

# Policies and Procedures

Collingwood Clippers Swim Club

Revised April 15, 2021

## 1. Code of Conduct

As a member of the Collingwood Clippers Swim Club each individual agrees to adhere to the constitution, bylaws and the following code of conduct which is applicable equally to swimmers, coaches, officials, parents, members of the Board of Directors.

- Respect for each member of the team as an equal party in all Club activities
- Support each other in our development in the sport of competitive swimming including punctuality at practices and meets.
- Each member is a representative of the Collingwood Clippers Swim Club at all functions associated with the Club and competitive swimming. Member actions and behavior reflect on the entire club.
- All members agree to support the activities of the Collingwood Clippers Swim Club through volunteering and fundraising activities.
- Swimmers are expected to assist in the setting up, care, and storage of Club belongings.
- Respect for all pool facilities, change rooms, and other people's personal belongings must be shown at all times.
- The parents, officials and swimmers will allow the coaching staff to deal with any problems concerning times, entries, or disqualifications at a meet.
- Parents are asked to remain in the viewing area during meets and practices to allow coaches to work with the swimmers.
- The Club will uphold the philosophy of zero tolerance regarding harassment, prejudice, and personal abuse. Zero tolerance does not preclude supportive behaviors that may include physical contact that is nurturing or helpful and therefore acceptable to the individual.

## 2. Club Leadership

### Reputation Management

CCSC Members, Volunteers, and Coaches **may not post images or text via Email, Instant Messaging, Social Media, or any other internet or electronic form of communication** that may be in violation of a member's reasonable expectations of privacy, or that may be defamatory or damaging to the CCSC's reputation or that of its volunteers, members, or stakeholders.

Members, volunteers, and coaches found to be in violation of this expectation, will be subject to a review of their status with the Club and possible removal from their duties and position.

### Coaches

The Head Coach reports to the Board of Directors. The Head Coach will recruit and recommend coaching staff and volunteers as required to meet the coaching needs of the current Membership.

The Head Coach is responsible for all Club activities, promotion, meet attendance, and performance management of all coaching staff/volunteers. A list of responsibilities for the Head Coach and Assistant Head Coach is available. The Head Coach shall be responsible for safe management of Club records. The Head Coach will have an annual written performance review conducted by the Board of Directors. The Head coach is responsible for written performance reviews for all other coaching staff.

### Board of Directors

The Board of Directors is a group of volunteers which manages overall Club direction and budget, and is responsible for the hiring and performance management of the Head Coach. Position Descriptions are available for review prior to acceptance of a position. Each member on the Board will have Bond Hours fulfilled through their regular duties.

### Meetings

- Monthly meetings will take place, and will include approval of previous minutes, reports from Board of Directors Members and discussion of issues affecting the club at the present time.
- Voting members wishing to place an item on the agenda may do so by notifying the Board.
- Minutes will be posted in a timely fashion on the website, once approved by the Board of Directors

### Membership Concerns

CCSC Voting Members should communicate concerns to the President, via email or in writing.

- If a concern is copied to all members of the Board of Directors, it is expected that only the President will reply to the email.
- **Letters of concern will be reviewed by the President. The President will consult with a minimum of two other Board of Directors and the Head Coach to determine a response and next steps.**
- A timely response, to all letters of concern, is expected.
- The issue will be presented at the next Board of Directors meeting.

### Nominating Procedures

- Prior to the Spring Membership Meeting, the CCSC Membership will be informed of all available Board of Directors positions and will be invited to submit nominations. **All nominees will be contacted by the Board of Directors. For a nomination to be considered valid, the nominee must accept the nomination.**
- **During the Spring Membership Meeting, the floor will only be open for nominations for any available position that does not yet have any confirmed nominees.**
- Each of the Board of Directors Members shall be elected by the voting Membership at the Spring Membership Meeting, except for the Head Coach, who shall be hired by the Board of Directors. **Should there be only one nominee for an available position, a vote is not necessary and the position is acclaimed by the nominee.**

### 3. Membership/Registration Fees

Annual Membership Dues are payable by Credit Card only, through the Club Website. Dues are prorated and paid on a monthly basis. Swim Ontario and Swim Canada Fees are paid at the time of Registration. Swimmers training with the Ontario Swim Academy will have all Membership Dues waived with the exception of Fundraising Fees, Swim ON and SNC Registration Fees. Additional Fees for practice time and/or Meet entries for Ontario Swim Academy participants will be determined, as necessary, by the Board of Directors.

The swim season is divided into two blocks; October 1<sup>st</sup> – January 31<sup>st</sup> and February 1<sup>st</sup> – July 31<sup>st</sup>. Should a Member choose to discontinue swimming, the Member will still be responsible for all payments remaining within the applicable swimming block.

Meet Fees will be invoiced to Member Accounts in the month in which the Meet occurs. Member Credit Cards will be charged on the 1<sup>st</sup> of each month for any Meet Fees incurred during the prior month. No refund will be given for cancellations after the club-determined deadline or failure to show at the swim meet.

#### Meet Fees

Membership may be permitted to choose 1, 2, or 3 days for a Meet. Commitment for # of days attendance by deadline date will be strictly upheld and fees will be based on the # of days of attendance. No adjustment of fees or refunds after the commitment deadline. Championship Meets are excluded. All qualified swimmers are expected to attend full-day events unless extenuating circumstances preclude participation.

### Volunteer Bond Hours

The purpose of this fee is to encourage participation of all families in the activities of the Club. The amount of this fee will be set each year by the Board of Directors, as part of the budget development process.

Each Member family is expected to work a minimum of 10 bond hours during the season at approved CCSC events and Swim Meets. These hours will range in capacity and may include assisting at Social Events or CCSC hosted Swim Meets. Volunteer Bond Hours are tracked by the CCSC Secretary and updated regularly on Member Accounts through the Club Website. Failure to complete a minimum of 10 Bond Hours during the season will result in a Bond Fee of \$300 that will be charged to the Member Credit Card at the end of the season.

### June Invitational Volunteer Bond Hours

All Members with a swimmer(s) participating in the CCSC hosted June Invitational Meet are expected to work a minimum of 4 Hours in support of the Meet activities. Members with a participating swimmer who do not work a minimum of 4 Hours will be charged Full Meet Fees for their swimmer(s). Supporting the June Invitational may include Food Prep, Food Sales, Officiating the Meet, Timing/Judging at the Meet, or assisting with overall Meet operations. Volunteer Sign-ups will be sent out in the weeks prior to the Meet to allow Members to register for their preferred shift(s).

## 5. Expenses

### General Expenses

- a) The Board of Directors will authorize expenses for Board Members, coaches, and swimmers with regards to Club business under the following guidelines:
  - All expenses over \$200 are to be pre-approved by the Board of Directors and must be supported by receipts. When possible, expenses should be paid for using the Club Credit or Debit Card.
  - Expenses must be claimed within 30 days.
  - If it is decided that food per-diem and mileage for approved travel are to be paid, receipts are not necessary for these expenses. These rates are to be decided upon on an annual basis by the Board of Directors.
- b) SWIMON AGM/CONFERENCE- It is the Club's intention to send a representative to the Swim Ontario AGM/Conference. Based on the financial position of the Club at the time of travel, the Board of Directors will decide what expenses will be reimbursed. Reimbursement will be done following the guidelines in Section 1.

### Coaches Expenses for Meets

The Head coach will submit a budget for coaching expenses for the planned meets of the season.

- a. Efforts will be made to minimize coaching costs at meets (eg. carpooling, sharing rooms) where practically possible.
- b. When Coaches are accompanying athletes to a Meet, the Club will pay for all associated coaching expenses. If the Board of Directors determines that the Club is not in a viable financial position to cover these costs, a cost-sharing mechanism between the Club and the Families will be developed. All efforts will be made to keep the cost to the athlete families to a reasonable level.**

### Transportation Policy

It is hereby the stated policy of the Collingwood Clippers Swim Club, effective immediately and until either revoked or restated by the Collingwood Clippers Swim Club Board of Directors, that transportation of swimmers and/or coaches to practices, meets, or any other event considered to be a club function by any non-public conveyance, as defined to include privately owned vehicles, is recognized by the Collingwood Clippers Swim Club as a purely private agreement between the parties involved and that neither the Collingwood Clippers Swim Club, nor the Collingwood Clippers Swim Club Board of Directors, separately or as a group, except for the parties directly involved can be or will be considered as a party to such arrangement and that any liability in any form arising from such arrangement is purely and completely the responsibility of the parties involved.