

Airdrie Phoenix Swim Club Policy

BOARD OF DIRECTORS

The Airdrie Phoenix Swim Club (APSC)'s Board of Directors is governed according to the official bylaws. This policy serves to provide clarification on roles and expectations of board members, but does not override the bylaws in any way.

Each elected member of the APSC Board of Directors is responsible for:

1. Actively attending and participating in monthly board meetings, along with any adhoc meetings required. Members are expected to maintain an 80% or higher attendance rate, with ample notice given if they will be absent from a meeting;
2. Sufficiently and adequately fulfilling the duties as outlined in their portfolio;
3. Checking the APSC email at least every three (3) business days for items pertaining to their portfolio and taking appropriate action;
4. Participating in the APSC board group chat in between official board meetings;
5. Actively participating in the AGM;
6. Acting as a good steward and leader of APSC at all times.

In addition to these shared responsibilities, each member has individual responsibilities, as outlined below.

PRESIDENT

As per APSC's official bylaws, the president will be the chair of the Board, will preside at the Annual and Special Meetings of the Society and at meetings of the Board unless otherwise designated, will be the official spokesperson of the Society, and will perform such other duties as may from time to time be established by the Board.

In addition to this and the shared responsibilities outlined above, the president:

1. Will establish the agenda of the monthly board meeting and communicate it to the rest of the board at least three (3) business days ahead of the meeting;
2. Will be the first point of contact for any disputes or concerns of APSC coaches;
3. Will prepare the coach contracts on an annual basis and as needed;
4. Act as a signer for monies on behalf of APSC

VICE-PRESIDENT

As per APSC's official bylaws, The vice-president will, in the absence or disability of the president, perform the duties and exercise the powers of the president, and will perform such other duties as may from time to time be established by the Board.

In addition to this and the shared responsibilities outlined above, the vice-president:

1. Will collaborate with the president to update or create policies to present to the board for approval;
2. Check in with Directors at Large for portfolio efficiency;
3. Act as a signer for monies on behalf of APSC

SECRETARY

As per APSC's official bylaws, the secretary will be responsible for the documentation of all amendments to the Society's Bylaws, will ensure that all official documents and records of the Society are properly kept, cause to be recorded the minutes of all meetings, will prepare and submit to each Meeting of the Members and other meetings a report of all activities since the previous Meeting of the Members or other meetings, will give due notice to all Members of the Meeting of the Members of the Society, and will perform such other duties as may from time to time be established by the Board.

TREASURER

As per APSC's official bylaws, the treasurer will, subject to the powers and duties of the Board, keep proper accounting records as required by the Act, will cause to be deposited all monies received by the Society in the Society's bank account, will supervise the management and the disbursement of funds of the Society, when required will provide the Board with an account of financial transactions and the financial position of the Society, will prepare annual budgets, will oversee and supervise office staff, and will perform such other duties as may from time to time be established by the Board.

In addition to this and the shared responsibilities outlined above, the treasurer:

1. Will monitor for any overdue accounts, provide overdue notice, and charge late fees as appropriate.

DIRECTOR OF REGISTRATION & MEETS

This is a director-at-large position responsible for the portfolio of Registration and Swim Meets.

In addition to regular director at large responsibilities as outlined in the Bylaws, and the shared responsibilities as outlined above, the Director of Registration and Swim Meets is responsible for:

1. Organizing pre-registration including but not limited to registration form creation, emailing previous members for interest, and collecting pre-registration commitment fees;
2. Managing all aspects of swimmer registration, including setting up registration in Team Unify or any other platform, working with the Board to ensure policies are up to date, and placing swimmers in the appropriate swim level in Team Unify or any other system;
3. Setting up appropriate fee schedules for registered swimmers and ensuring fees are invoiced on the correct dates;
4. Keep up-to-date records of swimmer groups and collaborate with the Head and Assistant Head coaches for updates to swimmer level
5. Entering all relevant swim meets into Team Unify or any other system and committing eligible swimmers to each meet/event;
6. Emailing swimmer guardians with appropriate notice of swim meet scratch dates, as per the Payment Policy;
7. Making applicable updates to swim meet attendance prior to each scratch date;
8. Generating and submitting the swim meet file by the deadline;
9. Entering and invoicing swim meet fees per swimmer;
10. Organizing APSC hosted meets, including registration with appropriate parties, volunteer management, and facility booking;
11. Registering guardians in Swim Alberta/Swimming Canada Officials courses;
12. Organizing group hotel and travel accommodations for out-of-town meets;
13. Work with the board to establish appropriate fees and policies for out-of-town meets;
14. Ensure appropriate organization, communication, payment collection, and execution for out-of-town meets;
15. Provide timely updates on portfolio and committee progress to the rest of the board

The Director of Registration and Swim Meets can establish and chair a committee comprised of non-board members to assist with the above duties. The Director must obtain board approval if any non-board member is to access any protected information of any swimmer, including financial and demographic information. The director is responsible for the actions and outcomes of the committee.

DIRECTOR OF FUNDRAISING & MERCHANDISE

This is a director-at-large position responsible for the portfolio of Fundraising and Merchandise.

In addition to regular director at large responsibilities as outlined in the Bylaws, and the shared responsibilities as outlined above, the Director of Fundraising and Merchandise is responsible for:

16. Organizing all aspects of APSC's Main Fundraiser(s), as outlined in the Fundraising & Volunteer Policy. This includes but is not limited to determining and executing the fundraising initiative, swimmer enrolment, proposing per-family fundraising requirements for board approval, monitoring and reporting on progress, and communication the APSC members;
17. Act as the liaison for APSC with AGLC, ensuring all fundraisers, raffles, casinos, and the like are appropriately registered, auditory and reporting requirements are fulfilled, and any defects are rectified in an appropriate time frame;
18. Proactively identifying and organizing any additional optional fundraising activities, such as those aimed to reduce the costs of out-of-town meets or camps;
19. Identifying, collaborating, and executing with merchandise vendors to offer APSC branded 'swag,' both as part of the registration package and adhoc for member purchase;
20. Provide timely updates on portfolio and committee progress to the rest of the board

The Director of Fundraising and Merchandise can establish and chair a committee comprised of non-board members to assist with the above duties. The Director must obtain board approval if any non-board member is to access any protected information of any swimmer, including financial and demographic information. The director is responsible for the actions and outcomes of the committee.

DIRECTOR OF WEBSITE & SOCIAL MEDIA

This is a director-at-large position responsible for the portfolio of Website & Social Media.

In addition to regular director at large responsibilities as outlined in the Bylaws, and the shared responsibilities as outlined above, the Director of Website & Social Media is responsible for:

21. Ensuring the APSC website is kept up to date, including upcoming events, registration, and club info;
22. Posting the monthly meeting minutes to the website for public access;

23. Maintaining a club interest/waiting list, providing timely responses to interested parties, and collaborating regularly with APSC coaches for availability and try-out dates;
24. Creating regular APSC content on social media platforms, including but not limited to:
 - 24.1. Instagram, Facebook & Tiktok
25. Highlighting swim meets, outstanding results, club info, etc;
26. Monitoring and responding to social media messages;
27. Monitoring Team Snap or any other member platform

The Director of Website & Social Media can establish and chair a committee comprised of non-board members to assist with the above duties. The Director must obtain board approval if any non-board member is to access any protected information of any swimmer, including financial and demographic information. The director is responsible for the actions and outcomes of the committee.

EMAIL & CONTACT INFORMATION

For transparency and business continuity, APSC will share one (1) email address (airdrie phoenixswim@gmail.com), using labels and folders to designate who the work is intended for. Board members are responsible for regularly checking the email as per the shared responsibilities outlined at the beginning of this policy, and will label emails as appropriate. Every board member has a shared duty to label emails, mark emails not intended for them as 'unread,' and ensure emails pertaining to their portfolio are addressed in a timely manner. Any questions about emails should be posed in the board group chat for review.

Previous additional email addresses used by APSC will be combined to this shared inbox, and any passwords to these inboxes made available to board members.

In addition, the President and Vice-President will share the aspc.president@gmail.com email address, for matters of a more sensitive nature. Correspondence better suited to the main email address will be forwarded there to be addressed.

All emails sent from Team Unify or any other platform will have the main email CC'd.

ACCESS TO PROTECTED INFORMATION

In accordance with Privacy Law, and to protect the confidentiality of APSC swimmers and their families, only authorized individuals may have access to sensitive information such as financial, demographic, and contact information of APSC members, and may only access it when they

have a legitimate and valid reason to do so. This includes but is not limited to access to the main email, the Google Drive, and Team Unify.

Authorized individuals must be reviewed immediately following the Annual General Meeting, and immediately following any change to board membership. Those no longer on the board will have their access removed. Any additional individuals needing access to protected information must be approved, in writing, by the board and reviewed at least annually. Whenever possible, access should be restricted to only necessary information, such as sharing only pertinent individual files or folders.

Anyone with access to protected information is not permitted under any circumstance to share that information with outside parties.