



WDSC

Parent

Handbook

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OBJECTIVES AND GOALS

WDSC is dedicated to providing the best program available for competitive swimmers at the age group level in order that all of its members have the highest possibility of success. WDSC's program is geared toward long term athlete development in accordance with Swim BC.

1. SWIMMERS

- To provide a planned training curriculum that addresses the cognitive, physical and social-emotional development of the young athlete.
- To provide continuous monitoring and evaluation.
- To encourage fun and enjoyment of swimming.
- To provide the opportunity to train and compete at appropriate levels.
- To provide the framework in which team spirit and a sense of community can grow.
- To provide qualified coaches.

2. PARENTS

- To provide support for volunteer positions.
- To provide technical training to enable parents to help with swim meets.
- To provide information to help parents meet the physical, emotional and nutritional needs of their developing athlete.
- To provide the opportunity for parents to give feedback to board members and coaches through monthly board meetings, parent welcome nights and planned social events.
- To provide a network of communications including a newsletter, telephone chain, bulletin boards, and consent forms.
- To provide opportunities for parents to become part of the Dolphin community.

3. MOVEMENT OF SWIMMERS

As swimmers improve, they are given the opportunity to advance through the spectrum of programs offered by WDSC.

A. MOVEMENT CRITERIA

Swimmers advancing from one group to the next must meet the following criteria:

- The swimmer must have learned the skills associated with the previous level.
- The swimmer must have made a commitment to swimming and attended all required practices.
- The swimmer must be at a similar age, skill level, and training ability of the new level.
- The swimmer must be at a similar performance level of the new level.

Swimmers meeting the above-stated criteria are selected by the coaches of the groups involved along with the head coach. If there is space available, the parents are consulted and then the athlete is invited to advance. A probationary period is offered to ease this transition. Any parents or swimmers with questions regarding swimmer movement should contact the head coach.

MEMBERSHIP RESPONSIBILITIES

1. PARENTS' RESPONSIBILITIES

As in most sports involving children, parents have obligations to their children and to the organizations that are responsible for the management of the activity. Swimming is no exception. Parent involvement is critical to the continuing success of the club. It is the responsibility of every parent to actively participate to ensure that tasks are distributed evenly among all WDSC families.

A. IN GENERAL

- Support your swimmer, your child's coach and get involved.
- Ensure that your swimmer gets to workouts and meets on time.
- Encourage your child to consume a well-balanced diet to maximize the benefits of their training.
- Notify the coach if your swimmer has any medical concerns or will miss practices.
- Swim clubs cannot function without volunteers to serve on the executive and to help organize and support events. Please get involved.
- If you have questions or concerns with any aspect of your child's activities, please speak with their coach. Should you have any questions about the club, don't hesitate to reach out to a board member. Contact information is on the club website.
- Take the time to find out about the sport. Swimming is a life-long support with enormous developmental benefits. Get connected and explore the possibilities for your child.

2. SWIMMER'S RESPONSIBILITIES

Each group functions as a unit. Individual swimmers make an important contribution to the success of the group and their teammates. When swimmers attend practices on a consistent basis, the cohesiveness and group dynamics affect the whole team positively. Swimmers have responsibilities to themselves, their teammates, and their coaches:

A. IN GENERAL

- Obey all pool regulations.
- Be on time for workouts. Be on deck, getting ready for dryland training, at least 15 minutes before the start of a training session. Report to your coach when you will be late or when you have to leave early.
- Be positive and cooperative. Productive swim training should be "serious fun", even though at times it is physically demanding and repetitive.
- Do not interfere with or impede the training of others.
- Listen when your coach is talking.
- Attend all designated practice sessions. If you are going to miss a practice please notify your coach in advance.
- If you cannot perform all assigned activities, bring a note from your doctor explaining your injury.
- Eat a well-balanced diet.
- Get plenty of rest.
- ALWAYS end your practice/meet with a handshake with your coach(es).

B. AT COMPETITIONS

- Arrive and check in at least 15 minutes prior to the start of warm-up.
- Attend all preliminary sessions in which you are registered. If you are sick or unable to attend, please notify your coach.
- Attend all finals sessions. You may qualify for finals or participate in a relay, otherwise you are there to support your teammates.
- Stay with your team. Stretch, warm-up, sit and cheer with your team in its designated area.
- Wear team gear/clothing only.
- Check with your coach before leaving the meet for the day.

SWIM MEETS

Throughout the year, swimmers are eligible for a number of meets, depending on their age and ability. The coaches select which meets the club will attend and into which events a swimmer will be entered.

Competitions give athletes a chance to put all their learned skills to use. A race is a celebration of the athletes' accomplishments and is a measure of the progress of skills and speed.

Young swimmers find competition very rewarding as they are able to strive for self-improvement. The coaches give advice to their swimmers before and after each race. Often swimmers will come away from competitions stronger, more confident and ready to face new challenges. Swim meets safe excellent learning and growth opportunities.

Information on meets will be posted on the website and an email will be sent to you by your child's coach to prompt you to register. Your swimmer will only be eligible to attend the recommended meet once you have committed them to attend. This is done through the website. Once you register, the coaches will choose the events for your swimmer.

The week before a meet an email will be sent home containing the meet information including warm-up times, meet schedule and an outline of registered events. All swimmers should expect to swim in relays. Relays are important to teams and exceptional experiences for swimmers. Coaches will make every effort to include all swimmers in at least one relay whenever possible.

1. SWIM MEET ORGANIZATION

Swim meets are organized so that children are competing against other swimmers of similar age and ability levels. Swimmers compete in age groups as defined by the meet. Typically, within each age group, swimmers are split into girls and boys and then sorted into heats according to their entry time.

There are different types and levels of competitions to accommodate the diverse needs of the swimming population. Swimmers qualify for different competitions based on their previous race times.

A. CLUB MEETS

i. Club Mini Meets

WDSC organizes this event a few times a year as an opportunity for the whole team to get together and have fun. The focus is to get swimmers and families involved with the club and to develop team harmony. The swimmers are divided into squads and compete in skills competitions, relays and games. The swimmers have a chance to practice the skills they have learned in a fun and low-pressure situation. New swimmers have the chance to experience racing in a comfortable, familiar environment and older swimmers have an opportunity for mentorship.

ii. Time Trial & Dual Meet

Time Trials and Dual Meets are club hosted meets for competitive swimmers. These are sanctioned competitions and all times are official. WDSC will arrange these meets as needed.

B. LOWER MAINLAND REGIONAL COMPETITIONS

i. PASS Meets

Just a step up from the Mini Meets, these are regional introductions to racing for newer swimmers. These meets have no qualifying times and are free of charge.

ii. Lower Mainland Regional (LMR) Meets

These meets are for swimmers who have graduated from the PASS meets and are pursuing the standards for the Provincial level meets. These are timed final meets lasting one or two days.

C. PROVINCIAL COMPETITIONS

There are two levels of Provincial meets. One is the age group competition and the other is the open or senior level. These meets require swimmers to qualify first and are for more experienced swimmers. Qualifying times can be found on the Swim BC website.

D. NATIONAL COMPETITIONS

There are a variety of National and International Competitions available to a National level competitive swimmer. In Canada, WDSC swimmers usually compete in Western Canadian Championships, Canadian Junior Championships, Canadian Olympic/National Team Swimming Trials and Canadian Swimming Championships. For more information on these and other competitions visit the Swim Canada website.

2. WDSC SWIM MEET TRAVEL POLICY

A. LOCAL MEETS (Lower Mainland) - Parents are responsible for arranging transportation.

B. AWAY MEETS - For meets outside of the Lower Mainland, coaches, with consideration to cost and team building, will determine if an away meet will be either FAMILY or TEAM travel.

C. FAMILY TRAVEL - Parents will be responsible for the transportation, room & board and supervision of their swimmers.

D. TEAM TRAVEL

All National and International meets will be team travel with the exception of qualified swimmers **aged 11 and under**. Swimmers under 12 require a parent to attend the meet and will stay with their child.

i. Purpose of Team Travel

Swimmers team travel to build team collegiality. They bond with and support one another. They lead and guide and learn from one another. They develop strength and routine in competition strategies, self-identity and build a basis for bigger, more intense meets under the guidance of their coaches and older swimmers. While swimming is essentially an individual sport, swim meets are excellent opportunities to foster the team aspects of the sport and team travel enhances this opportunity.

As a bonus for families whose swimmers compete in many meets, being able to

participate in team travel saves money as parents do not have to take time off work and the swimmers share the expenses of lodging rather than individual families shouldering it themselves. *If a family chooses to follow their swimmer to a team travel meet, however, the costs could potentially be MORE.*

ii. Role of Chaperones in Team Travel

Chaperones attend team travel meets to facilitate driving, meals and care for swimmers. Chaperones may get some time to watch the meet, but often shuttle swimmers and prepare meals during sessions. Chaperones support coaches in overseeing swimmer needs and behaviours, making sure rules and expectations are adhered to. It is not an easy job, but it is a worthy job as chaperones get to fully experience how hard swimmers and coaches work and how committed they are to one another and their sport.

iii. Exceptions

Although families may sometimes choose to visit their swimmer at a team travel meet, it is expected that all swimmers registered in a meet designated as team travel will remain under the care of the coaches and chaperones throughout the meet. If your child has extenuating circumstances and is not ready to be independent from your care, you are welcome to join the group as a chaperone (and priority will be given to you to be the chaperone) or to discuss the situation and other solutions with the coach.

Please note all swimmers entered in a team travel meet will share the costs of the meet equally - regardless of what families choose to do outside of the team travel protocol.

A mandatory parent and swimmer meeting will be held before the first travel meet of the season. This meeting will outline specific expectations for all parties involved. Parents and swimmers will be required to sign and adhere to the code of conduct agreement prior to being permitted to travel with the team.

MEMBERSHIP CODE OF CONDUCT

The Winskill Dolphins Swim Club is a group of highly motivated, competitive, well- rounded swimmers. We are dedicated to creating a community of like-minded individuals focused on responsible growth and development, achieving excellence in and out of the pool – for life.

Being a member of the Winskill Dolphin Swim Club is a privilege that comes with responsibility. Winskill Dolphins have a reputation as a dynamic organization full of talent and enthusiasm to further develop and protect. For us to reach our full potential, all swimmers, parents and coaches must unite and work toward our common goals. When our TEAM is successful, every individual within the team gains confidence and improves at a faster rate.

1. SWIM CANADA'S GENERAL CODE OF CONDUCT

All Individuals agree to:

- A. Adhere to all International (where applicable), Canadian, Provincial, Municipal or host country laws.
- B. Treat all individuals with dignity by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, nationality, national origin, religion, religious belief, political belief, economic status, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender, gender identity, gender expression, age, marital status, family status or disability.
 - ii. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct including:
 - a. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members.
 - b. Acting to prevent or correct practices that are unjustly discriminatory.
 - c. Consistently treating individuals fairly and reasonably.
 - d. Show concern, empathy and caution towards others that may be sick or injured.
- C. Act with integrity and professionalism by:
 - i. Being ethical, considerate, fair, courteous and honest in all dealings with people and organisations
 - ii. Accepting responsibility for your actions
- D. Operate within the rules and spirit of the Sport including;
 - i. Following the national and international guidelines that govern Swimming Canada.
 - ii. Being aware of and complying, at all times, with Swimming Canada's bylaws, policies, procedures and rules and regulations, as adopted and amended.
- E. Refrain from any form of abuse, harassment or discrimination towards others;
 - i. Harassment: comment or conduct, directed towards an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive
 - ii. Sexual Harassment: unwelcomed sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature.
 - iii. Abuse: A misuse of power which uses the bonds of intimacy, trust and dependency to make the victim vulnerable.
 - iv. Discrimination: is an action or a decision that treats a person or a group negatively for reasons such as their race, age or disability.
- F. Abstain from the use, possession, and the supply of banned substances and practices.

- i. Swimming Canada adopts and adheres to the Canadian Anti-Doping Program. Infractions under this Program shall be considered an infraction of this Code.
 - ii. Swimming Canada will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by Swimming Canada or any other sport organization.
- G. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
 - H. Refrain from consuming alcohol or tobacco products while participating in Swimming Canada programs or events and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with Swimming Canada events.
 - I. Use social media responsibly, modeling appropriate behaviour that is expected of representatives of Swimming Canada.
 - J. Respect the property of others and not willfully cause damage.
 - K. Report any alleged infractions of this code of conduct.

In addition to being bound by the Swimming Canada General Code of Conduct, Winskill Dolphin Swimmers are bound by the WDSC Team Athlete Code of Conduct.

2. WDSC TEAM ATHLETE CODE OF CONDUCT

Athletes representing WDSC are expected to conduct themselves in a dignified, ethical, and responsible manner at all times by maintaining integrity, respect and consideration towards WDSC, the general public, the coaches, the staff and other athletes of other clubs. Any action, behaviour or conduct that is deemed to be counter to these principles are subject to disciplinary actions.

COMMUNICATION

1. EMAIL

This is our primary source for getting information to the families of the club. Expect regular emails about events, notices and updates. Email will be used to let members know about upcoming events, schedule changes and any other news and notes about the club.

2. WEBSITE

Our website, www.winskilldolphins.ca provides another source of information. The website is updated regularly and home to all pertinent information necessary to every swimmer, including: schedules, calendars, meet information, meet results, notices of events or

announcements, etc.

3. MEETINGS

An ANNUAL GENERAL MEETING is held early in the fall to elect new board members and to update and connect members.

PARENT/COACH meetings are held as needed for each group to discuss such issues as training programs and upcoming events particular to that group and to answer any questions parents may have. Additionally, coaches can be reached at the pool after each practice or through email if you have any questions or concerns during the season.

4. BOARD OF DIRECTORS

WDSC Board is comprised of parent volunteers. Their roles are outlined in the attached addendum and through this link. Board member contact information is located on the website.

5. CONFLICT RESOLUTION

As with any club, if there is an issue that the swimmer/family feels needs to be addressed, please have a meeting with your group coach. If there is no resolution to the issue, approach the head coach. If there is still no resolution, please contact the board of directors outlining the issues to date. Hopefully, any and all issues can be worked out with the group coach.

VOLUNTEERING & FUNDRAISING

WDSC is a nonprofit organization. Revenue is derived solely from fundraising, training fees and gaming grants, which are used to offset coaching costs, pool rentals and other expenses. We also depend on family support and involvement to run the club successfully. Although we welcome parent volunteers and new initiatives and ideas, we also have some required volunteer and fundraising obligations.

1. OFFICIALS

All swim meets require officials in order to run and all officials are volunteers. Parents of children participating in meets are *needed* to officiate. There are levels to officiating at a swim meet, much like the levels of the meets themselves, beginning with timing and going all the way to head referee and meet manager. Parents are asked to attend training sessions and begin building their experience and aptitude to take on the variety of roles necessary for a swim meet to run.

WDSC asks that parents attend at least one training session each year to build their qualifications. Clinics are held throughout the lower mainland, but WDSC will also host at least one of the clinics for parent convenience. Emails will be sent home to let families

know.

2. LMR SWIM MEET

The WDSC is our club hosted LMR meet. It is our sole responsibility to organize, host and execute this 2-day meet. It is also the largest fundraiser of the year. Therefore, it is important that every family volunteer at this event, regardless of whether your child is competing. Because we host the meet, it depends on every family to participate to ensure its success. Each family in a competitive swim group, is required to provide volunteer service at the WDSC LMR swim meet. Please refer to the Fee Schedule tab on the club website for minimum requirements.

3. SWIM-A-THON

WDSC participates annually in the Swim Canada Swim-A-Thon. All swimmers are expected to raise funds through the online system Swim Canada sets up. Please refer to the Fee Schedule Tab of the website for requirements. All funds raised are used for the club in its entirety. The funds raised cannot be used for family accounts. Also, parents of swimmers are not eligible for tax receipts. There are, however, incentives and prizes organized by the club for top fundraisers.

WINSKILL DOLPHINS CLUB FINANCIAL INFORMATION

There are 3 main ways that members contribute to club finances: registration fees, training fees and fundraising commitments. **For a complete breakdown of the fees including fundraising and volunteer commitments please refer to the Winskill Dolphins Swim Club (WDSC) website at wskilldolphins.ca.**

Any existing WDSC member who refers another family to our program that subsequently joins the club for the new swim season is entitled to a credit of \$50 to their account.

1. REGISTRATION FEES

ALL REGISTRATION FEES are due upon completion of the online registration form and are NON-REFUNDABLE.

This fee is assessed per swimmer each season and represents combined requirements of Swim Canada, Swim BC and WDSC. This fee includes Swim BC registration fees, which are required for swimmers to compete in Swim Canada sanctioned meets and provides basic insurance coverage for WDSC swimmers.

2. TRAINING FEES

For most swimmers, the swim club training fees represent the bulk of their financial commitment for the season. These fees are used to offset the following major operating

costs:

- Coaching Salaries
- Pool Fees

WDSC begins its training season in early September and continues until April for the Junior Dolphins and until June, July or August for swimmers in other training groups, depending on the child's level and performance/eligibility for championship meets during the summer months.

- Training fees are based on your swimmer's training level.
- Training fees are not prorated or dependent on how many practices are attended each month. Coaches' salaries, pool fees and the club's financial obligations remain the same regardless of the number of practices attended by a swimmer.
- Refunds for extended illness (30 days or more) will only be considered with a physician's letter and the approval of the WDSC Board of Directors.
- Training fees will be adjusted on the 1st of the following month if a swimmer changes training groups during the season.
- Training fees will be prorated for families who join the club later in the season. If joined from the 16th to the end of the month, 1/2 the monthly fee will be charged.
- Training fees WILL NOT be refunded for swimmers who leave the club after April 1 of the current swim season.
- Meet fees, travel costs, personal equipment and any other costs are billed separately from training fees.

3. MEET FEES

Associated meet fees for registered swim meets will appear on the online family account after a swimmer is registered for a swim meet and will be invoiced on the 1st of the following month. Families are responsible for keeping their accounts up to date.

A. TRAVEL MEET FEE POLICIES

- i. The cost of transporting, housing and feeding the coaches, and transporting and housing the chaperones (when applicable) will be borne by the swimmers attending the meet and is referred to as the **management fee**.
- ii. For any out of town events/meets anticipated to cost greater than \$100/swimmer, a cost estimate will be emailed to the family by the travel coordinator or coach prior to the event. Once swimmers have confirmed attendance to a meet, the non-refundable management fee will be assessed and be payable.
- iii. Swimmers will not be permitted to travel unless all deposits are submitted and accounts current on or before the due date. Travel costs in advance of the meet are estimates, and the balance will be billed upon meet reconciliation. Members who have paid in excess will have the credit carried forward to the end of the year

and will be reimbursed upon final account reconciliations.

iv. Penalties and fees resulting from unauthorized charges or cancelled travel arrangements after the meet cancellation deadline will be charged to the swimmer/family account.

v. Payments for travel meets in June, July and August are due in full once the travel information and expenses have been emailed to the families involved. Full payment for the travel meet must be received prior to departure for the meet to avoid cash flow problems toward the end of the swim season.

4. NON-RECURRING ACCOUNT CHARGES

Non-recurring charges that are paid by the swim club on behalf of your child throughout the season, will be charged to your family's account. These charges include costs for personal equipment, meet fees and team travel. Emails will be generated by the website's online billing system for accounts with balance over \$1,000 and will outline all charges prior to the 1st of the month. If there are any discrepancies, they should be brought to the immediate attention of the Registrar. It is the responsibility of each family to ensure that their family account information is accurate and paid in full at the beginning of each month.

5. PAYMENT POLICIES

A. PAYMENTS

i. Lump Sum

Pay in full (registration fee + annual training fees) at the time of registration and receive a 5% discount.

ii. Monthly

Pay your registration fee at the time of registration and then make regular monthly payments to cover the costs of training fees, non-recurring fees, meet entry fees, and fundraising commitments for the next 7-9 months depending on your training group (see Fee Schedule Tab on the website).

iii. Credit Cards

- Visa/MasterCard is available for all online credit card payments at no additional cost. Prepaid credit cards may also be used.
- Members are responsible for keeping the credit card on file current. If the card is declined, an automatic message will be sent to the account holder. It is the member's responsibility to update the information on their account and make manual credit card payment of the declined balance on the account before the 3rd of the month to avoid the \$25 late fee. If you need to make alternate arrangements, please contact the Registrar at: registrar@winkilldolphins.ca.
- Cheques will not be accepted.
- Charges for training fees will be processed automatically to the credit card on file

as follows: First and last month training fee is billed on September 1st or the month in which registration occurs if later. Please see the Fee Schedule at www.winskilldolphins.ca for group billing months.

- Any non-recurring charges are charged on the 1st of the month following the invoice period they occurred in.

B. Volunteer Hours/Clinics/Swimathon

If family obligations are not met, accounts will automatically be billed according to the Fee Schedule Tab on the website.

6. LATE PAYMENT FEES

All payments not received by the due date of the 1st of the month (including training, cross-training, travel, equipment, fundraising and all other fees), will be charged a \$25 Late Fee if not received by the 3rd of the same month.

If the account is 30 days past due, the swimmer will not be entered into swim meets and will not be allowed to attend training sessions.

The Board of Directors Executive Committee may review requests for acceptable alternative payment schedules in extraordinary circumstances. Such requests should be made in writing to the President of the Club before the due date of the account. In the event that an alternative arrangement has not been made, the swimmer(s) may not be allowed to attend training sessions until the account is paid in full.

7. REFUNDS & COMMITMENTS FOR LEAVING THE CLUB

- Registration fees are non-refundable.
- Training fees are refunded as follows:
 - i. To qualify for a refund a letter of notice must be sent to the Registrar.
 - ii. One full calendar month is required for withdrawal.
 - iii. How we calculate what is refundable: If notice is given after the 1st day of the month, the last billing month will be the following month.

Example: For notice given on November 1st the last billing month would be December. If notice is given by October 31, the last billing month would be November.
 - iv. If training fees were paid in advance, the refundable balance will be returned.
 - v. No training fee refunds after April 1.
- Any outstanding account must be paid in full before automatic credit card withdrawals are stopped. This includes unmet commitments for LMR Swim Meet volunteering, clinic attendance and fundraising. Withdrawal reconciliations will be processed when official notice is given.
- Members leaving the club PRIOR to December 1st will receive a 50% discount for any

unmet obligation of your LMR swim meet volunteering, clinic attendance and fundraising. Withdrawals after December 1st will be fully charged for any unmet obligation.

- Members will not be released from the club until all fees and financial commitments are met.
- Members leaving the club for legitimate medical reasons can apply for a refund or a reduced financial commitment (from the date the letter is received) based on medical documentation and the condition lasting beyond 30 days.

8. EXCEPTIONAL CIRCUMSTANCES

The club understands that families sometimes face circumstances that need to be considered for relief from financial, volunteer and other commitments of the members. If you would like to be considered for an alternative payment plan or relief from volunteer expectations, please write a letter to the Club President and your request for special arrangements will be forwarded to the executive of the club for evaluation and a final decision. This information is not accessible to anyone but the Executive, the Head Coach, and book-keepers/auditors if needed. Please make your request very specific and clearly outline the circumstances that are making it difficult for you to fulfill the parent commitment. You should expect to receive a letter confirming the decision on your request following the next executive meeting.

WDSC Board Roles

Collective Goals

1. Meet the needs of coaches, families and swimmers to facilitate meeting individual swimmer goals and the success of the club.
2. Promote and support the growth and success of the club.
3. Increase club presence in the Delta and Swim BC communities.

Collective Responsibilities

1. Review and approve annual budget, fees and contracts.
2. Review and approve club policies and procedures.

Board Member Benefits

Volunteer hours are covered!

Individual Board Roles

Below is a summary of board roles.

<p align="center">Administrative Branch Maintaining the Club</p>	<p align="center">Social Branch Growing the Club</p>
<p>President - recommended 2yr position</p> <ul style="list-style-type: none"> ● Corporate/Business Face of club ● Create club presence and relationships w/Delta and SwimBC ● Chair board meetings and coordinate communications of administrative branch ● Coordinate action plans for business and financial club tasks ● Oversee administrative duties/roles of club ● Contribute to monthly newsletter 	<p>Vice President - recommended 2yr position</p> <ul style="list-style-type: none"> ● Social Face of club ● Facilitate relationships within the club and community ● Oversee social duties/roles of club ● Coordinate action plans for communication and events of club ● Presence at club events and meets ● Support President as needed ● Contribute to monthly newsletter
<p>Treasurer - recommended 2yr position</p> <ul style="list-style-type: none"> ● Develop and oversee financial processes and reporting: AP/AR, BR, expenses, etc ● Oversee all banking transactions ● Manage Society's financial transactions & statements 	<p>Social Coordinator - recommended 1yr position</p> <ul style="list-style-type: none"> ● Oversee fundraising events, including swimathon ● Help create and facilitate events for families and swimmers ● Support coaches in event planning ● Manage club social media ● Support LMR Manager as needed ● Investigate corporate sponsorship
<p>Registrar - recommended 2yr position</p> <ul style="list-style-type: none"> ● Manage website, Google and TU: registrations, billing, accounts, access ● Liaise with Club Admin, Treasurer & President 	<p>LMR Manager - recommended 2yr position</p> <ul style="list-style-type: none"> ● Organize and manage annual LMR ● Support social coordinator throughout year ● Work with Liaison to coordinate officials training for families
<p>Secretary - recommended 1yr position</p> <ul style="list-style-type: none"> ● Create monthly agenda for board meetings ● Liaise with Head Coach to manage pool contracts ● Send out monthly newsletter with articles from President, Vice President and Head Coach & other communication on behalf of the board ● Support Executive with other administrative tasks 	<p>COD & Liaison - recommended 1yr position</p> <ul style="list-style-type: none"> ● Meet regularly with Head Coach and Assistant Head Coach to build relationships and communication ● Attend coaches meetings ● Coordinate regular meetings with families to build relationships ● Report back to social branch as needed ● Track and facilitate officials training for families ● Track family equipment orders

2019/2020 Position	Members
President	Dave Cole
Vice President	Jenny Slinn
Registrar	Lee Roberts
Secretary	Jennifer Hood
Treasurer	Dayna Tukutau
LMR Manager	Elle Bradbury
Social Coordinator	Karen Zabudsky
COD/Liaison	Alison Biggan

Contact Information

President - president@winkilldolphins.ca
 Treasurer - treasurer@winkilldolphins.ca
 Registrar - registrar@winkilldolphins.ca
 Secretary - secretary@winkilldolphins.ca
 Vice President - vicepresident@winkilldolphins.ca
 LMR Manager - lmr@winkilldolphins.ca
 Social Coordinator - social@winkilldolphins.ca
 COD/Liaison - meetfees@winkilldolphins.ca

Other Positions

Paid Admin

- Manage SwimBC accounts
- Track family obligations (volunteer/fundraising) for billing purposes
- Create invoices and cheques

Volunteer Support

Support executive members as listed above in their tasks. Please contact respective member.