberta, and Synchro Canada
- To be the secondary liaison between the Club and Lindsay Park Sport Society (LPSS) and to attend LPSS general meetings if the Vice President is unable to.

PAST PRESIDENT

- To exercise the role of facilitator at Annual Budget and Planning Meeting
- To function in an advisory capacity to the President and members of the Board
- To chair the Nominations committee
- To be responsible for orientation of new executive members
- To prepare, either alone or as chairperson of a Nomination committee, a slate of nominations for Board Positions to be done before and presented during the Annual General Meeting

VICE PRESIDENT

- To participate or chair for the President when needed in the following meetings:
 - Board
 - General
 - Annual General Meeting (AGM)
 - Budget and Planning (twice a year)
- To initiate annual Constitutional Legislative changes, ensuring that the said changes updates are circulated for the Annual General Meeting
- To annually update the Club's Policy Manual, Procedures and Job Description Handbook and the AQB Handbook for approval of the Board
- To ensure the appropriate governmental agencies have up-to-date Club Bylaws and other documentation as necessary
- To be work closely with the President on Club business planning
- To work with the President, Treasurer and Head Coach in preparing annual coaches contracts
- To help the President if necessary to prepare reports for Board and General Meetings
- To be part of the Personnel Committee
- To assist the President and any other Directors when called upon to do so
- To learn from the President all of the duties and responsibilities the President has to the Club
- To assist in any administrative tasks needed by the office, President or any Director or member of the club
- To be available for any miscellaneous tasks which come from Board meetings, or requests by the President, any Director or member of the Club.
- To be the primary liaison between the Club and Synchro Alberta and the secondary liaison between the Club and Synchro Canada
- To be the primary liaison between the Club and Lindsay Park Sport Society (LPSS) and to attend LPSS general meetings. To be the primary liaison between the Club and the Synchronums and represent their interests to LPSS
- To be accountable for the Club Volunteer Coordinator

SECRETARY

- To take minutes at all Board Meetings and General Meetings and distribute copies of these minutes to all Board members, the Administrator/Bookkeeper, Head Coach and other committee chairpersons as required
- To maintain all Board records for the office
- To distribute agendas for all Board and General Meetings in advance of the meeting and arrange for venue

- Prepare material for General Meetings as required
- To work with Club administrator to ensure a Club Roster is published and distributed to members, via the members' website
- To maintain the calendar of events on the members' website
- To bring to the attention of the Board any extraordinary circumstances including recognition, thank-you's, condolences, get-well, congratulations, etc that may be required and to send communication out as directed
- Accountable for the administration and collection of the required legal Background checks for the Club
- To maintain and assist in the update of all club manuals and handbooks including:
 - By-laws
 - Job Description Policy
 - Strategic Plan

DIRECTOR - PUBLIC RELATIONS

- To ensure that the Club "image" is presented to and maintained before the public in a positive and professional manner
- To work with Head Coach and Board to prepare Club communications to inform of events, competitions and results, Club camps, etc
- To be responsible for all promotional material
- To maximize all media exposure and press releases with regard to the Club
- To be accountable for the Club Website
- To be accountable for Club Photographer(s)
- To manage and maintain historical data through Club Photographs, History Book and Photo Albums
- To compose and submit advertising promoting the Club
- To purchase and send gifts to pool coordinators, coaches etc.

REGISTRAR

- to co-ordinate annual registration process and ensure completed registration packages by all athlete members
- to update Annual Registration Packages – Wildrose, NAG and Pre-competitive - in conjunction with the Treasurer
- to co-ordinate a Pre-Competitive Program – work with Wildrose Coordinator/Head Coach to answer parent questions and promote the competitive program
- to ensure Summer Camps/Shape Camp are arranged in conjunction with the Head Coach - including providing material to Director of Public Relations for advertising on the website or external sources as appropriate (e.g. Calgary Herald, Calgary's Child Magazine), attendance at end of camp to answer parent questions and advise them of the WR pre-competitive and competitive programs
- to prepare and monitor a program for the recruiting of new swimmers to the Club
- to co-ordinate membership development – reviewing programs and developing and implementing programs and plans to maintain/increase Wildrose membership at desired levels
- to co-ordinate a Welcome Back event in September of each year – arrange and host the event for the Club

TREASURER

- to oversee the management of the Club office
- to oversee the financial affairs of the Club in accordance with the Finance Policy and together with the Administrator/Bookkeeper, maintain an accurate record of all transactions
- to be part of the Finance Committee
- to update the Finance Policy annually
- to be part of the Contract Committee
- to invest club funds to ensure minimal bank services charges and maximum interest income (negotiating with Banks and Trust Companies)
- To prepare an annual budget with the Finance Committee - final draft of annual budget to be ready after Club registration in August for Board approval. This budget will be presented to the full membership at the Annual General Meeting for ratification
- to be responsible for the annual financial statements for the general membership
- to review monthly financial statements for presentation to the Board
- to submit, in conjunction with the Administrator/Bookkeeper, organized records for audit purposes
- to advise the Board of any financial problems and recommend solutions to those problems
- to be responsible for the prompt collection of all overdue accounts and fines
- to be responsible for the working group for travel
- to ensure through the Travel Committee that travel arrangements are in place for all Club travel throughout the year
- To work with the Head Coach, President and Vice President to prepare coaches contracts annually

DIRECTOR - REVENUE

- to oversee the revenue affairs of the Club
- to be part of the Finance Committee
- to be responsible for the working groups for bingo, casino, fundraising, grants and sponsorships
- to be responsible for the coordination of the volunteers to work the Casino and work with the Treasurer to ensure all forms and scheduling are completed with Alberta Gaming timelines
- To be responsible for the administration of the bingo policy and advise the board of misconduct by workers at the bingos leading to penalties being assessed against the Club
- To oversee the documentation posted on the website to ensure it is current and relevant
- To administer athlete awards (e.g. Lindsay Park; Calgary Booster Club, etc.) and provide the relevant athlete information to the awards programs

DIRECTOR - OPERATIONS

- To ensure the proper management and execution of all synchronized swimming competitions hosted by the Club according to the standard of the governing body. Responsibility for...
 - the Meet Manager
 - the Scoring, Computer and Hospitality Chairpersons,
 - liaison with the Provincial Judges Core Committee
- To present bids, with the Head Coach, to Synchro Alberta and Synchro Canada for Provincial, National and International meets as appropriate with Board approval

- To ensure Director of Public Relations has competition information and promotes/advertises competitions
- To ensure that copies of competition results are distributed to Club Administrator, Synchro Alberta, Director Public Relations, Head Coach, Webmaster and Synchro Canada
- To prepare budgets for all yearly scheduled Club hosted meets for Board approval
- To submit final budgets to the Treasurer for all Club hosted meets within 14 days of meet completion
- To ensure through the Trophy Chairperson that all pertinent awards are available at competitions
- To ensure that arrangements are made for Annual Club year-end – book venue, work with committee and Head Coach to arrange event
- To ensure the training equipment needs of the Club – ie: music, video, training equipment, etc
 - work with the Head Coach to determine the budget requirements for equipment for the upcoming year and report to the treasurer
- With Head Coach direction, to manage the Clothing Committee and submit the clothing budget annually to the Treasurer
- To ensure through the Clothing Chairperson the organization of Club clothing
- With Head Coach direction, to manage the equipment needs of the Club and submit the equipment budget annually to the Treasurer
- To ensure through the Clothing Chairperson the organization of Club clothing

Job Descriptions – Staff

HEAD COACH

ADMINISTRATION

- To be accountable, with the President, for leading Club strategic planning
- To prepare in consultation with the Treasurer, a budget and schedule for training program to be ready in draft form for Board approval in May to be included in the annual budget proposals of the Finance Committee
- To prepare, in consultation with the Director Operations, a projected budget for equipment requirements for the coming year draft to be ready by May
- To direct, with the Director Operations, the Clothing Committee
- To account for all funds received and expended for all projects of the Club which she personally directs
- To attend all Board and General Meetings and prepare reports for same
- Ensure parent meetings are held at NAG and WR as required, Board member to attend to support and take minutes. Minutes are then to be posted on members' website
- To administer athlete awards (e.g. Lindsay Park: Calgary Booster Club etc.) and provide the relevant athlete information to the awards program
- To ensure that the annual doping form is signed and in athletes file at the beginning of each competitive year
- To ensure continuity of office
- Any other duties as outlined in the Head Coach contract

COACHING

- To select and hire a slate of coaches for the endorsement by the Board of Directors on or before September 1 of each year
- To work with the President, Vice President and Treasurer to prepare coaches contracts annually and to personally deliver these with an assigned Board member to the coaches
- To direct and supervise all coaches of the Club
- To direct and supervise the Wildrose Coordinator. The Wildrose Coordinator is the delegate of the Head Coach to direct and supervise Wildrose coaches
- To recommend professional development programs for all the coaches of the Club to the Board and provide a written evaluation of every coach of the Club to the Board in January and June of each year
- To oversee and recommend to the Board of Directors all discipline or any dismissal of any coach or assistant coach. Any dismissal requires the formal approval of the Board of Directors
- To provide technical advice to all coaches involved in the Club
- To assist the coaches in planning, implementing, monitoring and evaluating the training programs for athletes in the Club
- To help establish performance objectives in collaboration with the coaches of the Club
- To ensure all coaches prepare biannual evaluation reports to the Board in January and June of each year on the performance of the athletes and the teams they coach

PROGRAM

- To provide a comprehensive, competitive synchronized swimming program which will offer opportunities for excellence for all swimmers in the Club
- To establish program plans to achieve Club performance objectives
- To lead the design, organization and implementation of a comprehensive competition, training and monitoring program for the Club's teams which promotes its continuing development by Canadian standards
- To provide written plans for programs, including monetary requirements, to the Board of Directors at least four weeks prior to program commencement to facilitate budget preparation and monitoring
- To ensure through the Club Administrator and Registrar that Pre-competitive Program and Summer Camps are arranged and executed
- To identify clear objectives for competitors and training camps of the Club, recommend camps

WILDROSE COORDINATOR

- Responsible for execution of the objectives and goals of the Club to Wildrose program
- Reports to the Head Coach
- Any other duties as outlined in the employment contract

COACHING

- To work with the Head Coach to select a slate of Wildrose coaches for the endorsement by the Board of Directors on or before September 1 of each year
- To direct and supervise the Wildrose coaches of the Club
- To recommend professional development programs for the Wildrose coaches of the Club to the Board and provide a written evaluation of the Wildrose coaches to the Head Coaching January and June of each year

- To oversee and recommend to the Head Coach Board all discipline or any dismissal of any coach or assistant coach. Any dismissal requires the formal approval of the Board of Directors
- To provide technical advice to the Wildrose coaches
- To assist the Wildrose coaches in planning, implementing, monitoring and evaluating the training programs for athletes in the Club
- To help establish performance objectives in collaboration with the Wildrose coaches of the Club
- To ensure all Wildrose coaches prepare biannual evaluation reports to the Head Coach in January and June of each year on the performance of the athletes and the teams they coach

PROGRAM

- To provide a comprehensive, competitive synchronized swimming program which will offer opportunities for excellence for the Wildrose swimmers in the Club
- To establish Wildrose program plans to achieve Club performance objectives
- To lead the design, organization and implementation of a comprehensive competition, training and monitoring program for the Club's Wildrose teams which promotes its continuing development by Canadian standards
- To provide written plans for programs, including monetary requirements, to the Head Coach at least six weeks prior to program commencement to facilitate budget preparation and monitoring
- In collaboration with the Head Coach, ensure through the Club Administrator and Registrar that Pre-competitive Program and Summer Camps are arranged and executed

COACHES

- To carry out the objectives and goals of the Club
- To complete the team programs, solos and duets in consultation with the Head Coach/Wildrose Coordinator:
 - Conditioning
 - Dry land drill
 - Figures
 - Team
- To identify objectives for training and for competitions
- To set individual goals with swimmers
- In collaboration with the Head Coach/Wildrose Coordinator establish standards for individuals and team behavior and communicate this information to the Board, parents and swimmers
- To compile and document all training and performance data (record daily training)
- To assist in organizing and planning the program
- To keep an updated progress report on each swimmer, to be updated on a regular basis
- To provide two written reports to parents and each individual swimmer, January and June
- To assist in the evaluation of the program and of self in preparation for performance evaluations
- To provide and assist in the selection of music for each team, solo or duet for which she is responsible
- To provide two copies of the taped music and all completed choreography necessary for all routines selected for the season, with appropriate time limits in age groups, two weeks prior to the first routine competitions
- To attend all regular scheduled competitions
- To attend all regular scheduled practice/pool times
- To attend meetings where necessary with the Board, Head Coach or parent members

- To be responsible for completion of all available levels of NCCP (technical and theory). Professional development reimbursement will be up to the sole discretion and written consent of the Board of Directors prior to enrollment and/or reimbursement
- To ensure the safety of all members at all practices
- To be responsible for the proper use of equipment (sound and others)
- To coordinate music (edit) and costumes for all routines
- To make arrangement for shows and demonstrations as directed by the Head Coach/Wildrose Coordinator
- Any other duties as outlined in the coaches respective contract

ADMINISTRATOR/BOOKKEEPER DUTIES

- To assist the Board by monitoring those areas under her direction in order to meet the budget
- To evaluate the effectiveness of all programs under her supervision and provide an annual written report on each to the Treasurer
- Monitor coaches qualifications each year to ensure that all have appropriate levels before contracts are signed
- To ensure that all accounts receivable and payable are handled on a timely basis, and issues brought forward to the Treasurer and if required the President
- To ensure all payroll is done on a timely basis and that all hours are approved by Head Coach, prior to processing
- To ensure that Club Registration is administered and documented as per Club practice outlined
- To ensure that the files of the office are well maintained both hard copies and electronic copies
- Any other duties as outlined in the employment contract

Job Descriptions – Standing Committees

The Director Revenue is accountable for the following Working Groups and the role and responsibilities of the Chairs are outlined below:

Bingo Working Group - Chair

- To prepare reports for presentation by the Director of Revenue at Board meetings
- To attend Board meetings as invited
- To ensure that all events at the Bingo Palace are well serviced by trained volunteers
- To participate as the AQB representative in the Calgary Community Sports and Bingo Association that runs bingo at the Bingo Palace and perform duties as required
- To keep statistical records of Club bingo participation and monitor overall performance
- To ensure adequate training is available for volunteers
- To ensure participation by Club members in bingo is distributed as equitably as possible, per the Bingo Policy in the AQB Handbook
- To provide the general membership with an annual bingo schedule
- In cooperation with the Club Administrator, maintain financial records of the Club's bingo activities to supply to the Club Board and Treasurer and to submit to the Gaming Commission when required (minimum twice a year)

- To ensure the annual bingo license is submitted on time
- To ensure that the Club Bingo operations adhere to Gaming Commission Rules and Regulations
- To identify any problems that may arise in the Bingo operation
- To look for new opportunities to increase the Club's bingo revenue
- To provide the Treasurer with a projection of the upcoming year's bingo revenues in May for inclusion in the annual budget
- To attend strategic planning meetings
- To ensure continuity of office

Fundraising Working Group - Chair

- To prepare reports for presentation by the Director of Revenue at Board meetings
- To attend Board meetings as invited
- To prepare and submit by June 30th a detailed annual fundraising plan for the upcoming season
- To be responsible for administering all Club fundraising
- To collect and submit donations to sports fund regarding fundraising for special trips, events etc.
- Maintain records to credit individual accounts
- To solicit donations for fundraising events
- To liaise with the Treasurer and Director Operations for pertinent budgets
- To ensure continuity of office

--- Appendix ONE ---

Code of Conduct for Calgary Aquabelles Board Members

The Calgary Aquabelles Synchronized Swimming Club is dedicated to providing an athlete centered sport environment in which all individuals are treated with respect. This Code of Conduct identifies the standard of behavior, which is expected from the Board Members of the Calgary Aquabelles. All Board Members have a Duty of Loyalty to:

- act honestly
- act in good faith
- act in best interest of the AQB Club
 - Not on behalf of a particular or personal interest or competing claim
 - This duty to act in the best interest of the Club is paramount
 - Regardless of which team your daughter swims
 - You may bring a perspective informed by your experience or background to discussions or decision making, but cannot place other interests before those of the Club
- avoid any Conflicts of Interest
- not use your position for personal gain

Board Members are also expected to:

- maintain confidentiality, regarding all matters related to the Club
- respect the role of Head Coach and coaches and ensure that they address all matters related to coaching and the technical program, we are not to give direction on the technical program matters
- promote a positive sport environment - Act as an ambassador of the Club at all practices and events
- familiarize oneself with the workings of the Calgary Aquabelles through its structure, by-laws and policies
- actively participate in all monthly AQB Board meetings, ask questions, request information, raise issues, fully consider issues raised and vote as required on tabled motions independently according to your own decision
- participate in and/or attend special event functions as reasonably requested by AQB Board or attend other functions in your role as a Board Member
- volunteer for and willingly accept assignments, completing them thoroughly and on time
- support the decisions of the AQB Board and speak with one voice outside of meetings in discussions with parents, coaches, Synchro Alberta, Synchro Canada, athletes, judges and other persons
- get to know other Board Members and build a collegial working relationship that contributes to consensus and effective functioning of the AQB Board

Violation of this Code will result in appropriate disciplinary action in accordance with the Calgary Aquabelles Synchronized Swimming Club Discipline Policy. The Resolution Committee of the Calgary Aquabelles Synchronized Swimming Club Board of Directors will review grievances. Decisions are final.

Board Member name

Board Member signature

Date