

FINAL

**DURHAM SYNCHRO CLUB INC.
CONSTITUTION AND BYLAWS**

Article 1: Name and Authority

The Club shall be known as the Durham Synchro Club Inc., hereinafter referred to as the “Club”.
The Club operates under the authority of:

- a) Ontario Amateur Synchronized Swimming Association Incorporated
- b) Canadian Amateur Synchronized Swimming Association Incorporated
- c) These bylaws

Article 2: Objects

The objects of the Club are:

- a) promoting interest in synchronized swimming on a competitive and recreational level;
- b) arranging competitions and establishing and granting awards and distinctions;
- c) fostering goodwill and sportsmanship;
- d) promoting interest in health and physical fitness;
- e) arranging for instruction, displays and exhibits of synchronized swimming skills;
- f) providing opportunities and training for self-development, leadership and sportsmanship in the field of aquatic activity;
- g) promoting excellence in the performance of synchronized swimming skills.

Article 3: Membership

1. Members of the Club shall be;

- a) active members registered with C.A.S.S.A as “Competitive Limited stream”, “Competitive Provincial stream” or “Competitive National stream” athletes
- b) recreational members registered with C.A.S.S.A as Novice (Recreational) athletes
- c) coaches

2. Membership entails certain rights and responsibilities.

RIGHTS

- a) Voting

- i) a family has one vote per active athlete at all general meetings of the Club. Athletes who are 18 years of age or older may exercise a family vote.
- ii) Recreational members shall not be entitled to vote, but may be represented at general meetings of the Club.
- iii) Coaches shall not vote at any meetings of the Club, nor shall they have the right to hold any office in the Club. In those cases where the coach is a parent of an active athlete, they may exercise a family vote at any general meeting of the Club except in matters related to the terms of employment of the coach

b) Termination of Membership

- i) Any member may terminate membership by giving written notice to the Club Secretary. (Resignation will not be accepted unless accompanied by payment of all monies owing the Club. Termination of membership shall not be deemed to discharge any financial obligation of the member to the Club accrued prior to the date of such termination.)

RESPONSIBILITIES

a) All members of the Club shall carry out the objects of the Club.

b) Fees

- i) An active or recreational member cannot participate in any Club activity until the registration fees have been paid, or acceptable arrangements have been approved by the Executive Committee.
- ii) Fees payable shall be determined prior to the Annual General Meeting by a simple majority vote of a quorum of the Executive Committee.
- iii) No individual affiliated with the Club shall enter into any synchronized swimming competitions, demonstration or exhibition without the prior approval of the Executive Committee.

Article 4: Club Management

1. The Club shall be managed by an Executive Committee consisting of voting Club Members in good standing.

2. The Executive Committee shall consist of the following Officers and Executive Members with the powers and duties as specified.

A) The President shall normally preside at all meetings of the Club or of the Executive Committee. The President shall, with the advice of the Executive committee, exercise general supervision over the affairs of the Club. The President shall set the agenda for each executive meeting. The President shall be an ex-officio member of all committees and shall perform such other duties as are ordinarily incumbent upon a President. The President or her designate, shall act as recording secretary for all meetings of the Executive committee. The President shall maintain the Club files.

B) The Vice-President of Competitions, shall work in close co-operation with the President and perform the duties of the President when that Officer is absent. Vice- President shall be responsible for human resources, and act as a liaison with the coaching staff.

C) The Past-President shall work in close co-operation with the Executive Committee to assure continuity, work with the President to provide liaison with other Clubs, Central East Region and Ontario Artistic Swimming, and serve as Chair of the Nominating committee.

D) The Secretary shall be the President's designate to record all meetings of the Executive Committee. The Secretary shall maintain the Club post office box and phone lines and direct information as necessary to the proper designate.

E) The Treasurer shall be the custodian of the Club's assets and the financial advisor to the Executive committee. The Treasurer shall ensure that all funds belonging to the Club are deposited in an acceptable financial institution approved by the Executive Committee. The Treasurer shall keep a record of all receipts and expenditures and shall report the financial position of the Club when requested by the Executive committee. The Treasurer shall present a financial statement with all supporting records to the Executive Members prior to the presentation at the Annual General Meeting. An audit of the finances will be conducted at the discretion of the Executive. The Treasurer shall hold the corporate seal of the Club and apply it when required. The Treasurer shall serve on all committees where financial input is critical.

F) Executive Members: There shall be the following portfolios for executive members with duties as described:

Head Coach: responsible for pool scheduling and equipment acquisition and maintenance of equipment. Oversees other competitive and recreational coaches relative to their team responsibilities - reports to the Vice-President, does not have a vote.

Equipment Manager: in consultation with the Head coach is responsible for choosing, organizing and ordering team uniforms for the competitive swimmers- reports to the Vice President and Head coach.

Recreation Co-ordinator: responsible for administration of the Recreation Program reports to the President and/or Vice President

Promotions and Communications Co-ordinator: maintains the Club website, and connects with community resources to promote the Club- reports to the President.

Bingo Co-ordinator: responsible for maintaining licensing at an approved Bingo hall, and scheduling the members to volunteer at the Bingo hall- reports to the President

Registrar responsible for registering all members with Synchro Ontario and Synchro Canada, in addition to Club approved meets and competitions- reports to the Vice-President.

Travel Co-ordinator responsible for booking athlete and coaches accommodations and travel to sanctioned synchronized meets- reports to the Vice-President.

Fund-raising Co-ordinator responsible for organizing and facilitating Executive approved fund-raising activities- reports to the President.

The Officers may also re-assign tasks of the Executive Members subject to ratification by a simple majority of the Executive committee at an executive meeting.

Each Executive Member and/or Officer must submit a clear Criminal Record Check with vulnerable sector screening, prior to their taking of office.

Article 5: Elections

Elections shall take place at the Club Annual General Meeting. The Officers and Executive Members shall be elected in the following manner.

A) Each year the Executive Committee shall appoint a Nominating committee consisting of three (3) members, including the Nominating Committee chair (Past President).

B) It shall be the duty of the Nominating committee to nominate a slate of Officers and Executive Members, which shall be mailed to the club members not later than fourteen (14) days prior to the Annual General Meeting. The Nominating Committee shall encourage new members of the Club to stand for election to the Club Executive.

C) Any member of the club may nominate a member for office during the period beginning with receipt of notice of the full slate of candidates and ending not later than the start of voting for that office, by submission to the Club Secretary of a written nomination, signed by a minimum of three members and bearing the signature of the nominee signifying willingness to stand for election.

D) The final slate of candidates will consist of those nominated by the Nominating Committee and those nominated by the membership at large.

E) An election shall be held for each position with more than one nominee; otherwise the nominees on the final slate shall declared elected by acclamation.

F) A member of the Club who is not running for any office shall be designated by the Executive Committee to assume the role of Presiding Officer for the election at the Annual General Meeting.

G) Voting shall be by a show of hands or a standing vote, or by secret ballot, as determined by a simple majority vote of the members present at the meeting.

H) Election to the office shall be by simple majority vote.

I) The results of the election shall be announced and the incoming Executive shall take office at the Annual General Meeting.

J) When an office becomes vacant between elections, the President, is empowered if he/she deems necessary, to appoint a successor for the unexpired term of the vacancy. Such an appointment shall require Executive Committee approval, and notice of the appointment shall be published in the Club Newsletter.

K) The members of the Executive Committee may by resolution passed by a majority of a quorum at an Executive committee meeting, remove any director for just cause, as long as a notice of intent to pass said resolution has been given in the notice of meeting and agenda. The director in question has the right to appeal the action at a future general meeting of the Club. The director will only be reinstated when this appeal is resolved in his/her favour.

Article 6: Committees

a) Standing and Special Committees shall be established by the Executive committee as may be deemed necessary, and these committees shall operate in accordance with the terms of reference established by the Executive committee.

B) The Committee Chairs of standing and/or special committees shall be appointed by the President from members of the club.

C) All committees shall be responsible to the Executive Committee.

D) The Committee Chairs may initiate correspondence within their function, but a copy of all external correspondence shall be maintained in the Club files.

Article 7: Meetings

A) A minimum of twelve (12) Executive committee meetings and two (2) General Meetings shall be held each year. An Annual General Meeting shall be held within 3 months following the fiscal year end.

B) Special General Meetings of the club may be called by the President or in his/her absence the Vice President or upon written request from 12 voting members (or 25%, whichever is greater) of the Club.

C) General and/or Executive Meetings may be called by the President, as deemed necessary, with a minimum seven (7) days notice.

D) Executive Committee meetings shall be open to Executive Committee members only. General meetings shall be open to all members. Members may wish to bring an item of interest at this time.

E) Prior to any General Meeting, a notice of the meeting shall be sent to each member.

F) The Annual General Meeting shall be the final meeting to be called by the incumbent Executive committee. The business of the Annual General Meeting shall include;

i) the annual report including the President's and Treasurer's reports;

ii) the presentation for membership approval of the financial statement for the preceding fiscal year;

iii) the annual election of the Officers and Executive Members, and;

iv) the presentation of the new Executive for the succeeding fiscal year;

v) any amendments to this document.

G) A quorum for an Executive committee meeting shall consist of six (6) members of the Executive Committee which shall include the President or his/her designate. The President may vote in any and all matters before the Executive and, in the event of a tie, controls the outcome of the issue.

H) A quorum for a General meeting shall consist of twenty (20) registered voting members or 25% of the voting membership (whichever is less).

I) In the absence of a quorum at the above meetings or when in the opinion of the Executive Committee it is more advisable, the Executive Committee may arrange for voting by a mail ballot.

J) A member may be represented by proxy if a written consent is provided to the Secretary prior to commencing proceedings.

K) Conduct of meetings, unless otherwise provided for in these bylaws, shall be in accordance with "Robert's Rules of Order".

Article 8: Expenditures, Execution of Documents

a) All expenditures on behalf of the Club shall be approved by the Executive committee.

B) The Executive Committee may authorize any expenditures up to the limit of the Club's approved budget.

C) Any two of the Treasurer, Bingo Co-ordinator, Vice President or the President shall sign all cheques issued against the Club's bank accounts.

D) The fiscal year of the Club shall be August 1st to July 31st.

E) Deeds, transfers, licences, contracts and engagements on behalf of the Club shall be signed by any two of the President, Treasurer, or the Bingo Co-ordinator. The Treasurer, shall affix the seal of the Club to such instruments as require the same.

F) The Executive Committee may at any time, direct the manner in which, and the person(s) by whom, any particular contract or obligation of the Club shall be executed.

Article 9: Auditors

a) At least one month before the Annual General Meeting, the Executive shall determine if an audit is deemed necessary and obtain the services of an Auditor. The Auditor shall not be a member of the Executive Committee.

B) Should an audit be deemed necessary The Auditor shall examine the financial records of the Club for the current year to verify the accuracy of the financial statement prepared by the Treasurer. Following its approval by the Annual General Meeting, a copy of the audited financial statement shall be filed.

Article 10: Policies and Procedures

a) The Executive committee shall have the power to set Club policies and to amend existing policies. Existing Policies are attached as appendices.

B) Voting members may propose amendments to policies at the Annual General Meeting. These proposals must be submitted, as written notices of motion, to the Secretary at least three weeks prior to the Annual General Meeting. A simple majority of the voting members present is required for policy change.

Article 11: Club Responsibilities

a) The Club does not accept any responsibility for any debts incurred by any team or individual without the previous authorization of the Executive Committee.

B) The Club does not accept any responsibility for any injury to, or act of, judges, officials, members, management, directors, spectators or any other person at Club competitions, demonstrations, exhibitions, practices or fund-raising activities.

Article 12: Protection and Indemnity of Executive

A) Every Officer, Executive Committee Member or any other person acting as a volunteer for the Club and his/her heirs or estate and effects, shall be indemnified to the extent of the insurance coverage for same carried by the Club from and against:

1. All costs which the director incurs in any action suit or proceeding which he/she endures in respect to any matter relating to him/her in the execution of the duties of office.

2. All other costs he/she incurs in relation to the affairs of the office except those occasioned by his/her own willful neglect or default.

B) No Executive Member of the Club shall be liable for the acts, receipts, neglects or defaults of any other Officer or employee.

C) The Executive member of the Club shall not be under any duty or responsibility in respect of any contract, act or transaction whether or not made, done or entered into the name or on behalf of the Club except such as shall have been submitted to and authorized or approved by the Executive committee.

D) Any Executive member who is a stakeholder in a firm which is employed by or performs services for the Club shall make the Executive Committee award of the potential conflict of interest. Said Executive Member will not be dis-entitled from receiving proper remuneration for such services.

Article 13: Distribution of Club Property on Dissolution

Upon the dissolution of the club, the distribution of the Club's assets and property held or acquired from the proceeds of licensed lottery events shall be distributed or disposed of to charitable organizations that are eligible for lottery licenses in Ontario.

Article 14: Amendments

These by-laws may be amended by a two-thirds majority vote of a quorum of the Executive committee subject to ratification by a majority of voting members attending the next Annual General Meeting. The amendment, when passed shall form part of this document.

DURHAM SYNCHRO CLUB INC.

POLICIES AND PROCEDURES

1. FEES

All required fees plus any signed fund-raising commitment forms must be received by the Club by the dates specified at registration before any swimmer is allowed to swim or be entered in any event.

Outstanding fees due from previous years must be paid in full before registration will be accepted on behalf of a swimmer.

Any refunds shall be at the discretion of the Executive Committee. See section 10 ©

2. SWIMMERS

a) Registration/Classification

All Durham Synchro Club Inc. Swimmers will be registered with the Canadian Amateur Synchronized Swimming Association. The CASSA fee is non-refundable. A copy of the athlete's birth certificate must be provided at the time of registration for all new competitive swimmers. A medical release form and waiver must be signed at time of registration.

All swimmers accepted into the competitive program are eligible to try out for the various teams, depending on age eligibility.

B) Age Eligibility

All ages are as of December 31 of the competitive year in which the competition is held:

National:

13 - 15 years

16 - 18 years

Open (16 - 20 years)

Seniors (18 years or older)

Provincial (Age group categories)

10 and under

11 - 12 years

13 - 15 years

Open (16 - 20 years)

Limited Competitive
8 and under
13-15 years

Masters :
18 years plus

C) Practices

All designated practices are compulsory. Swimmers must be punctual. If a swimmer is ill every effort must be made to inform the coach prior to practice time. If unable to swim athletes are encouraged whenever possible to be on deck during practice times.

Club holidays will be outlined at the beginning of the year and only those days specified will be allowable holidays for team members. Special events may receive special consideration from the coach, but absence must be approved prior to the occasion.

The coach will provide the months' schedule in advance. Any changes to the Schedule will be communicated promptly to the Team Parent. Training at a membership-only club and the relative cost thereof may be required for any competitive team and may be considered a pre-requisite condition of being considered a competitive member of the Club.

D) Routines

Swimmers are encouraged to assist their coaches in music selection and choreography for their routines. Swimmers who are unable to give the ongoing required time commitment will not be selected for a team or duet routine, no matter what their level of ability.

E) Testing

Competitive swimmers will have the opportunity to be tested for Trillium (Skills Award) each competitive season, as arranged by the Club.

F) Awards

If there are year end club awards for the competitive swimmers it will be determined by the coaches. Each Team Age category can be awarded a maximum of three awards: Highest Achievement, Most Improved, Most Sportsmanship. The swimmers' achievement will be assessed in the team age category there are competing in. *Highest Achievement Award* may be determined by the coach taking into account the swimmer's figure score improvement, their team performance, their LTAD performance (Long Term Athlete Development), and their overall attitude towards the sport. *Most Improved Swimmer Award* will be determined by the coach taking into account the swimmer's figure score improvement, their team performance, their LTAD performance, and their overall attitude towards the sport. *Most Sportsmanship Award* should be determined by the coach selecting the swimmer who was throughout the season the best role model for the team and exemplified the most positive attitude towards swimming. The coaches should meet to outline Club Standards to qualify for these awards so that the selection criteria is consistent throughout the Club.

G) Dress code

All competitive swimmers are to have the designated club suits and club caps and are to wear them at meets and demonstrations. Ontario Artistic Swimming requires swimmers to have their hair up and their club jackets over their bathing suits during award presentations at competitions.

H) Code of Conduct

See attachment (Appendix A)

I) Transfer/Resignation

Once registered with Durham Synchro Club Inc and CASSA resignations of swimmers must be put in writing. Ontario Artistic Swimming rules require a swimmer who is transferring from one club to another to wait a period of sixty (60) days from the last date the swimmer attended a practice, competition or schedule event with the original club. During the sixty (60) day period the swimmer is known as a transfer swimmer. Transfer swimmers may compete in solos only. Please note: it is unacceptable for a swimmer to leave a competitive program after December 31.

J) Suspensions

A coach, in conjunction with the Executive, may suspend a swimmer for non-adherence to Club rules. The coach reserves the right to dismiss a swimmer from practice any time the swimmer is not adhering to Club standards. This dismissal may take the form of removal from the water if the swimmer's age and/or condition dictates that she needs supervision until her transportation arrives. If a swimmer arrives at a practice under the influence of drugs or alcohol she is to be suspended immediately and will remain suspended until she has met with her coach, parent(s) and a Club official to review the situation. The Club may elect to dismiss any swimmer following actions which are inconsistent with the Club policies after providing her with written notice of reason(s) and sufficient time to make improvements.

K) Elite Athlete Bursary

Any swimmer who secures a position on a Provincial (Team Ontario) or National (Team Canada) team will be awarded an Elite Athlete Bursary as outlined in the "Elite Athlete Bursary document" (Appendix B) The bursary is intended to: 1) offset additional costs associated with the additional team incurred by the family, 2) compensate for potential time away from her Durham Synchro team and 3) award the swimmer for excellence and advancement in the sport of synchronized swimming.

The Bursary will be awarded by cheque (as outlined in the document) by the Treasurer, at the completion of the swimmers' responsibility to either the Provincial and/National team in the following season. A swimmer does not have to return to the Durham Synchro Club the following year to qualify for the Bursary.

3. COACHES

A) Hiring

The hiring of coaches is the responsibility of the Executive. The Executive shall select from voting members a hiring committee (3 persons) by May 31. This committee is empowered to review the performance of existing coaches and solicit applications from new coaches and interview all acceptable candidates. The committee shall also solicit confidential input from swimmers and parents.

The committee shall present their hiring proposal by July 15 for review and acceptance by the Executive. After approval the committee Chair shall make formal offers of employment to the coaches. When the full slate of coaches have been hired the general membership will be informed, this should be no later than July 31.

All coaches must have a clear Criminal Record Check, with vulnerable sector screening to secure their position. The CRC must be updated every three (3) years.

B) Responsibilities to Swimmers

Each swimmer in a given age group will be offered an equal amount of coached time in figures, and if applicable, in solo and duet. Approval must be obtained for extra lessons. Coaches will assign swimmers to teams, duets and solos through try-outs, using a standardized evaluation criterion approved by the Executive. The team coach will encourage solos and duets, provided sufficient coaching and pool time are available and they will not interfere with the team.

No coach is allowed to approach a swimmer regarding her formal education program without receiving approval to do so from the swimmer's parents or guardians.

C) Coaching Non-members

A coach contracted by the Durham Synchro Club will not coach a non-club swimmer or team within the competitive season where there is a possibility of conflict of interest without the direct approval of the Executive. The Executive will take into consideration the promotion of good relationships between other clubs and synchronized swimming when making their decision.

D) New coaches

The Club will advertise for new coaches each year. Swimmers with acknowledged ability to coach should be encouraged whenever possible to utilize their skill. Swimmers interested in coaching other swimmers should inform their coach.

E) Evaluation

A competitive coach may be given at least one evaluation during the season. This will allow both parties (Club/contract coach) to discuss in a positive manner the progress of the coach and their team.

Technical support will be solicited from Ontario Artistic Swimming if required.

F) Dismissal

In the event of an unresolved difficulty concerning the majority of swimmers, the following process will be implemented by the Executive:

- I. Verbal communication of concerns with suggestions and assistance for improvement and change
- II. Written communication will be issued, if no improvement occurs
- III. Non-compliance to the written communication will result in the termination of the contract

G) Meetings

Coaches will attend all coaches meetings.

Whenever possible, coaches will attend general meetings in order to keep themselves will informed regarding the operation of the Club.

H) Qualifications

Coaches will maintain a current NLS qualification, and appropriate Level I, II or III coaching certification relative to the team level they are contracted to coach for the season.

I) Code of Conduct see attached (Appendix

All coaches will receive a written copy of the Constitution & By-laws and Policies and Procedures of the Durham Synchro Club Inc.

4. TEAMS

A) Commitment

Swimmers must make a commitment for the entire competitive year. Quitting in the middle of a season jeopardizes the team and may cause great disappointment to fellow teammates.

B) Representatives

Each team may select a team captain to act as a liaison between the team and its coach. The swimmers may elect an athlete's representative who may request consultation with the liaison committee to discuss concerns.

C) Team parent

Each team will have a team parent to act as a liaison between the parents and coach.

D) Changes

There are to be no team changes after November 15th, except those caused by injury or a new registration or resignation/dismissal.

5. PARENTS

A) Involvement:

This Club is a volunteer organization. It is the responsibility of the parents to offer their assistance whenever possible. Parents should attend general Club meetings in order to keep well informed. Parents are encouraged to attend Club competitions and water shows whenever possible, the

swimmers need support and encouragement. In addition to BINGO, parents are expected to take an active role in any other fund raising activities of the Club or individual team. Parents are responsible for purchasing all bathing suits, club clothing, nose clips, headpieces, decorations, etc. that are required. The team's competitive routine suit and head piece will be determined by the coach in consultation with the team.

Synchronized swimming is an exciting but demanding sport. Parents please try to arrange your family schedule so that your swimmer is able to handle schoolwork and sport, allowing time for sufficient rest and family life.

B) On Deck

Parents are not allowed on the pool deck during scheduled practices, except under special circumstances, with the approval of the coach.

C) In the Gallery

Spectators are permitted in the gallery: however, disruptive activity will not be tolerated.

D) Sanctions

The Club may elect to remove a swimmer from the Club because of the actions of her parent(s) which are inconsistent with the Club policies. Prior to doing this the Executive will give the parent(s) written notice and an opportunity to correct the behaviours.

E) Code of Conduct

See attached (Appendix A)

6. CONCERNS/CONFLICTS

Swimmers, coaches and parents are encouraged to address each other whenever possible and comfortable. If this is not feasible they will follow this order of appeal:

I. The problems or concerns are presented to the Parent Resolution Committee.

II. The committee will then investigate the concern and hold hearings with all parties to obtain all relevant facts. This may be done in writing.

III. The committee will communicate a just settlement to the parties involved and the Executive as expeditiously as possible.

IV. The decision of the committee is binding.

7. EQUIPMENT

A schedule for the use of sound equipment is to be drawn up each month with the involvement of all the coaches.

The coach of the most senior team at the pool is responsible for the sound equipment at practice.

8. TRAVEL

A) Responsibility

Parents or Chaperones (when applicable) accompanying a travelling team will share the responsibility and supervision.

B) Travel to meets

Team members will travel as a group to and from out-of-town meets whenever possible.

C) Coach Travel costs

Travel and accommodation costs will be paid for by the Club for one coach accompanying each team to out-of-town meets during the regular competitive season. The need and approval for additional coach(es) accompanying a team must be presented to the Executive committee. The Club exists through the help of volunteers. We encourage the parents of swimmers to provide the support needed to make competitions successful. Fund raising, with the approval of the Executive, on a team by team basis is encouraged to help offset travel and accommodation costs.

D) Team Chaperone

Each team will select a team chaperone for out-of-town competitions. The duties and responsibilities are as follows:

I. Assisting the coach by ensuring swimmers are always accounted for. This includes making sure swimmers are at practices and competition at times requested by the coach II. Available on an “as required” basis to provide local transportation for the team while in the host city (includes travel to pools, accommodations or other destinations as required)

III. Liaison between parents and coach and coach and swimmers as required.

IV. Prepared to go on deck should the situation arise.

V. The name of the chaperone is to be given to the Executive by each team prior to the out-of-town travel for approval.

The team will absorb the Chaperone cost (including taxes) of overnight accommodation. Costs would be limited to those evening where the supervision of the majority of team members is required. This may extend beyond the end of a competition, due to travel arrangements.

The Club will not reimburse any parents, chaperones, executive members or volunteers for transportation costs required to attend any competition.

The Club is not responsible for the cost of van or car rentals required for local transportation of swimmers to and from competitions. Should teams rent vans or cars, insurance coverage offered by rental agencies must always be taken. This is required to validate secondary coverage provided by Synchro Swim Ontario.

Each Chaperone must submit a clear Criminal Record Check, with vulnerable sector screening to the President prior to commencement of any Chaperone duties.

E) Team Driver(s) [if required in addition to Chaperone] Duties and responsibilities include: on an “as required” basis to provide local transportation for the majority of the team while in the host city (includes travel to pools, accommodations or other destinations as required)

The name of the Team Driver(s) is to be given to the Executive by each team prior to out-of-town travel for review.

The team may elect to reimburse the Team Driver(s) for their cost (including taxes) of overnight accommodation.

F) General

Team members will stay in swimmer designated rooms. This promotes team building and simplifies the jobs of the Chaperone and Team Driver.

G) Exceptions

Exceptions to this policy must be approved by the Executive and noted as such in the minutes of the meeting.

10. FINANCIAL

A) General

A committee of no more than three (3), including the Treasurer will establish the fees for all members.

The Club will bill members for any stop payments and/or NSF charges.

Competition expenses are the responsibility of the parents. Invoices for such are “Payable upon Receipt”. Any invoices that remain unpaid after 30 days shall be subject to late payment fees of 2%. If an invoice remains unpaid after 45 days, the swimmer will not be permitted to swim until this invoice is paid.

Approved expenses incurred by members/Executives on behalf of the Club must be submitted to the Treasurer for payment. The Club is not responsible for any unauthorized expenses.

B) Fiscal Year

The fiscal year of the Club shall be August 1 to July 31.

C) Fees

The fee schedule for the upcoming season will be available to the membership as soon as it is feasible.

All fees, including post dated cheques when required, and a signed commitment form, must be in to the Club by the dates specified at registration before any swimmer is allowed to swim or enter any event.

The initial registration fee for a competitive swimmer is non-refundable. Any other refunds shall be at the discretion of the Executive.

Registration fees that have not been forwarded to Synchro Swim Ontario may be refunded after a deduction of \$5.00 plus an administration fee of \$25.00, to a maximum of the actual registration fee, up to and including the date of October 1st and after teams have been selected.

D) Bingo/ Fund raising

For each competitive swimmer, a parent or designate must work his/her share of Bingos as outlined in the Bingo Schedule. Each parent or designate is responsible for finding their own replacement should the need arise, and for notifying the Bingo Co-ordinator of the change NOTE: Failure to attend on the scheduled date will result in a \$150.00 charge. This is subject to change based on the level of commitment needed for BINGO as per Executive decision.

Buy out of Bingo responsibilities is available at a cost of \$100.00 paid directly to the persons replacing the parent or designate. This is subject to change based on the level of commitment needed for BINGO, as per Executive decision. Fund raising in addition to Bingo will be necessary from time to time.

Fund raising, using the Club's name and/or existing licenses, is only permitted when the funds are to be included in the general bank account of the Club. If a special event, such as out-of-town training, competition, or the hiring of qualified consulting coaches requires extra fund raising, that fund raising may be done under the Club's name and auspices provided the special event and method of fund raising meets the approval of the Club.

E) Meeting costs

Executive members designated by the Club to carry votes to the Ontario Artistic Swimming AGM will be reimbursed for any overnight accommodation expenses and for gas mileage not already paid for by Ontario Artistic Swimming at the rate set by Ontario Artistic Swimming.

11. SYNCHRO SWIM MAILINGS

Ontario Artistic Swimming mailings are to be forwarded to the President. Any duplication and distribution to the coaches/Executive member are to be done immediately after they are received.

DURHAM SYNCHRONIZED SWIM CLUB: APPENDIX “A”

Code of conduct and Ethics

Code of Conduct

DURHAM SYNCHRONIZED SWIM CLUB (hereinafter “Club”) is committed to providing an environment in which all individuals are treated with respect. Further, the Club supports equal opportunity and prohibits discriminatory practices. Members of the Club, parents/guardians of club competitors, participants in Club programs and activities, and spectators at Club events are expected to conduct themselves at all times in a manner consistent with the values of the Club. Conduct that violates this Code of Conduct may be subject to sanctions pursuant to the Club’s policies related to discipline and complaints.

Purpose

The purpose of the Code of Conduct is to ensure a safe and positive environment within the Club’s programs, activities and events, by making all individuals aware that there is an expectation of appropriate behaviour, consistent with the values of the Club at all times.

Definitions

The following terms have these meanings in this Policy:

- “CASSA” will mean the Canadian Amateur Synchronized Swimming Association Inc.
- “Individuals” - Club representative, parents/guardians of Club Representatives, other participants in club programs and activities, and spectators at Club events
- “Ontario Artistic Swimming” - Ontario Amateur Synchronized Swimming Association
- “Club Representative” - any director, officer, committee member, employee, staff, contractor, volunteer, coach, athlete, official, referee, manager and member within the Club.

Application of this Policy

This policy applies to Individuals relating to conduct that may arise during the course of the Club’s business activities and events, including but not limited to the office environment, competitions, practices, training camps, travel associated with competitive activities, and any meetings of staff, committees or the Board of Directors.

This policy applies to conduct that may occur outside of the Club’s business and events when such conduct adversely affects relationships within the Club’s work and sport environment. Conduct arising within the business, activities and events of other organizations affiliated with the Club will be dealt with using the policies and mechanisms of such organizations.

Responsibilities

ALL individuals have a responsibility to:

- Maintain and enhance the dignity and self esteem of Club representatives and other Individuals by:

Demonstrating respect to individuals regardless of body type, athletic ability, gender, ethnic or racial origin, sexual orientation, age, marital status, religion, political belief, disability or economic status:

Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members:

Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct and practices:

Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory; Interacting with others in a way that enables all individuals to maintain their dignity and respect;

Consistently treating individuals fairly and reasonably;

Ensuring that the rules of the sport of synchronized swimming, and the spirit of such rules are adhered to.

- Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behaviour that constitute harassment include, but are not limited to;
 - i. Written or verbal abuse, threats or outbursts
 - ii. The display of visual material which is offensive or which one ought to know is offensive;
 - iii. Unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks, body, attire, age, race, religion, sex, or sexual orientation.
 - iv. Leering or other suggestive or obscene gestures;
 - v. Condescending, paternalistic or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions.
 - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance.
 - vii. Any form of hazing.
 - viii. Unwanted physical contact including touching, petting, pinching or kissing;
 - ix. Unwelcome sexual flirtations, advances, requests or invitations;
 - x. Physical or sexual assault;
 - xi. Behaviours such as those described above that are not directed towards individuals or groups but have the same effect of creating a negative or hostile environment or
 - xii. Retaliation or threats of retaliation against an individual who reports harassment.
- Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments, advances or conduct of a sexual nature, when submitting to or rejecting this conduct influences decisions which affect the individual, such conduct has the purpose or effect of diminishing performance, or such conduct creates an intimidating, hostile or offensive environment;

- Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with Club events.
- Respect the property of others and not willfully cause damage.
- Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.
- Comply at all times with the Constitution, Bylaws, policies, rules and regulations of CASSA, FINA, Ontario Artistic Swimming and the Club, including social media and concussion policies.

Coaches

In addition to paragraph 5 above, Coaches have additional responsibilities. The athlete/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. 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, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes.
3. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment and management of athletes' medical and psychological problems;
4. Under no circumstances promote or condone the use of drugs or performance-enhancing substances;
5. Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise;
6. Encourage and facilitate athletes to be responsible for their own behaviour, performance and decisions;
7. Give athletes the opportunity to discuss, contribute to proposed training and performance standards where appropriate. Provide athletes and the parents/guardians of athletes who are minors with the information necessary to be involved in the decisions that affect the athlete as appropriate;
8. At no time engage in an intimate or sexual relationship with an athlete of under the age of 18 years and at no time engage in an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over the athlete.
9. Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a synchronized swimming coach.
10. Act in the best interest of the athlete's development as a whole person.

11. Where an athlete has qualified for a training camp, provincial team, national team etc. the Coach will support the program, applicable coaching staff, Ontario Artistic Swimming, Canada Artistic Swimming and CASSA.
12. Recognize the power inherent in the position of the coach.
 - a) 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, colour, sexual orientation, religion, political beliefs, socio-economic status, marital status, age or any other conditions.
 - b) 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; fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights.
 - c) Interact with others in a manner that enables all participants in sport to maintain their dignity.
 - d) Build mutual support among fellow coaches, officials, athletes and their family members. In being faithful to the principle of Respect for Participants, coaches would adhere to the following ethical standards.

Athletes

In Addition to paragraph 5 above, Athletes will have additional responsibilities to:

1. Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete.
2. Participate and appear on time in all competitions, practices, training sessions, events, activities or projects to which the athlete has made a commitment;
3. Properly represent themselves as affiliated to their respective club and not attempt to enter a competition for which they are not eligible, by reason of age, classification or other reason.
4. Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, officials, coaches or spectators.
5. Adhere to the Club's rules and requirements regarding clothing and equipment.

Parents/Guardians and Spectators

In addition to paragraph 5 above, Parents/Guardians of Club Representative and Spectators at events will;

1. Encourage athletes to play by the rules and resolve conflicts without resorting to hostility or violence.
2. Condemn the use of violence in any form.
3. Never ridicule a participant for making a mistake during a performance or practice.
4. Provide positive comments that motivate and encourage participants continued effort.
5. Respect the decisions and judgments of officials, and encourage athletes to do the same. Feedback on competition performances is provided by officials only to the coaching staff, so parents are encouraged to discuss any questions with your athlete's coach.

6. Recognize that officials, executives and staff act in good faith, and in the best interests of the athletes and sport as a whole.
7. Respect the decisions and judgments of officials, and encourage athletes to do the same.
8. Never question an official's or Club staff's judgment or honesty.
9. Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm from the sport of synchronized swimming.
10. Respect and show appreciation to all competitors and to the coaches, officials and other volunteers who give their time to the sport.
11. Refrain from the use of bad language, nor harass competitors, officials, parents/guardians or other spectators.