

Calgary Winter Club (the “Club”)

Terms of Reference / Guidelines 2022-2023

Sea Lions Executive Committee (the “Committee”)

PREAMBLE

The Sea Lions Swim Club is an age group developmental swim club that focuses on developing technically proficient swimmers and allows members the opportunity to participate in competitive swim meets. The Sea Lions Executive Committee operates as a subcommittee of the Calgary Winter Club Athletics & Recreation Division. The Sea Lions Club promotes and incorporates the CWC’s overarching multi-sport, physical literacy, Long Term Athlete Development and Canadian Sport for Life philosophies at all age levels. In addition, and specific to swimming, it is expected that the Sea Lions Club will align with the Swim Alberta / Swimming Canada ‘appropriate athlete development’ guidelines. Coaches are employees of the Calgary Winter Club (CWC), reporting to the CWC Director of Athletics, with accountability to the Sea Lions Executive Committee. A Committee member provides Sea Lion representation on the Aquatics Committee, which in turn represents the entire Aquatics section on the CWC Activity Council. Guidelines for the operation of the Sea Lions Swim Club are contained in the Sea Lions Handbook. The administrative and operational aspects are carried out by CWC management, administration and coaches.

The Sea Lions Swim Club exists as a year-round club member of Swim Alberta and Swimming Canada and operates in accordance with regulations and policies of these organizations. Further information regarding regulations and policies for Swim Alberta can be found on its website at www.swimalberta.ca and for Swimming Canada at www.swimming.ca.

The Sea Lions program provides swimmers 8-19 years of age the opportunity to enter the program at a developmental level once they are able to demonstrate the required aquatic literacy fundamentals and swimming skills. The program offers multi-sport and dedicated training streams to meet the needs of each individual swimmer. A Sea Lions swimmer will have the opportunity to remain with the Sea Lions until they graduate from high school and may choose to go on to swim with a post secondary / high performance swim team or continue to swim as part of an active-for-life lifestyle.

The overall goal of the program is to provide a challenging, rewarding and enjoyable experience that builds technically proficient and confident swimmers who have the

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ability to successfully achieve individual technical and performance-based goals (e.g. Swim Alberta and or Swimming Canada designated competitions, Lifesaving Society Bronze Medallion).

In addition to the aquatic literacy skills attained, swimmers learn discipline, commitment, and how to be a positive member of a team – skills that will serve them in all aspects of their lives.

Membership in the Sea Lions is open to all CWC members between the ages of 8-19 years in good standing, as recognized by the CWC. Swimmers must have turned the age of 8 by Dec 31st of their registration year. Returning swimmers who pre-register before the start of the next swim season are given priority. Following this, active and select wait list or family wait list members will have equal priority (as per CWC policy). The number of vacancies will be determined by the coaches in consultation with the Aquatics Manager and Athletics Director and will be filled by swimmers qualifying at tryouts in the spring and/or in early September.

Sea Lions Executive Committee

The Sea Lions Executive Committee (the Committee) is composed of parent volunteers of Sea Lions swimmers. The Committee's mandate is to collaborate with CWC Administration and coaches to assist in the operation of the Sea Lions Swim Club. Specifically, the collective role of the Committee is to:

- Provide direction for the operations of the Sea Lions Swim Club in collaboration with CWC Athletic and Recreational Division Manager and coaches
- Assist with and approve the yearly training and competition schedule
- CWC Management will share the Operating Budget and related accounts to seek input from the Sea Lions Committee.
- Manage the Sea Lions Booster Fund
- Organise social/team building activities for Sea Lions swimmers/parents
- Organise Calgary Winter Club swim meets and officials for hosted meets and officials for non-hosted meets.
- Organise other activities that support the Sea Lions Swim Club, e.g. team pictures, team clothing and uniforms, fundraising, travel meets, etc.
- Provide feedback on the Sea Lions program to the CWC
- Manage scholarship programs.

Membership in the Sea Lions Executive Committee

The Committee shall consist of:

- CWC Athletic Director (non-voting)
- Head Coach (non-voting)

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- Any number of non-voting members as required to carry out specific duties of the Committee.

Quorum

5 voting members shall constitute a quorum at meetings of the Committee, with the exception of the Annual General Meeting. Quorum can be achieved in person, by proxy through whichever means the chair has established and offered.

Voting

At all Committee meetings, every question shall be decided by a majority vote of the voting members present at the meeting. If a need for a vote arises between meetings, then electronic email votes are permitted. Once the vote has been taken, the Chair will collect all votes in a “reply to all” manner, tally, and then distribute the results to all members of the Committee.

At all Annual General Meetings, every question shall be decided by a majority vote of the parents or legal guardians of active Sea Lions swimmers present or represented by proxy at the meeting.

The term of membership for voting members shall be from July 1st to June 30th in each year but terms can be renewed at the Annual General Meeting. The Committee will proactively engage in succession and transition planning to ensure its continuity. This can be achieved through overlapping tenures, role “shadowing”, and centralizing Committee documentation in an easily accessible location.

Meetings

The Committee shall meet once per month during the active swimming season (Sept - June) at a minimum of 4 times per season. Additional meetings may be called by the Chair or upon request of two (2) voting members of the Committee.

Minutes shall be taken at each meeting and the electronic copies of the minutes shall be saved in the Sea Lions’ electronic file storage system and posted on the Sea Lions Club Website. The minutes should note the date of the next meeting.

The Committee can elect members into vacant positions at all meetings. Positions not previously vacant must be elected at a Special or Annual General Meeting.

Meeting agendas will be distributed prior to each meeting, and will consist of

- Old Business
- Reports from CWC and coaches

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- Reports from committee members and subcommittees (in bullet form, submitted in advance)
- Discussion Items (submitted prior to meeting)
- New Business as identified by the Chair.

Regular business eg. budget, coaches reports, meeting minutes etc. can be added to a Consent Agenda, for approval at the start of a meeting.

Due Notice

Due notice is defined as 2 weeks prior to a meeting. The committee and parents of swimmers are to be notified by whichever means are most suitable as determined by the chair.

Special & Annual General Meetings

Prior to June 30th of each year and with due notice to parents of active Sea Lions swimmers, the Committee shall hold an Annual General Meeting where members of the Committee are elected by parents of active Sea Lions swimmers in attendance or by proxy at the meeting. There is no quorum requirement at the Annual General Meeting. Items that may only be approved at Special & Annual General Meetings include:

- Election of Committee Members into non-vacant positions.
- Amendments or Changes to Terms of Reference.

Due notice is to be given for Special Meetings and Annual General Meetings.

Booster Fund

The “Booster Fund” is the money generated through a variety of fundraising efforts, designed to allocate money on expenses that are not suitable for the operations budget. This is most easily described as funding items that are not a part of day to day expenses.

Appropriate Spending & Oversight

The chair or vice chair may need the prompt flexibility to approve purchases outside of the approved annual budget. As such, spending approvals require staggered committee approval depending on the amount.

- Amounts up to \$1000 are considered discretionary spending by Chair or Vice Chair.
- Amounts above \$1000 require committee member approval per \$1000. (Example: \$4500 in proposed spending would require approval from 4 committee members)

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- Amounts above \$5000 require majority approval from the committee in quorum.

Duties

The Committee shall in all matters be responsible to the CWC Board of Directors via the Activity Council and shall act in the best interests of the CWC and the Sea Lions.

The Committee shall work together with the swim coaches and the Athletic Director in making recommendations through the Aquatics Committee to the Activity Council and CWC Board of Directors concerning:

- the state of aquatic facilities, including any associated equipment, and changes or improvements to the facilities
- the administration and regulation of competitions to be held within the Club, including the administration of entry fees, scheduling, organisation of officials and volunteers, and awarding of prizes.

The Committee shall work in cooperation with the Swim Coaches to

- build member participation, elicit feedback from members, promote the development of the sport of swimming generally, and aim for excellence in the swim program from the fundamental level to the national level
- foster the traditional family spirit of the Club
- ensure communication of the Sea Lions Swim Club's activities through publication in the Club Newsletter and/or through other media available to the Club
- respond to members' inquiries in a timely fashion
- administer the Sea Lions Handbook and any associated policies.

The Committee shall maintain and manage the Sea Lions Booster fund by

- developing an annual budget to be approved by Committee vote prior to or near the beginning of each swim season (September)
- ensuring the booster fund is allocated to activities and items that are of benefit to the entire swim club
- conducting fundraising activities to maintain the booster fund to benefit the entire swim club other than as specified in the Booster Fund policy.

Every effort should be made to ensure voting members are representative of the diversity and interests of the Sea Lions membership. A voting member of the Committee can be removed by a $\frac{2}{3}$ majority vote of the Committee.

Current Committee positions and brief descriptions of the roles and responsibilities of each position are given in Appendix A.

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The Committee will review any suggestions for amendments to these Terms of Reference/Guidelines and make recommendations at the next Special or Annual General Meeting.

The Committee may form subcommittees to divide the workload in representing the various interests or areas of the Swim Club.

Appendix A - Sea Lions Executive Committee Positions

Roles and Responsibilities of Executive Committee Positions

All elected positions are eligible to vote on motions.

Chair

- supervises the entire operation of the Sea Lions Executive Committee
- chairs Executive Committee meetings
- liaises with CWC management on matters pertaining to the Sea Lions
- responsible, with Vice Chair and treasurer, for the preparation of annual booster fund budget
- sets meeting times and agenda for Committee meetings
- May vote to break a tie in voting.

Vice Chair

- observes and assists the Chair in all matters
- prepares to serve as Chair in an upcoming season and past Chair in the following season (this may involve a minimum of three years commitment)
- takes place of the Chair if Chair for any reason vacates the chair or is absent

Past Chair

- acts as counsel to the current Chair
- performs other tasks as requested by the Chair or Executive
- represents the Sea Lions at Swim Alberta meetings
- makes suggestions for updates to Terms of Reference or Handbook to be considered by the Committee

Treasurer

- maintains the financial records of the Sea Lions booster fund and provides an account of all financial transactions and the financial position of the Sea Lions at Committee meetings
- assists in the preparation of the annual budget
- assists with expense processing procedures

Meet Manager

- coordinates all aspects of all swim meets hosted by the Sea Lions
- liaises with Sea Lions and visiting club coaches to manage registration and create the meet schedule
- has completed the Meet Manager Level II course

Fundraising Coordinator

- coordinates and manages fundraising campaigns

Volunteer Coordinator

- coordinates and schedules volunteers for Sea Lions hosted swim meets
- tracks and monitors parent volunteer requirements
- coordinates Sea Lions parent volunteers for non-hosted meets

Officials Coordinator

- coordinates and communicates officiating courses for the Sea Lions parent volunteers, ensuring that the club has sufficient numbers of each type of official to host swim meets
- tracks and monitors parent officiating course attendance

Communications Coordinator

- makes submissions to CWC publications regarding the Sea Lions
- coordinates and collect publication content
- publishes periodic newsletters and/or blog updates and/or emails
- along with (CWC staff), ensures Sea Lions website content is up to date

Group Representatives

- attend Committee meetings and act as a voting representative on behalf of their group
- discuss and communicate Sea Lions business with parents within their group
- bring relevant feedback back to the committee
- become familiar with other positions within the Executive Committee with the intent of assuming one of these positions in future years

Operations Manager

- books all required rooms for meetings
- arranges team photos
- coordinates trophies and awards for year-end banquet

Secretary

- responsible for the taking and distribution of the minutes for all meetings

Social Coordinator

- manages team social events such as team building activities, Christmas party and year-end banquet
- orders food and manages hospitality rooms for hosted meets
- responsible for team building evening at out-of-town meets (e.g. Fernie)
- manages costs of these events as budget by the Committee

Equipment Manager

- orders and distributes team clothing, equipment and uniforms

- manages team clothing and equipment inventory

Webmaster

- maintains and updates the Sea Lions team website and team management portal

Appendix B – Vision, Mission and Value Statements

Vision

To provide CWC youth members with an opportunity to develop technical excellence in swimming and test their skills at swim meets in a safe and enjoyable environment that values hard work, sportsmanship, friendship, and fitness, into their adult lives.

Mission

Guided by the principles of Sport for Life, Long Term Athlete Development and Multi-Sport Literacy, the Calgary Winter Club Sea Lions Swim Team will deliver top level coaching to our member swimmers to enable them to meet their aquatic athletic potential.

Values

Friendships, Teamwork, Sportsmanship, Fitness, Safe, Fun, Sport for Life