

CHATHAM POOL SHARKS

BOARD OF DIRECTORS BYLAWS

Effective Date: 2026/2027 Swim Season

Approved By: 2025/2026 Board of Directors

Review: Annually

ARTICLE 1 — PURPOSE

The Chatham Pool Sharks (“the Club”) is committed to providing a safe, respectful and positive environment for competitive swimmers and their families.

The Board of Directors shall oversee the governance, financial management, administration, policies and overall direction of the Club while supporting the Head Coach and coaching staff in the delivery of the Club’s competitive swimming program.

The Club shall operate in accordance with:

- Applicable laws and regulations of Ontario and Canada;
- The requirements of Swim Ontario;
- Swimming Canada rules, policies and procedures;
- Applicable World Aquatics rules where relevant; and
- The Club’s Constitution, Bylaws and Policies.

Where a Swim Ontario, Swimming Canada or other governing-body requirement conflicts with a Club policy, the applicable governing-body requirement shall take precedence.

Swim Ontario’s 2026-2027 affiliation requirements specifically require member clubs to abide by Swim Ontario’s policies, rules, regulations and bylaws. ([Swim Ontario](#))

ARTICLE 2 — BOARD OF DIRECTORS

The Board of Directors for the 2026/2027 swim season shall consist of the following positions:

1. President
2. Vice President
3. Treasurer
4. Registrar

5. Secretary
6. Parent Liaison & Direct Resolution Officer
7. Bingo Coordinator
8. Fundraising Coordinator
9. Past President
10. Swim Ontario Liaison (optional)

The Board may establish additional committees, coordinators or volunteer positions as required.

ARTICLE 3 — PRESIDENT

The President shall:

- Chair meetings of the Board of Directors;
- Provide overall leadership to the Board;
- Ensure Board decisions are properly implemented;
- Act as the primary Board representative of the Club;
- Work cooperatively with the Head Coach and coaching staff;
- Ensure the Club operates in accordance with its bylaws, policies and governing-body requirements;
- Serve as an authorized signing officer where designated by the Board;
- Assist with conflict resolution and significant complaints;
- Represent the Club with Swim Ontario and other organizations when appropriate; and
- Ensure that required Club affiliation and administrative responsibilities are completed.

The President shall not independently make decisions that are reserved for the Board.

ARTICLE 4 — VICE PRESIDENT

The Vice President shall:

- Support the President in the performance of their duties;
- Assume the President's duties when the President is unavailable;
- Assist with Board projects and committees;
- Help oversee implementation of Board decisions;
- Assist with Club governance and policy development; and
- Perform other duties assigned by the Board.

ARTICLE 5 — TREASURER

The Treasurer shall be responsible for the financial oversight of the Club.

Duties include:

- Maintaining accurate financial records;
- Preparing regular financial reports for the Board;
- Preparing an annual budget with Board input;
- Monitoring income and expenditures;
- Ensuring Club funds are deposited into authorized Club accounts;
- Ensuring payments are properly authorized;
- Maintaining appropriate financial documentation;
- Assisting with annual financial reporting and/or review requirements;
- Reporting financial concerns to the Board; and
- Ensuring financial practices are consistent with applicable Swim Ontario requirements.

Swim Ontario's current procedures include specific financial-control requirements, so the Club's financial procedures should be reviewed annually against the current Swim Ontario requirements. ([Swim Ontario](#))

No single individual should have unrestricted control over Club funds.

Where practical, significant payments, transfers or financial commitments shall require approval by two authorized signing officers.

ARTICLE 7 — REGISTRAR

The Team Registrar shall:

- Maintain accurate and current records of all registered swimmers and Club members;
- Coordinate swimmer registrations and renewals with Swim Ontario and/or Swimming Canada as applicable;
- Ensure swimmers are appropriately registered before participating in competitions or activities where registration is required;
- Process new swimmer registrations, transfers, withdrawals and other registration changes;
- Monitor registration deadlines and communicate important registration requirements to families;
- Maintain accurate records of swimmer names, contact information, age groups, registration status and other required administrative information;
- Work with the Head Coach regarding swimmer registration requirements and eligibility;
- Work with the Treasurer to ensure registration fees are accurately recorded and reconciled;
- Assist families with questions regarding registration, fees, transfers and registration requirements;
- Maintain required registration documentation and ensure information is submitted through the appropriate Swim Ontario systems;
- Monitor registration-related communications from Swim Ontario and Swimming Canada;
- Ensure required Club registration and membership information is kept current;
- Protect the privacy and confidentiality of swimmer and family information;
- Provide registration reports to the Board when requested;

- Notify the Board of registration issues, outstanding requirements or deadlines that may affect Club operations; and
- Perform other registration-related duties assigned by the Board.

Authority and Limitations

The Team Registrar shall administer registrations in accordance with current Swim Ontario, Swimming Canada and Club requirements.

The Team Registrar does not have independent authority to:

- Waive or alter Club registration fees;
- Approve exceptions to Club policies;
- Determine whether a swimmer's registration should be suspended or terminated;
- Make disciplinary decisions; or
- Commit the Club to financial or contractual obligations.

Any matter involving the suspension, termination or continuation of a swimmer's registration following a disciplinary matter shall be referred to the Board of Directors in accordance with the Club's Complaints and Discipline Policy.

ARTICLE 7 — SECRETARY

The Secretary shall:

- Maintain official minutes of Board meetings;
- Maintain Board records and resolutions;
- Maintain the Club's official correspondence;
- Provide meeting notices and agendas as directed;
- Maintain approved bylaws and policies;
- Maintain records of Board votes and decisions;
- Ensure confidential records are appropriately protected; and
- Perform other administrative duties assigned by the Board.

Board minutes should accurately record decisions without unnecessarily documenting confidential personal information.

ARTICLE 8 — PARENT LIAISON & DIRECT RESOLUTION OFFICER

The Parent Liaison shall serve as a communication link between Club families and the Board.

Responsibilities include:

- Receiving general parent concerns and questions;
- Bringing appropriate matters to the Board;
- Helping communicate Board-approved information to families;
- Encouraging constructive communication between parents, coaches and the Board;
- Supporting parent engagement and volunteer participation;
- Be aware of and follow the Club's Complaint, Discipline and Appeal Procedure and
- Helping identify recurring concerns that may require Board attention.

The Parent Liaison shall not independently investigate or resolve formal complaints involving discipline, harassment, abuse, safety or other serious matters.

Such matters shall be handled according to the applicable Club and Swim Ontario complaint and discipline procedures.

ARTICLE 9 — BINGO COORDINATOR

The Bingo Coordinator shall:

- Coordinate the Club's bingo-related fundraising activities where applicable;
- Ensure required volunteers and documentation are organized;
- Work with the Treasurer regarding financial reporting;
- Ensure fundraising activities comply with applicable laws, licensing requirements and Club policies; and
- Provide regular reports to the Board.

The Bingo Coordinator shall not independently enter into financial commitments on behalf of the Club.

ARTICLE 10 — FUNDRAISING COORDINATOR

The Fundraising Coordinator shall:

- Coordinate approved Club fundraising activities;
- Present proposed fundraising activities to the Board for approval;
- Coordinate volunteers;
- Maintain appropriate records of fundraising income and expenses;
- Work with the Treasurer to ensure accurate financial reporting;
- Ensure fundraising activities are conducted professionally and safely; and
- Ensure fundraising activities comply with applicable laws and Club requirements.

No fundraising activity may be conducted in the name of the Club without appropriate Board approval.

ARTICLE 11 — PAST PRESIDENT

The Past President shall provide continuity and historical knowledge to the Board.

Responsibilities may include:

- Advising the Board on previous Club practices and decisions;
- Supporting the transition of incoming Directors;
- Assisting with strategic planning;
- Providing guidance to the President and Board when requested; and
- Serving on committees or special projects when requested.

The Past President remains subject to the same confidentiality, conflict-of-interest and conduct requirements as all other Directors.

ARTICLE 12 — SWIM ONTARIO LIAISON

The Swim Ontario Liaison shall:

- Assist the Club in understanding applicable Swim Ontario policies and procedures;

- Coordinate with the Club President, Registrar and Head Coach where appropriate;
- Help ensure required Swim Ontario deadlines and documentation are communicated to the appropriate Club volunteers;
- Maintain awareness of changes affecting Club registration, competitions, screening, safety and governance; and
- Escalate questions to Swim Ontario when clarification is required.

The Swim Ontario Liaison does not replace the Club President, Registrar, Head Coach or other designated Club administrator where Swim Ontario requires a specific role to perform a task.

ARTICLE 13 — HEAD COACH

The Head Coach is responsible for the day-to-day coaching and competitive swimming program.

The Board shall support the Head Coach in carrying out the Club's approved program.

The Head Coach shall have appropriate authority over:

- Training practices;
- Athlete development;
- Coaching assignments;
- Meet entries and competitive decisions;
- Technical swimming matters;
- Training expectations; and
- Day-to-day swimmer conduct during practices.

The Board shall not interfere with routine coaching decisions unless a matter involves governance, safety, finances, policy, serious misconduct or another matter requiring Board involvement.

ARTICLE 14 — MEETINGS

The Board shall meet regularly throughout the swim season.

Additional meetings may be called by the President or at the request of a majority of Directors.

Meetings may occur:

- In person;
- By telephone;
- By video conference; or
- By another method approved by the Board.

A quorum shall consist of more than half of the voting Directors currently holding office.

No Board decision requiring a vote shall be made without quorum.

ARTICLE 15 — VOTING

Each voting Director shall have one vote.

The President shall vote when necessary to establish or break a tie, unless otherwise required by applicable legislation or the Club's governing documents.

Unless otherwise specified, decisions shall be made by a simple majority of Directors present and voting.

Abstentions shall not be counted as votes in favour or against.

Voting may occur in person or electronically where permitted by the Board.

ARTICLE 16 — CONFLICT OF INTEREST

Any Director who has an actual, potential or perceived conflict of interest shall disclose the conflict to the Board.

A Director with a conflict shall not participate in the decision-making or vote on the matter where doing so would create a conflict.

The conflict and the Director's abstention shall be recorded in the minutes.

This is consistent with Swim Ontario's governance approach, which requires disclosure of conflicts and prohibits an affected Director from voting or using personal influence on the matter. ([Swim Ontario Admin](#))

ARTICLE 17 — CONFIDENTIALITY

Directors shall maintain confidentiality regarding information obtained through their position with the Club.

Confidential information includes, but is not limited to:

- Swimmer disciplinary matters;
- Complaints;
- Family or personal information;
- Personnel matters;
- Financial information not approved for public release;
- Board discussions designated confidential; and
- Information protected under applicable privacy legislation.

Confidential information shall not be shared with other Club families, swimmers, social media, coaches or members of the public unless authorized or legally required.

ARTICLE 18 — COMPLAINTS, DISCIPLINE AND SWIMMER REGISTRATION

Complaints and disciplinary matters shall be handled according to the Club's Complaints and Discipline Policy and applicable Swim Ontario procedures.

The Club shall maintain written documentation of significant behaviour and disciplinary matters.

Documented behaviour may carry forward from one swim season to another and may be considered when determining appropriate discipline.

Where a disciplinary matter reaches the Board level, the Board may arrange a formal review and vote regarding whether a swimmer's Club registration should remain active, subject to applicable Swim Ontario requirements and any required complaint, discipline or appeal process.

The Board shall strive to ensure that disciplinary decisions are fair, consistent, documented and based on the circumstances and available information.

Swim Ontario currently maintains a Complaint, Dispute Resolution and Discipline procedure, as well as a Code of Conduct and Ethics procedure, both of which should be followed where applicable. ([Swim Ontario](#))

ARTICLE 19 — SAFETY, SCREENING AND ABUSE-FREE SPORT

The Club is committed to maintaining a safe and inclusive environment for swimmers, coaches, officials, volunteers and families.

The Club shall comply with applicable Swim Ontario requirements relating to:

- Screening;
- Safe sport;
- Abuse prevention;
- Codes of conduct;
- Concussion management;
- Competition safety;
- Photography and videography;
- Privacy; and
- Complaint reporting and dispute resolution.

Swim Ontario's current procedure manual specifically includes screening, complaint/discipline, code of conduct, concussion management, photography/videography and privacy procedures. ([Swim Ontario](#))

Where a matter falls within an independent complaint or safe-sport reporting process, the Club shall not attempt to replace or interfere with that process.

ARTICLE 20 — REGISTRATION AND COMPETITION

The Club shall ensure that swimmer, coach and official registration is maintained in accordance with current Swim Ontario and Swimming Canada requirements.

Competition activities shall comply with applicable Swim Ontario sanctioning procedures and Swimming Canada rules.

For the 2026-2027 season, Swim Ontario has updated competition and meet-management procedures, including sanction requirements and REMS-related administration. ([Swim Ontario](#))

The Board shall ensure that appropriate Club volunteers are assigned responsibility for registration and competition administration.

ARTICLE 21 — FINANCIAL AUTHORITY

All Club expenditures must be for legitimate Club purposes and within the approved budget or specifically authorized by the Board.

Directors and volunteers shall not use Club funds for personal purposes.

Contracts, major purchases, loans, commitments or expenditures outside the approved budget require Board approval.

The Treasurer shall report significant financial concerns to the Board immediately.

ARTICLE 22 — BOARD VACANCIES

If a Board position becomes vacant during the season, the Board may appoint an eligible individual to fill the position until the next Annual General Meeting or other election opportunity, subject to the Club's governing documents and applicable law.

If the President position becomes vacant, the Vice President shall assume the duties of President until the Board determines otherwise.

ARTICLE 23 — REMOVAL OR RESIGNATION OF A DIRECTOR

A Director may resign by providing written notice to the Board.

A Director may be removed or replaced where permitted by the Club's governing documents and applicable Ontario legislation.

Reasons may include:

- Serious breach of confidentiality;
- Conflict-of-interest violations;
- Misuse of Club funds;

- Serious misconduct;
- Failure to perform the responsibilities of the position;
- Conduct that materially harms the Club; or
- Failure to comply with applicable governing-body requirements.

Any removal process shall be conducted fairly and in accordance with applicable law and the Club's governing documents.

ARTICLE 24 — ANNUAL REVIEW

These bylaws shall be reviewed at least annually.

The Board shall review changes to:

- Swim Ontario bylaws;
- Swim Ontario policies;
- Swim Ontario procedures;
- Swimming Canada rules;
- Applicable legislation; and
- Club operational requirements.

Where necessary, amendments shall be presented to the appropriate Club membership or governing authority for approval.

Swim Ontario's governance resources are updated periodically, including during the 2026-2027 season, so the Club should not assume that a policy remains unchanged from year to year. ([Swim Ontario](#))

ARTICLE 25 — ORDER OF AUTHORITY

In the event of a conflict, the following order shall generally apply:

1. Applicable federal and provincial law;
2. Applicable Swim Ontario requirements;
3. Applicable Swimming Canada rules and requirements;

4. The Club's approved Constitution and Bylaws;
5. Board-approved Club policies and procedures; and
6. Operational practices.

Nothing in these bylaws shall be interpreted as permitting the Club or its Directors to act contrary to applicable law or governing-body requirements.

ARTICLE 26 — ACKNOWLEDGEMENT

All Directors are expected to understand and uphold their responsibilities as representatives of the Chatham Pool Sharks.

Directors shall act honestly, responsibly and in the best interests of the Club and its swimmers.

The Board shall work collaboratively with the Head Coach, swimmers, families, volunteers and governing organizations to promote a safe, competitive and positive swimming environment.

2026/2027 Board Positions

Position	Director
President	ASHLEY PRAILL
Vice President	JACQUIE CARTWRIGHT
Treasurer	JOEL LEIGH
Registrar	KIM JENNEN
Secretary	KEEGAN BRENNAN
Parent Liaison & DRO	VACANT

Bingo Coordinator	MELANIE BARROS
Fundraising Coordinator	COLIN PUGH
Past President	JEFF BREWER
Swim Ontario Liaison	ALINE MIDDLETON

Annual Review by the Board of Directors on: July 13, 2026

Last Updated: August 27, 2026