

GARRISON PETAWAWA PETAWAWA PREDATORS SWIM CLUB BY LAWS

1. These by-laws provide operational guidelines for the club and include the following areas:
 - a. Purpose
 - 1) The purpose of these by-laws is to provide operational guidelines for the Garrison Petawawa Predators Swim Club under the auspices of the Garrison Petawawa Club and Activity Constitution as set out by the Recreation Assembly.
 - b. Name
 - 1) The name of the club shall be the “Petawawa Predators Swim Club” and herein referred to as the club or PPSC.
 - c. Authority
 - 1) The club is established under the authority of the Commander 4 CDSG; Garrison Petawawa in accordance with Personnel Support Program Policy Manual, Chapter 6-2, Rec Clubs, Section 2, Para 7.
 - d. Committee
 - 1) The club will be administered by an elected executive committee, which at a minimum is composed of five (5) positions. These are the President, Vice-President, Secretary, Registrar and Treasurer.
 - a) As required, the additional elected positions on the executive committee are the Fundraising, Meet Manager, Equipment Manager, Communications, and Volunteer.
 - b) All positions will be voting positions except for the President. The President will only vote in the event of a tie.
 - c) Additional executive committee members may be added during the season in order to best manage club activities, at the discretion of the committee.
 - 2) Committee Expectations
 - a) Members of the executive committee are expected to attend and participate in club meetings to the extent to which their individual schedules allow.

- b) Minutes of the meetings will be distributed to all members once approved internally, including those who did not attend, and the expectation is that these minutes are reviewed.
 - c) Actions itemized in the meeting minutes are expected to be completed within appropriately reasonable time periods.
- 3) Terms of Reference for Positions:
- a) The President shall:
 - a) Oversee all matters of policy related to the operation of the club;
 - b) Ensure members of the executive carry out their duties as outlined by the bylaws and assist executive members to succeed in these duties;
 - c) Arrange for Vice-President to act in their place during their absence;
 - d) Preside over committee, general or special meetings;
 - e) Supervise and monitor the financial aspects of the club;
 - f) Coordinate the creation and submission of a club budget each year;
 - g) Take lead role in ensuring effective and timely communications between the Executive Committee, the Coaching Contract Holder or designate, the coaching staff and member families;
 - h) Take the lead role in ensuring effective and timely communication on club matters with the assigned PSP Community Recreation (PPSC CR) Liaison and the DDG Community Recreation Aquatic Coordinator;
 - i) Ensure all member families are up to date on team activities and important aspects of club operations;
 - j) Ensure that member families are notified of any changes to classes which may occur during the season, as well as special event information as required;
 - k) In partnership with the Coaching Contract Holder or designate, ensure that:
 - a) Member families are kept informed of upcoming swim meets;
 - b) Confirm attendance of swimmers to meets;
 - c) Ensure that the Coaching Contract Holder or designate conducts registration for meets;
 - d) Facilitate member family payment for swim meet registration with the Coaching Contract Holder or designate; and
 - b) The Vice President shall:
 - a) Act in partnership with the President, and assist the President in the effective performance of their responsibilities;
 - b) Carry out any duties of the President in their absence; and
 - c) If required carry out the duties of an unelected Executive representative.
 - c) The Secretary shall:
 - a) Record the proceeding of all meetings of the club in the required format;
 - b) Circulate drafted minutes for internal approval;

- c) Submit internally approved minutes to PSP CR Liaison, as per Recreation Club and Activity Constitution para 19;
 - d) Acquire final signed minutes for distribution and record retention; and
 - e) Tract actions taken by members of the executive committee.
- d) The Treasurer shall:
- a) Ensure that the executive committee is kept up-to-date on the financial status of the club each month;
 - b) Handling and safekeeping of all monies for deposit to the club account as per NPP procedures;
 - c) Making sure all money received is receipted within a Non-Public Fund Receipt book (Form CF602) regardless of the form in which it is received, ie cash, cheque, money order, and that the receipts are distributed as follows:
 - a) The white copy is issued to the purchaser;
 - b) The yellow copy accompanies the deposit summary; and
 - c) The pink copy remains in the deposit book;
 - d) Processing deposits and making sure the yellow copies of the CF602 and money are equal, and depositing both in the drop box at NPF, P-106;
 - e) Track revenues capture through BookKing Registration module;
 - f) Record all financial transactions of the club;
 - g) Liaise with the Volunteer Rep with calculating the invoices for families who did not meet their volunteer quota for the season and liaise with the Registrar rep to create the invoices;
 - h) Create and maintain an away meet estimate spreadsheet with the appropriate contract rates for advising Executive Committee approximate costs of competitions;
 - i) Advise club members and the executive of all matters pertaining to club finances; and
 - j) Order and pay for all club supplies or equipment by submitting all invoices to the Community Recreation Coordinator for approval. All requests must be approved by the Manager Community Recreation;
 - k) Maintain up-to-date financial records of club operation; and
 - l) Take lead in the preparation of the yearly budget.
- e) The Registrar shall:
- a) Coordinate club registration processes with the assistance of the executive committee and obtain, organize and manage all submitted materials for registration;
 - b) Coordinate set up of registration programs within BookKing with the assistance of PSP CR Liaison;
 - c) Ensure members families understand registration procedures and the correct way to fill out forms, and facilitate registration as necessary;
 - d) Coordinate with the Treasurer on completion of registration;

- e) Coordinate with the Treasurer with the creation of Volunteer Invoices;
 - f) Ensure that an accurate registration database is maintained and made available to the executive committee, which includes all pertinent contact information for swim families;
 - g) Complete all registrations with the appropriate higher-level organizations;
 - h) Ensure that important swimmer medical information is available to deck coaches in case of medical emergency, and that this information is appropriately safeguarded;
 - i) Ensure up to date team lists are provided to the Coaching Contract Holder.
- f) The Equipment Manager shall:
- a) Coordinate the purchase of all club equipment and merchandise;
 - b) Manage branded merchandise, and oversee and promote sales of merchandise to member families; and
 - c) Maintain inventory control of all club equipment and merchandise as per NPP procedures.
- g) The Fundraising Member shall:
- a) Organize and initiate all fundraising activities, including, but not limited to, the Swim Canada Swim-a-thon event;
 - b) Manage branded merchandise, and oversee and promote sales of merchandise to member families;
 - c) Organize if needed, non-voting sub-committee(s) for fundraising activities and to chair said sub-committees;
 - d) Organize a program to effectively manage volunteer activities by member families;
 - e) Actively promote volunteer and fundraising activities to member families, to ensure effective club operations;
 - f) Maintain all fundraising and volunteer files;
 - g) Liaise with the Treasurer with respect to all funds raised; and
 - h) Manage all aspects of club marketing in the absence of an elected Marketing Rep, see Marketing Rep below.
- h) The Meet Manager shall:
- a) Plan the home meet scheduled for the swim season;
 - b) Organize all details of the meet;
 - c) Have the necessary equipment and personnel available during the meet;
 - d) Disseminate all meet information and all the meet forms;
 - e) Act as an entry contact for the meet once the Executive is certified in the Meet Manager role as per Swim Canada/Ontario official guidelines;
 - f) Prepare entry lists and/or heat sheets and have them available prior to the start of each session in conjunction with the designed "Meet Manager Official" for the meet.
- i) The Marketing Rep shall:

- a) Coordinate all club marketing initiatives in order to effectively promote the club to the Garrison and surrounding communities;
 - b) Take the lead role in producing a bi-monthly club newsletter;
 - c) Ensure that the information on the club/PSP website is correct;
 - d) Manage club social media presence, including Facebook, Instagram and Twitter account administrations;
 - e) Update club bulletin boards with important information throughout the season.
- j) The Officials Rep shall:
- a) Organize officials for home and away meets;
 - b) Liaise with higher level organizations for officials training;
 - c) Actively work to maintain and improve the roster of qualified club officials in order to meet Swim Ontario requirements; and
 - d) Conduct training sessions (in person or webinars) for all volunteer officials.
- k) The Communications Rep shall:
- a) Frequently monitor and manage the main 'predatorspetawawa@gmail.com' email account to ensure effective communication between families and the club;
 - b) Maintain communications between families and the Executive Committee; and
 - c) Send out emails as requested by the Executive Committee to families.
- l) The Volunteer Rep shall:
- a) Keep a detailed record of all volunteer activities and associate the correct point value per family per volunteer activity;
 - b) Provide PSP Community Recreation Liaison a nominal role of all volunteers as requested from time to time;
 - c) Work with the Treasurer to ensure proper calculation of totals owing from families who did not complete their volunteer points based off the required amount in the Volunteer Points Outline; and
 - d) Keep the Volunteer Points Outline updated and amend from time to time, as required.
- m) The Coaching Contract Holder as an ex-officio member shall:
- a) Provide technical support to the club executive;
 - b) Attend club executive meetings;
 - c) Will track and review all coach-parent interactions with regard to technical aspects of swimming; and
 - d) Collaboratively with the executive, set the schedule of meets for the season.

- 4) Conditions of Office
 - a) The period of ordinary service for all members of the club committee shall be over the course of the calendar year, beginning on July 1st through June 30th of the following year.
 - b) The composition of the Executive Committee for the coming swim season will be determined by membership family vote at the season-ending general meeting, typically conducted in June of each calendar year.
 - c) On case-by-case basis, an Executive can be voted on during the calendar year if there is an upcoming vacancy that requires training, such as Meet Manager.
 - d) A member of the club committee shall not have any personal interest in purchases, sales or profits for the club.
- 5) Resignation Procedures
 - a) The intent to resign from the Executive Committee is expected to be submitted in writing at least two weeks prior to date of resignation. The remaining voting members will appoint a member to fill that position until an election can be held.
- 6) Financial Management
 - a) Operating Budget
 - a) The club will submit the operating budget to the PSP CR Liaison by the date identified by the Recreation Assembly each year.
 - b) The budget must indicate the club's financial plan including projected revenues and planned expenditures on a monthly basis to correspond with what the club intends to do in the next fiscal year.
 - c) Approval of the club budget constitutes approval of the expenditures therein, subject only to the availability of funds within the account of the club.
 - d) The club will pay for all away competition coaching costs up to and including Provincial competitions, as long as it is within the budget to do so. Anything above Provincial competitions must be brought forward to the Executive as early as possible, these meets may not be funded by the club, but the club could participate in targeted fundraising activities for the purpose of fundraising fund for these meets.
 - b) Capital Expenditure Requests
 - a) Request for assistance via CER's (Capital Expenditure Requests) must be fully justified and approved prior to any disbursement of funds. Approval of submission from the general membership must be documented in approved minutes.

- c) Inventories – Distribution Accounts (DA)
 - a) The control of inventory will be in accordance with the policies and procedures governing the operation of NPF accounting as outlined in A-FN-105 and all other applicable regulations and orders that may be promulgated under the authority of the Commander, Garrison Petawawa.
 - b) Then following will be inventory control procedures:
 - 1. All purchases of non-expendable items will be taken to inventory both at club and NPF levels;
 - 2. Items will be marked for identification;
 - 3. Loan card system will be implemented for items that are on loan to members; and
 - 4. An annual check of inventory by an audit team.
 - c) All assets of this club are deemed to be property of the Garrison Fund. This includes fixed assets such as furniture and effects, merchandise inventories and cash.
 - d) Broken, damaged or lost equipment, if still deemed necessary, shall be replaced by the club committee with items of equal quality and serviceability providing that there is no evidence of willful damage or neglect on the part of the user. If there is such evidence, the member using the tool/equipment will provide a replacement within 7 days at their expense.
 - e) Inclusion of Items
 - 1. Once a fixed asset is purchased, the treasurer is responsible to ensure that the item is added to the DA listing held at NPF.
 - 2. This action is to be reflected in club minutes and is formalized through the submission of an Acquisition Form.
 - f) Write Offs
 - 1. Are to be included in club general minutes with appropriate justification.
 - 2. Once minutes are approved all included write offs are approved.
 - 3. The treasurer is responsible to ensure that the necessary amendments are reflected within the DA listing held at NPF.
- d) Signing Authority
 - a) The President, Vice-President and Treasurer shall be granted signing authority for the submission of club financial paperwork to the PSP CR Liaison.
- e) Revenue and Expenditures

- a) The financial management of the club will be in accordance with the policies and procedures governing the operation of non-public fund institutes, as outlined in A-FN-105; and all other applicable regulations and orders that may be promulgated under the authority of the Commander, Garrison Petawawa.
 - b) Expenditures
 - 1. Purchases must be pre-approved by the general membership and can be documented in the club budget, or the minutes of a general meeting.
 - 2. No expenditures shall be authorized prior to the approval of the minutes of an executive or general meeting as applicable.
 - c) Receipt Books (CF602)
 - 1. These are financial control items; the individual signing for the book is responsible and accountable for it and the revenue that it represents.
 - 2. Receipt books are to be signed out and then returned to the Recreation Complex with completed for ratification.
 - 3. All club revenue not generated through BookKing must be receipted in a CF 602.
- 7) Fees
- a) Membership and Membership Fees
 - a) All members shall pay a fee to be determined annually by the Executive Committee
 - b) All member shall pay higher level swimming organization fees required for competition.
 - c) The Executive Committee has the authority to suspend or cancel any member with just cause.
 - d) No cancellation or suspension shall be made without the member having:
 - 1. Been notified in writing of the reason; and
 - 2. Been given the opportunity to be heard by the Executive Committee at a meeting for that purpose.
 - 3. Refund Policy
 - i. Higher level organizational fees are NOT refundable once paid by the club;
 - ii. New swimmers to the club requesting a refund within the first 30 days of their first registered swim will receive a full refund less 30 days prorated swim fees and any higher level swim organizational fees paid by the club; and

- iii. After the first 30 days of a new swim session, the club will defer to the Garrison Petawawa Community Department Refund Policy when evaluating requests for membership fee refunds.
- e) Fundraising Activities
 1. All club fundraising activities must be administrated in accordance with the NPP Fundraising Policy. The executives will network with the PSP CR Liaison prior to implementing any activities.
- f) Non Public Fund Consolidated Insurance Program
 1. The club is protected by insurance as contained in Cpater 20 of A-FN-105-001/AG-001, NPF Consolidated Insurance Program which provides coverage for Recreation Assembly Clubs. The above program outlines the insurance coverage provided under this program and the procedures required for making a claim against the program policies.
- g) Meeting Criteria
 1. Order of Business
 2. The order of business for all executive meetings should typically include the following items as part of the agenda:
 - i. Meeting called to order;
 - ii. Reading of the previous minutes and action status reports;
 - iii. Treasurer's report;
 - iv. Reports from individual committee members and any sub-committees;
 - v. New business;
 - vi. Announcements; and
 - vii. Adjournment.
 3. Executive Committee Meeting Quorum
 - i. For the purposes of meetings of the Executive Committee, a quorum shall consist of at least half the members of the Executive Committee.
 - ii. A majority vote is then required to pass any motion.
 - iii. The club shall not implement new projects or Capital Expenditures without having a quorum of at least half of the member families.
 - iv. The President shall only vote in the case of a tie.
 4. Club-Wide Meetings
 - i. The executive committee is responsible for arranging at least two club-wide meetings each season, where all member families are invited and encouraged to attend.
 - ii. The first meeting shall be within one month of registration closing for the first session of club activities, typically late September or early October and is known as the Season Kick-Off meeting. The purpose of the meeting is to familiarize new member families with the operations of the club, to relay important information and to provide a forum for any questions
 - iii. The second meeting shall typically be held in June, and is known as the Annual General Meeting (AGM). The purpose of this meeting is to summarize the season that has passed, to select and

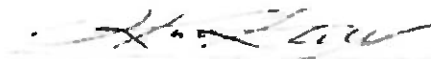
celebrate the swimmers and their accomplishments (including club awards), and to provide information on the status of the club through the season to all members. Depending on the schedule of the Executive and Coaching staff, the AGM and Awards ceremony may be held on different dates.

- iv. The AGM will also serve to establish the Executive Committee for the coming season. All member families who intend on continuing with the club into the following season are encouraged to put forth their names for roles on the Committee should they be so interested. The target is to have an Executive Committee in place by July 1st of each year as to prepare for the coming season during the summer as needed.
 - v. The club shall not implement new projects or Capital Expenditures without having a quorum of at least half of the member families.
 - vi. A regular voting member consists of one vote per swimmers above the age of 18 years and one vote per swimmers parent/guardian below 18 years of age.
5. Club Operations
- i. The operational cycle will be from July 1st to June 30th, with executive committee members holding their positions for that period. The swim season shall typically commence in September and conclude in July the following calendar year.
 - ii. Membership Feedback
 - 1. Feedback from membership on club operations should be directed to the President or Vice President whenever possible, although it is expected that all members of the executive committee may be approached by member families for this purpose.
 - 2. Feedback from membership on swimming and swim coaching should be brought directly to the attention of the Coaching Contract Holder or designate.
 - 3. Members of the executive committee are expected to facilitate direct member to coach dialogue on swimmers, swim performance, and technical athletic performance at all times.
 - 4. The Coaching Contract Holder and the executive committee will retain an open dialogue on member feedback at all times, in the best interest of effective club operations and membership satisfaction.
6. Reporting Channels
- i. General Membership
 - 1. For swimmer performance reporting, all members are expected to deal directly with their child's coaches. The Coaching Contract Holder will be kept informed of the details of all coach to parent interactions with respect to technical aspects of swimming and swimmer performance.
 - ii. Coaching Staff

1. The Coaching Contract Holder is typically expected to attend and participate in monthly meetings of the executive committee, and provide information as needed on swimmer performance and other on-deck aspects of the club. In addition, all aspects of the contract between the coaching organization and the club will be discussed in this forum as needed.
 2. For day-to-day operations, the Coaching Contract Holder and the coaching staff will primarily communicate directly with the President or Vice President. Other members of the executive committee may communicate with the Coaching Contract Holder and coaching staff as needed as well, in order to ensure timely provision of information.
- iii. Executive Committee
1. All members of the executive committee are expected to report directly to the President or Vice President for all aspects of club operations.
 2. Communication with the coaching staff should usually be led by the President or Vice President, through the Coaching Contract Holder or designate in all matters that involve the coaching contract and/or coaching terms of reference.
7. Club Safety Regulations
- i. Long hair must be tied back and secured (the use of a swimming cap is recommended);
 - ii. Jewelry of any kinds is prohibited on the pool deck or in the pool;
 - iii. Keep fingernails short and trim;
 - iv. Proper swimwear is mandatory (goggles, cap and deck sandals are recommended);
 - v. Cuts, scrapes, warts, etc. must be properly bandaged to avoid infection or infecting others;
 - vi. Member families are asked to have their swimmers ready in a timely fashion;
 - vii. All spectators are asked to remain in the bleachers for safety and insurance reasons. Swimmers are to be supervised while waiting for their class to commence, as the club is not responsible for injuries outside their scheduled swim time;
 - viii. Swimmers will never go on any pool area or surface unless given specific instruction by coaches. Failure to observe this regulation may result in disciplinary measures being taken, which could include immediate expulsion from the class;
 - ix. Absolutely no gum, candy or food on the deck;
 - x. Member families are expected to be on time to pick up your swimmer(s);
 - xi. If you need to speak with a coach, please do so before or after the class to avoid interruptions; and
 - xii. No outdoor footwear on the pool deck.
8. Swim Meet Registration Procedure

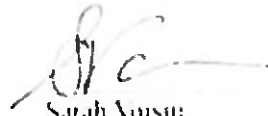
- i. The executive committee and the Coaching Contract Holder will collaboratively schedule the meets the club will participate in for the season. A team meet calendar should be produced and distributed to all member families, with clear guidance on the meets that different levels of swimmers are expected to be eligible to attend.
 - ii. Four weeks prior to a meet, parents will be informed of the meet by either the Coaching Contract Holder or designate or member of the executive committee.
 - iii. Three weeks prior to a meet, member families are expected to inform the Coaching Contract Holder of their swimmer's intentions on attending the meet.
 - iv. No response from the member family will be considered as confirmation that the swimmer does not intend to participate in the meet.
 - v. Once the member family confirms their participation, they are committed to pay the associated fees by the payment date, as determined by the Coaching Contract Holder.
 - vi. Prior to the payment date, the coach will enter the swim events for each swimmer, and the swim family will be informed of their meet costs.
 - vii. Two weeks prior to the meet, swim families are expected to have paid all swim meet fees to the Coaching Contract Holder as directed.
9. High Five ® Philosophy and Commitment to Children
- i. Community Recreation Clubs like the Petawawa Predators are committed to the High Five ® philosophy of children in recreation and sport.
 - ii. The provision of PSP Community Recreation programs and activities supports healthy child development.
 - iii. We have a responsibility to provide activities and environments where children feel safe, welcome, competent, connected, empowered and special.
 - iv. Children's experiences within the club should be positive and support healthy development inclusive of physical, emotional and mental states.
 - v. Feedback from guardians should indicate that the child has had positive experience and wishes to return to the program.
 - vi. Coaches shall, and executive members are strongly encouraged to have at minimum HIGH FIVE ® Principles of Healthy Child Development or HIGH FIVE ® Sport certification. Community Recreation is expected to make these training activities available to the club.

2. Approval of Club By-Laws



Jesse Knoekleby
President

Date: 15 July 24



Sarah Vorn
Vice President

Date: 15 July 24



Lindsay Donahue
Treasurer

Date: 15 July 24



Kate Quin
Secretary

Date: 15 July 24



Victoria Kloos
Registrar

Date: 15 July 24

COMMENTS:

COMMENTS:



Bailey Hartnell
Club Liaison / Community Recreation Coordinator

Date: *July 25/24*

COMMENTS:



Brendan Cunliffe
Manager Community Recreation

Date: *30 July 2024*

RECOMMENDED/NOT RECOMMENDED

Nathan Lane
Senior Manager PSP

Date:

APPROVED/NOT APPROVED

LCol N. B. Forsyth
DComd 4 CDSG

Date: