

# GUPPY GUIDEBOOK



**LEAN & MEAN SINCE 1919**



# The Guppy Guidebook

## **Lean & Mean Since 1919!**

We're not just one of Canada's oldest swim clubs, we're one of the most successful too. We just happen to have won the BC Provincial Champions the last four years. In fact, Killer Guppies have been enjoying best times since 1919 and we're going to keep up the fast swimming every season!

WRASA is a great place to spend your summer and our swimmers and families are the heart of our club. We look forward to welcoming everyone back for another great year.

## **Registration and Club Information**

This is intended to answer all the questions you will have about summer swimming in general and WRASA in particular. Where indicated, the most recent dates, fees, locations and details will be posted on [WRASA.ca](http://WRASA.ca) and members will be informed by email.

Please be certain to review all Club Policies in this guide as they are referenced on the forms you must sign as part of Registration.

This Guidebook is packed with useful information and handy reference. Keep it handy and watch for updates on the [WRASA.ca](http://WRASA.ca) website as well as by email.

## **Go Guppies Go!**

Bill Bishop | Director of Communications

*updated 18 02 2018*

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## Introduction

For daily practices, the club is divided into Training Groups. Based on a range of considerations, including assessments, age and social considerations, the coaches place each swimmer into the most suitable group based on their commitment level, training ability and performance. For Alumni and O-Cat swimmers, group placement will be based on their competitive level, space permitting. Competition, however, is divided into Divisions based on age. Please see the [2016 BCSSA age group calculator](#) to determine your swimmer's division.

The expectation is that if a swimmer signs up for swim club they are committed to participating in swim meets (weekend and / or development) and significant percentage of practices including dryland training. If you cannot attend a practice, please let your coach know ahead of time.

Groups will be announced at the Season Opener night in May and afterwards emailed as well as posted on WRASA.ca. Please watch your email for the Season Opener date! This is a great opportunity to meet the coaches and your executive as well as learn about all that the season has in store. **It will also be your only chance to order club clothing (Guppy Gear!), custom team swim suits and to get your gear.**

## Club History

WRASA was founded in 1919 on the beaches of White Rock. Large floating wooden frames, the swimming and diving tanks positioned near the pier, were where kids of all ages got instruction and engaged in competition.

In the early years, families would come to White Rock by train to holiday at the seaside. The club numbered up to 1,000 several years. WRASA's great rival was the Crescent Beach Swimming Club who also practiced in tanks anchored in Crescent Beach. The WRASA Killer Guppies and the CBSC Seahorses met annually for the Semiahmoo Cup which featured fierce competition in swimming and diving. The two clubs still meet at development meets and in regular season meets through the summer.



In 1964, Canadian Olympian and Commonwealth Games silver medalist, Irene MacDonald demonstrated high board diving at the White Rock tanks in what was nearly the last season that WRASA used the floating wooden framed training facilities at the end of White Rock pier.

In 1967 the City of Surrey asked WRASA to move from the beach to a newly built outdoor pool in Sunnyside Park and carry on its swim training. The pool is still home to WRASA, despite its non-standard five lane configuration and 100 foot length. However, many WRASA swimmers believe the 33 metre training distance gives them a competitive advantage in 25 metre races.

In 2012, WRASA reclaimed its position as the top competitive club at the BCSSA Provincial Championships. Under the guidance of Olympic Swimmer and 200 IM World Record breaker, Brian Johns, the Killer Guppies picked up from a streak running 1999 to 2001 but continued to win again in 2013, 2014 and 2015 making it four years in a row and 10 years out of the last 17.

In 2016, WRASA was the very first club to host a short-course meet at the newly opened Grandview Heights Aquatic Centre on 24th Avenue.

## Club Objectives

Being nearly 100 years old and a great competitive force in BC summer swimming, WRASA is many things to many people. The current board adheres to some simple guiding principals in developing annual programs and undertaking long range planning.

WRASA is dedicated to the development of swimmers of all abilities for the enjoyment of swimming and success in competition. We strive to offer the highest calibre of coaching, stroke development, starts and turns instruction and competition skills. However, it's not all about racing. We also foster great team spirit, friendships, personal development and leadership opportunities for senior swimmers.

## WRASA Mission

WRASA is committed to providing an exemplary athletic club environment where young athletes

1. have fun and feel like valuable members of a team
2. develop and enhance a well-rounded level of health and athleticism



3. fulfil their potential as competitive swimmers

## **WRASA Objectives**

WRASA is dedicated to

1. promoting opportunities for young athletes to participate in competitive summer swimming;
2. providing training programs that conform to BCSSA standards and that develop the skill, speed and stamina of young athletes in aquatic competition
3. supporting the development of young athletes by introducing opportunities for personal development through setting goals, working hard toward them and measuring success against one's own best performance
4. promoting family involvement, community connection and social interaction across a wide spectrum of cultures, ages where young athletes become role-models and gain opportunities to coach and manage others



## Registration for New and Returning Swimmers

Registration is slightly different depending on whether you are a returning WRASA swimmer, a first-time Winter Training swimmer or a swimmer entirely new to WRASA. This section covers the types of swimmer registrant, the forms required and the dates.

### **I. Returning WRASA Swimmers:**

All required registration forms, including the BCSSA Age Group Calculator, will be posted at [WRASA.ca](http://WRASA.ca) under the Registration tab.

Returning swimmers (ie those that that swam with WRASA in Summer 2015) are offered an \$25 Early Registration incentive to encourage timely registration before February 26. **In order to qualify for this discount your paid registration must be received by Friday, February 26.**

You may complete your registration in the following ways:

- Bring completed forms and cheques to any Winter Training session. Note that the Saturday and Sunday 445-6pm sessions move to Grandview Aquatic Centre after March Break. Sunday 11-45-1pm will stay at the South Surrey Indoor Pool.
- Drop off your completed forms and cheques (no cash - everything in one envelope please) to the UPS Store in Peninsula Village (between Safeway and the pizza place). Box 208, 800 - 15355 24th Ave., Surrey BC V4A 2H9. Please mark the envelope Box 208.

### **II. Winter Training Swimmers:**

If you attended Term I or Term II of Winter Training but did not swim last summer, you will need to complete a Swimming Assessment for admission to the Summer program. Please note that as a competitive club with limited summer space, WRASA applies different assessment standards for Winter Training and Summer Competitive programs.

**Please email the registrar at [info@wrasa.ca](mailto:info@wrasa.ca) to arrange an assessment time.** If we are able to accommodate your swimmer, you will be advised of the next steps in the registration process.



### III. New to WRASA:

If you have never swum with WRASA we look forward to meeting you! You will require an assessment. **Please email the registrar at [info@wrasa.ca](mailto:info@wrasa.ca) to arrange an assessment time.** If we are able to accommodate your swimmer(s) you will be sent registration forms to complete.

## Online Registration

Prospective team members apply for membership by emailing the Club Registrar. The board reviews requests and determines approval. The Head Coach will provide the Registrar and the Board with an assessment of each swimmer's ability and a recommendation on acceptance for group placement. Approved applications are sent a link to register online. Full payment is required with registration. Registration is not complete until a cheque is received by the Registrar for the Volunteer Deposit.

## Registration Groups

This year we are initially registering swimmers as either Junior or Senior. When registration is complete, final group assignments will be made. This could include creating intermediate training groups however we endeavour to minimise the movement between Junior and Senior groups both for the convenience of payment difference and for minimising program disruption. Please see the BCSSA 2016 Age Group Calculator posted with the registration forms to judge your division for this summer.

Swimmers Div I to Div III will be placed in Junior and swimmers Div IV to Div VIII will be placed in Senior. Note that Junior and Senior are just fee placeholders for now while training groups are worked out by the coaches after registration has closed. If your swimmer is moved there will be a corresponding change in registration fees.

## Training Groups

The composition of Training Groups will be presented at the Season Opener in May where you will see which training group your swimmer has been placed in. A swimmer's age or division is only part of the consideration since group placement but the aim is a healthy balance of ability and social well-being. Other factors include swimmer ability and experience, commitment and effort, attitude and maturity.



Sometimes there will further adjustment after the first few weeks of training. Please trust the coaches to make sound judgement but also be understanding of the inherent challenges of building a training group.

## Commitment to Meets

WRASA is a competitive swim team. We are also a FUN team and relays are a big part of the competitive fun but we can't field a relay team if only three swimmers come to a meet. Even worse, if the fourth relay swimmer isn't unavailable, the other three kids don't get to swim, WRASA forfeits valuable points and the club still has to pay the entry fee.

There are TWO ESSENTIAL meets that are CRITICAL to attend. Please indicate at the start of the season if you will be making your swimmer and family available for these important events

### **WRASA WRACES**

### **FRASER SOUTH REGIONAL CHAMPIONSHIPS**

Swimmers who qualify for provincials either in individual events or as part of a relay are expected to attend the BCSSA Championships. This is the final meet of the season and WRASA has won this meet the past four years in a row. Relays are not just a fun event, at Provincials they are a swimmer's mark of achievement, a great privilege and a significant source of points for the club.

### **BCSSA PROVINCIAL CHAMPIONSHIPS**

## Waivers and Declarations

Online registration includes the following declarations and waiters in your registration.

- WRASA Swimmer Registration
- BCSSA Swimmer Registration
- BCSSA S&O Declaration
- BCSSA Media Release
- BCSSA Privacy Policy
- WRASA Scratch Policy
- WRASA Volunteer Policy



WRASA Club Commitment

WRASA Code of Conduct

## **Club Commitment (Code of Conduct)**

All swimmers, parents and coaches must sign the Club Commitment form and return it to the Registrar (either electronically or physically) before attending the first practice of the season. There is NO flexibility on this rule, as mutually respectful behaviour of all club members, including parents, coaches and swimmers is an imperative of WRASA and BCSSA.

Below are the highlights of the Club Commitment. The full text can be viewed on [WRASA.ca](http://WRASA.ca) and on the form that you (the parent, the coach or the swimmer) sign will be found in your registration package (either online or in paper form):

*All participants (competitors, coaches, officials and other volunteers) have an expectation to be treated fairly and with respect and integrity: emotionally, intellectually, physically, culturally, socially, and spiritually. It is important that all participants experience meaningful and enjoyable opportunities in a safe, sportsmanlike environment.*

*Every WRASA participant shall:*

- 1. Respect, understand and uphold the principles of good sportsmanship in all of his or her actions;*
- 2. Promote safety in all activities and support an enjoyable atmosphere that promotes good competition;*
- 3. Act to eliminate behaviour and actions which detract from a safe and enjoyable environment;*
- 4. Not tolerate abuse or harassment by anyone during practices, meets, social functions and any other WRASA and BCSSA activities and act to limit its presence and damaging effects.*



## What Your Fees Cover

We are happy to continue keeping our summer fees low. In fact, compared to other sports and a 12-week program with individual coaching and many competitive meets, swimming fees are amongst the lowest. Nevertheless, we'd like you to know what your 2016 registration fees cover:

- All training, coaching and pool costs
- Meet entry fees for WRASA sanctioned meets on the club schedule.
- BCSSA and Regional fees totalling \$38 for the year up to April 30, 2017. WRASA swimmers who register for winter training following this season will not have to pay the BCSSA fee again.

### **Outstanding balances**

- All returning members must be in good standing at the time of registration in order to register. This includes unpaid meet fees from the previous season.



# Training Group Descriptions

## **Guppies in Training / GIT & Development**

This group will include all kids who are at the earlier stages of learning proper stroke technique. The primary goal is for all swimmers to train ALL FOUR strokes within the guidelines of the rules for BCSSA. BCSSA membership/insurance is required and included in your fees.

The GIT and Development groups are the very earliest introduction to WRASA and competitive swimming.

## **Junior**

This group will be for children who are able to train in all four strokes and are ready physically and mentally for increased pool time. Primary goals are proficiency and reliability in ALL 4 strokes (as well as starts and turns).

Coaching at this stage is intensive and involves stroke correction and development. BCSSA membership/insurance is required and included in your fees.

## **Intermediate**

For swimmers whose age, ability and maturity don't quite place them in Junior or Senior but whose accomplishments in the pool warrant their own training group. The annual creation of this group depends entirely on the make up swimmers during registration.

In order to minimise the movement of swimmers between groups and the changes in fees owing, the Intermediate Group is not offered for Registration. All swimmers are placed in either Junior or Senior. The decision to create an Intermediate group may come some weeks after training begins and only if the head coach deems it necessary.

## **Senior**

This group is for swimmers who are ready for the physical demands of the sport and generally have well developed accuracy and skill in all four strokes and in starts, turns, and finishes. The group will be sub-divided into training groups determined by performance level in the 'core' events (the 4 100's + 200



IM), commitment level and trainability within each group.

The primary goal is toward performance at Provincials/Regionals. BCSSA membership/insurance is required and included in your fees. Senior often comprises two groups, a stroke-intensive senior development group, and a speed-intensive high-performance group. The senior speed group is the club's most physically demanding and mentally challenging training group and is designed to push high-performing athletes to top levels of performance.

## **Open Category / O Cat**

This category is for winter swimmers or swimmers who do not qualify for Summer ("S") status under BCSSA S/O rules.

All winter swimmers must be registered prior to July 1. Participation in WRASA swim practices may begin once winter season has ended or no earlier than July 1st; whichever date is later. This membership includes all practice times. BCSSA membership/insurance is required and included in your fees.

This category of membership includes the WRASA WRACES meet, three additional swim meets AFTER July 1st, Fraser South Regionals and, if the swimmer qualifies, BCSSA Provincials.

O Cat swimmers formally join the club starting July 1 and cannot attend any practices or meets before that date, O Cat swimmers are able to attend any Clinic Series sessions (if offered), which are optional and offered separately from the regular training sessions. If O Cat swimmers wish to attend practices or meets before July 1, they must convert their membership to full Junior, (Intermediate) or Senior status.

## **Alumnus**

The Alumnus category is reserved for long-time WRASA swimmers who are employed in summer jobs and cannot participate in all training sessions. A WRASA Alumnus swimmer must be Division VI or higher and have swum with WRASA for at least three years, the most recent two being consecutive. Swimmers may apply for admission to the Alumni category through the Registrar who will refer the request to the WRASA Board of Directors to render a decision.

An Alumnus swimmer may attend a maximum of FOUR sessions of swimming per week of which at least TWO sessions must be in the morning. The coaching staff will monitor attendance for this category and the swimmer may be given the choice to either swim the designated hours for this category or be moved to the senior category and pay an adjusted fee.



## Club Policies

As a volunteer, non-profit association, WRASA is entirely dependent on the support and energy of parents to deliver our annual programs. Both summer and winter training programs are organised entirely by volunteers. As you would expect of a non-profit, we are mindful of every dollar collected from families and constantly watchful of how it is spent. As such, the club has adopted the following policies to ensure fairness to all families and swimmers.

### Volunteer Policy

One of the best things about summer swimming is being part of a great community and family environment. Summer swimming is very much a family experience.

As with other sports, you will find that the effort you put in directly influences the experience your family will have. Running a swim club and swim meets takes an extraordinary amount of volunteer support. We really rely on everyone's help. As such, we require each family to complete the following volunteer hours:

1. At least 8 hours at WRASA WRACES – the swim meet we host
2. At least 8 hours general volunteering throughout the season
3. At least one on-deck shift at every swim meet attended (These hours do not count toward your volunteer requirement of 16 hrs but are expected at every meet your swimmer(s) attend).

### Why We All Volunteer

We have lots of ways to fulfil the volunteer hours, so don't be shy about asking. Volunteer opportunities will be posted regularly on our website at WRASA.ca and you can track your hours online. There are lots of ways to get involved and you are sure to find something you love to do.

To ensure the equal participation and the overall success of the club, a non participation cheque in the amount of **\$300.00 per family** is required (post-dated to August 1st, 2014) before your swimmer(s) can enter the water.

This non-participation cheque will only be cashed if you do not meet your participation requirements. In the event of an early withdrawal from the club, your non-participation cheque will be cashed. WRASA does not make exceptions. Families that do not complete their hours will have their cheque deposited without notice.



So, get involved! Have fun! Learn something new! Have a great year!

## **Expense Policy**

Whether you are a WRASA parent, volunteer, coach or swimmer, you may be asked to procure specific items on behalf of the club. Being a non-profit club, we make every effort to limit expenses and prefer to not spend money if there is an alternative. When there is no alternative, if you are asked to make purchases for the Club, please make every reasonable effort to minimize the cost.

Expense Guidelines:

1. mileage is limited to out of town events or specific destinations which have been previously approved by the President and is paid at the rate set by BCSSA for mileage expenses;
2. the club will not reimburse expenses for alcohol
3. proper WRASA expense forms must be used for all claims and must be dated and signed by the claimant and the person who approved the expense (request from from [treasurer@WRASA.ca](mailto:treasurer@WRASA.ca))
4. receipts must be attached to expense forms
5. expenses must be filed within 30 days of incurring the expense

We appreciate your help and try to repay all expenses as quickly as possible, usually in the same week.

## **Refund Policy**

WRASA is a nonprofit entity and bases its coaching and pool use requirements on a swimmer's commitment for the entire session. Accordingly, refunds are generally not granted. However, if a swimmer leaves the club or session within 2 weeks of joining and has participated in no more than 2 practices, they shall be granted a full refund of membership dues and their non-participation cheque will be returned.

Requests for refunds shall be made in writing to the Board and will be decided upon at the first board meeting in September. BCSSA, administrative / credit card and fundraising fees cannot be returned, regardless of the date of withdrawal. No exceptions.

In the event of early withdrawal after the 2 week / 2 practice window (described above) and non-completion of the required volunteer hours, the swimmer's non-participation cheque will be cashed.



## **Scratch Policy**

The club pays all meet entry fees on behalf of swimmers and these entry fees make up a considerable portion of the club's operating budget. As a non-profit club, it is essential that we make prudent use of all funds.

If you are unable to attend a meet that you previously signed up for, please cancel by email two weeks prior to the first day of the meet. Notification of your cancelation must be directed to the Head Coach. Simply deleting the swimmer's name from the online sign-up page does not ensure that you will not be charged for the scratch.

If you scratch (do not swim) from an entire meet or from an event for any reason, then the fees that are imposed on WRASA by the host club will be billed to you in the week following the meet and must be paid as soon as possible. This includes missing a race(s) due to tardiness. Failure to pay scratch fees may block the swimmer from being entered in future events.

**Relay Fees:** Relays are a big part of swimming. They are made up of four swimmers and one missing swimmer disqualifies an entire team from competing. If you leave a meet prior to the end of relays which results in the relay team having to be scratched you may be responsible for the entire fee attached to this relay. Relay entry fees are significantly more expensive than individual meet entries.

## **Processing Fees**

Processing fees associated with credit card payments for online registration do not accrue to WRASA and are not returned to the club and therefore cannot be refunded.

## **Medical Refunds**

The Club cannot scale down its costs incrementally when a swimmer is unable to participate. Therefore, the club cannot offer a refund for injuries or medical conditions arising after the season begins. If you are certain that special circumstances apply, your request, reasons and all supporting documentation must be received by the Board in writing within seven (7) days of the condition becoming known.

## **Fundraising Fee**

The fundraising fee is non-refundable regardless of the date of withdrawal without exception.



## **Online Registration**

Families registering with WRASA will process their enrolment and payment online through Active Works Swim Manager and keeping a current credit card on file for registration payments, fee adjustments and other charges arises (ex. Scratch Fees).

Members will be advised of any new credits or charges to their account via the Active Works Swim Portal (registration website) and will have until the end of the month to review and query their statement.

## **Relay Policy**

Relay teams at each meet are composed by the coaching staff and members of the team will vary through the season. The choice of swimmers for each relay team, the strokes and the order in which they swim is entirely the coach's.

At Regionals, relay teams finishing in the top two spots secure the Club a relay slot for Provincials. The composition of the team that swims at provincials is by the coaching staff's determination regardless of the swimmers on the team at Regionals.

The guiding philosophy of building relay teams is speed. In some cases, depending on swimmer age and opportunities for experience, the coaching staff may build relay teams with other objectives in mind. However, in every case, the selection of swimmers for relay teams is always a decision made by the coaching staff.

Among relay teams Div. III and below, the members of the qualifying team at Regionals shall swim together at Provincials.

## **Discipline Policy**

WRASA is subject to the BCSSA Harassment Policy for the protection of all staff, athletes and members. It is the responsibility of all staff, athletes and members to support a positive team atmosphere, to discourage those acting against it and to immediately report instances of unbecoming behaviour to a coach or club director.

In accordance with our constitution and bylaws, the club's staff, directors and discipline committee will investigate and determine corrective steps, which may include but are not limited to apology, suspension and exclusion from the club. All decisions are final and appeals will not be entertained.



## Team Colours

Swimmers are required to have an official Red Guppy t-shirt or hoodie and expected to wear WRASA team shirts at all meets.

Wearing team colours is an important part of representing WRASA on the deck at swim meets. The Head Coach would like to have all swimmers who are attending meets to wear the team t-shirts and WRASA swim caps. **Other team clothing, including** hoodies, track pants, etc. are optional and will be available to order at the Season Opener.

## Season Opener Night

This is one of the most important evenings in the club calendar. Come hear what is planned for the season, get your group placement, meet the new coaches and order your WRASA club clothing and suits (aka Guppy Gear).

For your convenience, Team Aquatic will attend our opening night kick off with a full supply of gear. Coaches will advise their groups what gear is needed for the season training.

See club website for details of date and location.



## Club Governance

WRASA is a member association of the British Columbia Summer Swimming Association (BCSSA) and upholds to the BCSSA's policies and provisions. WRASA competes in BCSSA-sanctioned swimming meets which are run according to the BCSSA Rules of Summer Swimming.

WRASA is a non-profit association incorporated under the BC Societies Act and its constitution is filed with the province. The club has a set of permanent bylaws and the board may enact annually-renewable by-laws as it sees fit. The club holds its election of officers and Annual General Meeting (AGM) in the Autumn each year and proper notice is given to the entire club membership 30 days in advance.

### WRASA Board of Directors

At the Annual General Meeting, parents of swimmers vote as club members to elect the Executive and Board of Directors. Executive roles include Secretary, Treasurer, Vice President and President.

Directors are elected at large and the President assigns portfolios such as coaching, communications, officials, registrar, awards, etc.

### Description of Board Roles

Executive Directors (4)

**President** | Sets agenda for board meetings and, with support of the Board, the overall direction club development in short term needs and long term strategy. Is a member of and attends monthly meetings of the Fraser South Regional Board and represents the interests of the WRASA board and membership by voting at the Annual General Meetings of the Fraser South Region and the BCSSA. Is a de facto member of all club committees but does not vote at WRASA board meetings. Stewards the club vision and values and guides the board in determining the best actions for the membership, swimmers and long-term health of the club. Automatically becomes Past President at end of term. (Two-year term, no limit on terms)

**Vice President** | Supports the President and is ready to step into the President's role any time the President is unable to be present at meetings, votes and discussions. Head specific projects and lead committees as requested by the President. Provides penultimate decision-making authority in matters of



conflict and discipline in matters involving members and swimmers. Streams toward President role. (Two-year term, no limit on terms)

**Treasurer** | Maintains current financial records of club. Prepares annual budget and provides President and Board with updates each Board meeting and as requested. Prepares BC Gaming submissions. Ensures accuracy and completeness in BC Gaming accounts, records and statements, including preparation of end of year and mid-year statements for BC Gaming application and updates. Handles all financial transactions of club including coaching payments.

**Secretary** | Attends all Board meetings and the Annual General Meeting for the purpose of keeping records of discussions, motions, votes and resolutions determined at those meetings and circulates these minutes for review and adoption by the Board. Is the keeper and authority of the WRASA Constitution and provides ready reference at Board meetings, extraordinary meetings and AGM of the club. Sets the agenda, date and location and ensures all members required at meetings have due notice.

Non-Executive Directors (4-6)

**Registrar** | Manages receipt of applications, documentation and fees paid by swimmers seeking membership in WRASA. Work directly and indirectly with Fraser South and BCSSA by providing documents supporting age verification and registration of swimmers. Acts as a liaison between families and Head Coach on group placement. Registrar has ultimate authority over summer program and winter training though duties may be split between the two intakes.

**Director, Communications** | Single point of communication between the board and the active membership, ensures maintenance of website, dispersal of club information and timely delivery of updates via email. Oversees marketing of club to new members, promotion through public relations, advertising, press releases, website, web marketing and social media. Maintains the club's social media and communications strategies and policies. Acts as media liaison and spokesperson for the club when the president is not available.

**Director of Coaching and Coaching Committee Chair** | Appointed by the president and board of directors, ensures directions for club program delivery as set by the Board are carried out through the Head Coach and Coaching Staff, while also ensuring the feedback from coaches is heard and considered by the Board of Directors. Through making recommendations for the Board to approve, is responsible for leading the coaching committee in managing and supporting coaching staff; hiring, setting pay and awarding bonuses; reviewing and supporting work performance; working with Head Coach to define and advance a structure of succession, senior leadership and team-building among coaches; as well as



ensuring coaches' individual training credentials are current and maintained. First authority after Head Coach in addressing issues of swimmer discipline. Coaching Committee Chair must hold a current position on the board and is subject to the term limits that position.

**Coaching Committee Member** | Appointed by the board or directors, typically two members support the committee chair and act to provide additional viewpoints and consideration of decisions and directions on coaching staff and program structure and delivery. Responsible for contributing to committee decisions detailed under committee chair description as well as for acting in place of the committee chair at times when the chair is unavailable. Committee members need not hold roles on the board and may be appointed directly by the WRASA president with consultation of the coaching committee or by the committee chair with the approval of the board.

**Director, Officials** | Maintains a record of WRASA members' training levels and provides opportunities for training according to the BCSSA Levels of Officiating. Arranges clinics, helps members obtain training, arranges shadows for new officials and ensures WRASA's obligation to provide deck officials is met at each meet. The Director may be appointed directly by the President or elected as a Director at Large at the AGM and then appointed to this role by the President. (2-Year term -- No limit on terms)

**Director, Awards & Recognition** | Maintains a record of all swimmers' times and records for each season. Ensures all WRASA swimmers are properly recognized and awarded the appropriate accolades at WRASA's annual awards event, Celebrate the Season. Ensures club records are kept current, works with Head Coach to determine winners of special awards, manages inventory of awards and directs the execution of all aspects of the annual awards event.

**Director, Club Engagement** | Ensures that WRASA balances its competitive programs with fun activities and events. Develop a club calendar of events that support swimmer engagement in club spirit, social interaction across ages and divisions, promotion of healthy competition and opportunities for swimmers of all abilities. These events are designed to engage both swimmers and parents to gain a sense of involvement, accomplishment and satisfaction. Works closely with the Director, Volunteers to ensure events are properly staffed by volunteers to lead the event and execute the various details and requirements. Work closely with all coaches to ensure alignment of events with training goals such as nutrition or timing to achieve the best social and athletic outcome for swimmers.

**Director at Large** | Elected by the membership at the AGM or specially appointed by the President and board, every non-executive board member is first created as a Director at Large and takes on a portfolio that suits his or her interests or as requested by the President. (2-Year term -- No limit on terms)



## Committee Roles

Committees are needed to facilitate the smooth functioning of the club's activities. The executive cannot operate the club without the assistance of the members.

When your swimmer registers, you are making a commitment to volunteer your time! The club is only as good as the parent volunteers running it. So get involved, join a committee or take leadership of one you've done before. You will reap many rewards.

**Meet Manager:** general manager of club-hosted competitions including WRASA Development Meet and WRASA WRACES. Controls budget and planning and organizing of contracts, supplier and key personnel including the Meet Referee. Planning for the Development Meet takes about two weeks, for WRASA WRACES takes up to two months.

**Volunteer Coordinator:** all the volunteering opportunities are available on [WRASA.ca](http://WRASA.ca) for sign up and review of complete descriptions of each role. The Coordinator manages the posting of roles (not all at once) and the filing of the jobs. Members manage their own hours though the Coordinator can assist. The Coordinator can help families ensure their obligation is complete by the end of the season and advises the board of the names of families who did not meet their obligation.

**Concession Committee:** coordinates the menu, purchasing, preparation and selling of food and refreshments at WRASA WRACES and our Development Meet.

**Deck Food Committee:** WRASA has established an envied reputation for great deck food at our annual meet to keep deck officials and coaches happy and fed. The committee is responsible for collecting the supplies and refreshments needed from the club members to keep cost down. The committee is also responsible for getting enough deck food runners to serve the officials on deck, in the office, at marshalling etc., throughout the meet.

**Social Committee:** assists the social director in organising annual events and developing new social events before the season starts, and then running them throughout the season. Important events are: Guppy Games, Mini Meet, Coaches Appreciation Night, Regionals Breakfast and Celebrate the Season. Friday and Wednesday nights at Sunnyside are excellent opportunities to expand club culture and inject fun new events into the WRASA season.

**Guppy Gear & Clothing:** orders and sells team swim suits, caps, team shirts, hoodies, coaches clothing, and other Killer Guppy apparel. Manages stock of team racing caps.



## Roles at WRASA WRACES

**Book Sale** - a major fundraiser at our meet, involves collecting high quality, desirable titles across a broad range of reading interest - also requires a keen sense for what won't sell and will just be heavy to carry home again

**Gift Baskets** - an important fundraiser for the Club, involves collecting donated items from local businesses and organising them in attractive baskets to be offered by silent auction

**Runners** - runs paper work from the deck to the timing / electronics room or office.

**Deck Food Runner** - helps prepare and distribute food and drink.

**Chief Meet Recorder** - The CMR supervises the smooth running of the recording table [also called the crash desk] and office to ensure that the rules governing place judging and timing are applied correctly in determining the official time for each swimmer and the final order of finish for all events.

**Concession** - cooks and coordinators to prepare food, handle money, take orders and keep swimmers and parents happy and well-fed. Sometimes requires a trip to the store for more supplies.

**Clerk of the Course** - Responsible for checking swimmers into marshalling prior to each event and maintains control of swimmers from the time they are checked in until they are turned over to the Referee.

**Data Entry** - enters the verified times into the computer in a timely fashion so that results can be posted for all to see.

**Marshalling** - helps the swimmers get into the correct heat and lane and to the blocks.

**Announcer** - announces the event numbers, etc.

**Yahtzee Coordinator** - a great tradition at WRASA WRACES is awarding prizes to swimmers whose official times in heats or finals correspond to Yahtzee number sequences - simple to organise, really fun for the kids



# The British Columbia Summer Swimming Association

WRASA is a non-profit association incorporated under the BC Societies Act. As a member club of the British Columbia Summer Swimming Association WRASA operates under the rules, regulations and insurance cover of the BCSSA and adheres to the policies of the provincial body.

## Useful Links

BCSSA has an excellent website full of information about summer swimming.

<http://www.bcsummerswimming.com/>

### Age Locator

<http://www.bcsummerswimming.com/docs/Registration-AgeLocator-Swimming&Synchro-2016.pdf>

### Provincial Championships

<http://www.bcsummerswimming.com/provincials.html>

### Parents Resource Guide

<http://www.bcsummerswimming.com/docs/ReferenceGuides-ParentResourceGuide.pdf>

### FAQs

<http://www.bcsummerswimming.com/docs/ReferenceGuides-BCSSA-FAQ.pdf>

### Resources for Officials

<http://www.bcsummerswimming.com/off-areas.html>

## BCSSA Regions and Clubs

The BCSSA comprises eight region: Cariboo, Fraser South, Fraser Valley, Kootenay, Okanagan, Simon Fraser, Vancouver District, and Vancouver Island. Within these regions are member clubs, like WRASA, that compete.



## Fraser South Region

WRASA is a member club of the Fraser South Region, which comprises the following swim clubs:

1. Boundary Bay Bluebacks (B4)      Winskill Pool, Tsawwassen
2. Cloverdale Tritons
3. Crescent Beach Seahorses      CBSC Pool, Crescent Beach
4. Ladner Stingrays      Ladner Outdoor Pool, Delta
5. North Delta Sunfish      Sungod Pool, Delta
6. Richmond Kigoos      Steveston Outdoor Pool, Richmond
7. Surrey Sea Lions      Bear Creek Park, Surrey
8. WRASA Killer Guppies      Sunnyside Park Outdoor Pool, Surrey

Each of the eight regions within the BCSSA, including Fraser South, host a Regional Championship meet typically held during the first weekend of August. All swimmers who have participated in at least one event at one club meet may swim at Regionals. Swimmers who achieve qualifying results at the Fraser South Regional meet may be sent to the Provincial Championships.

The Provincial qualifiers are those swimmers who place first, second or third in individual events at Regionals or achieve a Provincial Qualifying Time (“PQT”) during the finals at regionals.

The first and second place relay teams at Regionals will also go to Provincials. Each club tries to win the most points for their region, using a points system for each ribbon earned by their club members.



## Swim Meets

Swimming is both an individual sport and a team sport. Every swimmer will get to enjoy individual races in the season and have the chance to try to beat their best time in the pool and measure their improvement from training. We emphasise fast swimming - not winning - so that every swimmer's measure of success is compared to their last effort in the pool. Swim meets provide a motivational, weekly update on a swimmer's progress through the season.

As a team sport, relays are a critical part of making summer swimming fun for everyone. Relays enable all swimmers to share in aquatic success even in years when their individual races are not as strong. Not every swimmer can be on a relay team at every meet, but when they are, as a competitive club and as a team, WRASA expects every swimmer to be a dedicated and supportive participant.

## Swim Meet Policies

### Meet Commitment

WRASA expects swimmers to be available for the most important meets - WRASA WRACES and Fraser South Regional Championships at Watermania in Richmond. If you know at the beginning of the season that you will not be available, please advise your coach right away.

**WRASA WRACES | JULY 23RD & 24TH**

**FRASER SOUTH REGIONAL CHAMPIONSHIPS | AUGUST 5TH TO 7TH**

If your swimmer qualifies at Regionals to swim at Provincials, in either an individual event or a relay, you will be expected to also attend BCSSA Provincials in Kamloops.

Swimmers who qualify for provincials either in individual events or as part of a relay are expected to attend the BCSSA Championships. This is the final meet of the season and WRASA has won this meet the past four years in a row. Relays are not just a fun event, at Provincials they are a swimmer's mark of achievement, a great privilege and a significant source of points for the club.

**BCSSA PROVINCIAL CHAMPIONSHIPS | AUGUST 18TH TO 21ST**



## Meet Sign Up

Meet sign up its through [WRASA.ca](http://WRASA.ca)

## Relay Policy

Composition of relays teams is entirely at the coach's discretion. Coaches have their own reasons for how they build relay teams and may have a range of objectives in mind when they change the team make up or stroke assignment. It is not for swimmers or parents to question, interfere with or attempt to change the relay team assignment.

Club relay teams at Provincials are composed of the fastest swimmers or fastest combination of swimmers per division. The composition may be different than the team that placed at Regionals. If you are chosen to be on a relay team at Regionals or Provincials, it is extremely important that you are present, prepare and committed to racing.

## Scratch Policy

The club pays all meet entry fees. The club must pay even when a swimmer misses, or scratches from his or her race.

In the cases of relays, one missing swimmer disqualifies an entire team from competing. Since relays are late in the event day, this means three families have waited around for no reason.

Whenever a swimmer misses a race for which he or she is entered, the family must repay the Club the fee for the missed race. Failure to do so may block the swimmer from being entered in future events.

Accordingly, additional meet fees will be charged to a swimmer for the following reasons:

- a) If you are unable to attend a meet that you previously signed up for, please cancel by email two weeks prior to the first day of the meet. Notification of your cancellation must be directed to the Head Coach, Simply deleting the swimmer's name from the online sign-up sheet does not ensure that you will not be charged for the scratch.
- b) If you scratch (do not swim) from an entire meet or from an event, then the fees that are imposed on WRASA by the host club will be **billed to** you on the Monday following the meet and must be paid as soon as **possible**. This also includes missing a race(s) due tardiness.



- c) Scratch fees incurred due to a medical reason will be forgiven with a doctor's note. WRASA will charge you the exact amount that the host club charged.
- d) The club discourages deck entries as the host clubs charge us a surcharge. Should a deck entry be made then these additional charges will be charged back to the swimmer
- e) Relay Fees: If you leave a meet prior to the end of your child's relays which results in the relay team having to be scratched you may be responsible for the fee attached to this relay. Relay entry fees are significantly more expensive than individual meet entries.

## Your Volunteer Obligation at Meets

When your swimmer is at a meet, each family is responsible for **one deck shift per meet**.

Every swim meet relies on parent volunteers from all participating clubs to do timing and stroke and turn. Lane Timing is a great way to get a front row seat to the races, all while learning a tonne about swimming! Stroke and Turn can follow later.

Stroke and Turn Clinics are organised at the start of every season. WRASA often hosts one but WRASA members may attend clinics held by any club. Watch your email for details.

## Officiating and Deck Shifts at Meets

It takes 60 to 80 volunteer parents and officials to run a swim meet.

Therefore, club requires that all WRASA parents assist at meets. Volunteer shifts are typically two hours each. Sign up is increasingly offered online but also on paper at meets, normally near the announcer's table. Parents must cover at least one shift at every meet their swimmers attend.

There is a range of positions spanning a range of experience and commitment. Training clinics are available early in the season for the deck official jobs such as Stroke & Turn and Starter & Referee. You will always find someone in one of these positions who is happy to help you learn the role - just ask.



## Description of Roles

Officials are recognised by the coloured BCSSA pins on their name tags that indicate their level of training and experience. Training for officials is available at clinics held early in the season by many regional clubs and sometimes by the BCSSA. There is no charge for these clinics. Information is often emailed but also available on BCSSA and club websites.

Junior officials start with Green and then move to Red pins once they prove competent Stroke and Turn judges. Senior officials are recognised by Light Blue pins for starter and referee. The senior-most officials, chief officials or Master officials wear Dark Blue pins. The Orange specialty pin indicates expertise in electronics, meet marshalling, computers or meet management.

More information about Officials: <http://www.bcsummerswimming.com/off-areas.html>

Not all roles at meets require a lot of experience. Please read through this list and find roles you'd like to try out. Everyone is happy to help show you how to do the job. You need only ask.

### **JUNIOR OFFICIAL | GREEN PIN**

**Lane Timer:** (no experience needed) three timers are seated at the starting end of each lane. One is a recorder and two are timers. When swimmers come to the block for their race, the recorder has them say their name to ensure they are in the right position. The swimmer may give the recorder a card for the event on which the recorder will record the swimmer's race time. The recorder may also be asked to record an Official time given by the Head Timer for a first or second place finish. Each block may have a combination of two or three plungers or stopwatches. All three timers must stand up, walk to the edge of the pool and observe the swimmer finish the race by looking directly down at the pool wall or timing pad to accurately see the finish. The Head Timer will alert timers when race lengths change from 50m to 100m and 25m. During 100m and 200m races, one timer must correctly plunge each time the swimmer turns at the 50m, 100m, or 150m wall. The Head Time or Referee will confirm this instruction.

**Head Recorder:** described above.

**Place Judges:** often used only at bigger meets, two place judges are seated at either side of the finishing wall and record the finish order of the swimmers. The Head Timer or Referee will instruct each judge to take either all eight places or for each pair to share top four and bottom four.

**Marshall:** works in the swimmer marshalling area and assists the Clerk of the Course in organising swimmers into their correct lanes and ensuring they arrive at the correct block for the correct race.



## INTERMEDIATE OFFICIAL | RED PIN

**Stroke and Turn Judge:** after completing a stroke and turn clinic, the new judge will shadow an experienced official to gain familiarity with judging the legality of strokes and turns under race conditions. Careful study of the Rule Book is essential to ensure an understanding of the rules and accurate representation of the infraction recorded on the disqualification form. When an infraction is observed, the judge records the details and delivers the form to the Session Referee who may ask clarifying questions of the judge. If the disqualification is accepted by the referee, it is given to the Director of Disqualifications to review with the appropriate coach. If the disqualification is subsequently challenged, the judge may be asked to provide in-depth detail about what was observed.

**Recording Clerk:** positioned at the crash desk to receive and review the outcomes of each race including official times, disqualifications. The Clerk makes the official record of each race, ensuring all times are correct and consistent with the Session Referee and with electronics where discrepancies arise. All official race records are passed to the Chief Meet Recorder and the Meet Referee for final approval.

**Head Timer:** an experienced lane timer who is able to instruct, guide and manage all 24 lane timers during a meet. The Head Timer carries two stopwatches and records the finishing times of the first and second place swimmers and gives those times to the recorders in the respective lanes. A lane timer, starter or referee may sometimes ask the Head Timer to provide an official time.

**Clerk of the Course:** responsible for ensuring the correct swimmers and relay teams are checked into the correct races within the legal time limits. Also responsible for disqualifying swimmers who fail to check in within the legal time limit and for replacing those swimmers with legal alternates. Has full authority over the marshalling area and over all check-in swimmers until they reach the starting blocks and are turned over to the Referee. Under this authority, the Clerk will report any improper conduct to the Meet Referee.

## SENIOR OFFICIAL | LIGHT BLUE PIN

**Starter:** is given authority by the Referee to start the race. Displays full knowledge and excellent judgement in maintaining ensuring the fairest start for all swimmers by properly enforcing all the rules of swimming competition.

**Referee:** each meet has two types of referee; Session Referee who is on deck for a two hour shift and the Meet Referee who remains responsible for the meet, all swimmers and all officials for the duration of the competition. Referees are the final judges, the guarantors of fair play for all competitors, and the directors of the proceedings. Their discipline and conduct will be reflected in the way in which the meet progresses. They are the key to a successful competition.



**Meet Manager:** outside of officiating, for all other aspects of the running of the meet the Meet Manager is where the buck stops. Meet Managers know the meet rules and are experienced in the operation of a swim meet. Although every meet is meticulously planned, the Meet Manger is prepared for the unexpected and ready to take charge.

**Chief Meet Recorder:** ensures the smooth running of the recording table [also called the crash desk] and office to provide that the rules governing place judging and timing are applied correctly in determining the official time for each swimmer and the final order of finish for all events.

**Designated Disqualifying Official:** provides a final review of the disqualification form after the referee has accepted it from the relevant deck official. Ensures the accuracy of all parts of the form and may review with the officials again. Advises the appropriate coach of the disqualification, making note of name and time and ensures safe delivery of the form to the Recording Clerk.

**Back-up Referee and Starter:** early in the season, these case be shadow or training roles while later in the season they are fully qualified officials who are ready to fully assume the role during very busy events.

## **MASTER OFFICIAL | DARK BLUE PIN**

The master official has both practical and full theoretical knowledge of all tasks related to swimming competitions. In addition to fulfilling all officials roles at Provincials, the master's depth and breadth of experience and training makes him or her capable of training, evaluating and certifying all other officials.

## **Disqualifications**

A swimmer or a relay team is disqualified from an event when the meet referee accepts that an infraction of the BCSSA Rules for Swimming has been committed. It's not a big deal. In fact, it's part of the learning process.

Swimmers will disqualify from races, both in heats and in finals, for a range of reasons. At the start of the season, the most common DQs are for stroke infractions in the technical strokes such as Butterfly and Breaststroke. As coaches make the necessary corrections and swimmers improve their technique, the mid-season DQs are typically turns and finishes in Backstroke, Butterfly and Breaststroke. Again, it's a process for swimmers getting used to managing so many details in a race and still swimming fast. Toward the end of the season, as swimmers prepare for championship meets and are seeking their best times, starts and relay takeovers gather more DQs.



The important point to keep in mind as a swimmer and a parent is that DQs are part of swim training and an effective way to help swimmers be mindful the rules. The hope of every club and every region is that coaches and swimmers will work to eliminate DQs before the regional and provincial championships to ensure the best outcome and reward for a summer of hard work.

Please be mindful that in every DQ, the benefit of the doubt always goes to the swimmer. The officials on deck are parents of swimmers and some were once swimmers themselves. A DQ slip is reviewed by the deck official, session referee, director of disqualification, the swimmer's coach, the meet referee and the chief meet recorder before it is accepted and made official. At every step, the benefit of the doubt goes to swimmer and every effort is made to ensure the DQ is correct and provides a learning opportunity to the swimmer. In some cases, the infraction might be flagrant, such as in cases where a senior swimmer leaves the block early to gain an advantage. However, in every case, the intent of the DQ is to uphold the fairest competitive conditions for all swimmers and the most consistent application of the swimming rules.

A final word on relay DQs: there is rarely a single infraction when a relay team is disqualified. A swimmer should never feel personally responsible for a team's disqualification and MOST IMPORTANT no member of a relay team should ever suggest this or allow his or her teammate to feel personally at fault. Deck officials have a large jurisdiction to cover and it is not possible for every error can be seen and recorded. Odds are that if a relay team is disqualified for one errors, it has likely committed several others.

## **BCSSA Rules of Swimming**

BCSSA grounds its rules of competitive swimming in the official rules of FINA, Swim Canada and Swim BC. Rule changes by these bodies are carefully tracked by BCSSA and are normally reflected in updates to BCSSA rules published before the start of the summer season.

In cases where BCSSA's rule book is at variance to other bodies, the last published BCSSA rule book is the official set for all official BCSSA competitions at club, Regional and Provincial meets.

Swimmer and parents can obtain a copy of the BCSSA Rule Book from their club Director of Officials and from the BCSSA Office. They can also attend clinics hosted by BCSSA and Clubs on Stroke & Turn and Starter & Referee. These are typically held early in the season.

Rule Books are available from the WRASA Director of Officials. A copy can also be found on the BCSSA website ([www.BCSummerSwimming.ca](http://www.BCSummerSwimming.ca)).



## Guide to Your First Swim Meet

If this is your first season, you will want to scroll down the document to the notes specially created for swimmers and families new to summer swimming. Here you will find some useful guides to

- why are we doing this again?
- what to expect
- what happens at a meet
- what to pack
- what to eat (swimmer nutrition)

Your first meet will likely be a Development Meet held in the afternoon during the week. These are lovely, compact meets that help get swimmers used to the idea of competition and help get parents comfortable with letting their little ones go into marshalling, sit on a bench, walk out to the block, dive in, swim a race, get some candy, talk to their coach and then tell them about every exciting detail. Or go off and play with their new swimming friends.

Your next big type of meet will be the Club Meet held over a weekend and running from 6 am Saturday to about 4 pm Sunday. Your first one will feel like a marathon and you might seriously think about it before you go to the second one. But this is the heart of summer swimming. Weekend meets are mostly outdoors in the warm summer sun. Unless it's raining. Sometimes at outdoor pools but always with clusters of canopies, tents and sunshades where swimmers and parents group together by team and socialise between events.

Let's walk through what you'll see when you arrive at the first Club Meet. Your first Development Meet will be similar but smaller and easier to understand if you read this first.

### **Why are we doing this again?**

There's nothing else quite like summer swimming. It's hard to point to another sport where parents and athletes camp outdoors for two days so they can spend about four minutes total racing in the pool. The reason people do it is for the fun, the atmosphere and the great things swimming does for families and swimmers.



Families get to spend time together and with other families all sharing a great sporting experience. The hours at a swim meet give you lots of time to get to know people and become involved in the club. As volunteer-run associations, clubs rely on parents to get involved and a lot of club business happens during a meet.

If you know any competitive swimmers in high school, you'll notice that not only are they fit, healthy, active kids, they also tend to be strong academically and socially well-adjusted. Swimming can't take all the credit for this, but it is typical of kids involved in a social, family-based, competitive sport to develop many traits that serve them well as adults.

You'll also see many of these kids get involved in WRASA's Senior Leadership program where swimmers learn to be coaches and take responsibility for younger swimmers. Others take courses qualifying them to be swim instructors and lifeguards which both provide lucrative employment at university.

But for now, let's just get your little swimmer to the meet.

## **What to expect**

No matter how early you arrive at a weekend meet, someone else will have come sooner and taken the parking spot or camping space you wanted. Plan to arrive at 6 am for most meets. WRASA has a special place at every meet where the entire club gathers and sets up canopies. We call this Camp Killer Guppy and it's where everything outside the pool happens during the meet.

In their second year, most families purchase a large white canopy from Costco. This provides shelter from rain and sun and seating for about six in chairs or eight in sleeping bags. A groundsheet provides a barrier from the moist ground and makes a good place for kids to sit, socialite and play cards - no, for real - they actually play cards quite a bit!

Get your family set up with a place to sit, room for your cooler bag of food, a dry space for a bag of towels, suits and clothing. Spend time getting to know other families and helping them set up their canopies.

## **What happens at a meet**

### **Warm Up**

Meets start with a call for swimmers to come to warm up. Coaches usually gather kids from Camp Killer Guppy and start with 15 of stretching and activation. Then they swim for 15-30 minutes to warm up their muscles and get used to the pool, the blocks, the turning wall, the backstroke flags and pool deck.



This is a good time to buy yourself a Heat Sheet so you can keep track of the events and see when your swimmers are racing. You might also want to download Active Network Meet Mobile to your phone to track results in near real time.

### **Cheers**

The pool is cleared around 730 and meetings are held in marshalling for coaches and officials. Marshalling is where kids go to be check-in for their meets and then guided through a series of benches all the way to the blocks for their races.

Meanwhile on deck the Head Coach has all the swimmers together doing very noisy club cheers. The national anthem is sung and then the first heats of the first events are called. Swimmers in the first events must report to marshalling.

### **Marshalling**

Every race begins in marshalling where the Clerk of the Course checks in swimmers to their event and arranges them by heat (sub grouping of each event). Parents are not allowed inside marshalling and this can be a new experience, even a bit of a process for some parents - less so the swimmers. The sooner you let your kids do it themselves the sooner they can begin to mentally take charge of their race.

Event Marshalls guide the swimmers through a series of benches marked with lane numbers to ensure the swimmers arrive at the right block at the right time. By now you'll have found a good spot to view your swimmer's race and are standing ready with your heat sheet, your camera, video, phone and your loudest cheering voice.

### **The Race**

There is very little verbal instruction in a race. The objective is to provide consistency between all races and all meets. Swimmers are called to their starting positions by the Referee who blows a whistle and raises one arm. Swimmers stand atop the starting blocks or, if they're swimming backstroke, jump into the pool and grasp the starting handles.

When swimmers are in position, the Referee blows the whistle again and lowers his or her arm to point to the Starter. After this second whistle, swimmers must not make any forward movement until the starting signal. The Starter now says "Take Your Marks," pauses and starts the race with a horn or loud beep from the starting system.

With the race now underway, you'll see deck officials dressed in white who are watching the swimmers to ensure their starts, strokes, turns and finishes do not contravene the swimming rules. At the finish of the race, swimmers talk to their coaches who usually sit at tables along the side of the pool.



## What to pack

- cooler with ice for drinks and food
- racing suits - two or three
- team racing cap - two or three - these break occasionally - put your name inside
- goggles - two or three - these get lost sometimes
- towels - two or three - a dry towel is a lovely thing after a race
- flip-flops - for going to and from races
- runners - for dryland warm up in the morning
- team hoodie and sweatpants for warmth
- **team shirt** - *everyone wears the team colours at the meets*
- tent - pop up canopy such as the 10x10 white canopies sold at Costco
- groundsheet for damp grass
- sleeping bags for morning warmth
- sun protection - hat, shirt, sunscreen for hot July days
- playing cards, card games
- avoid video games because they are anti-social and the atmosphere at a meet should promote social involvement with team members, having fun, chatting and bonding
- camp stove if you want to cook something hot
- camp chairs for parents
- camp table for stove or keeping things off the damp ground

## What to eat

breakfast      fruit, protein

snacks          after races - power bars, gatorade, granola, *best time balls*\*

before races - fruit - food that converts quickly to energy

lots and lots and lots of water - seriously, lots of water

lunch            think about digestion time to next race



fruit, veg. and protein

limit intake of fats, starches and processed foods

dinner Friday and Saturday nights should include good energy food for next day racing

grains and fibre for long-burning energy - pasta is the athletic favourite

lean protein for muscle energy, endurance and strength

fresh vegetables rich in minerals for tissue repair and muscle building

Of course, summers and sports are also supposed to be fun, so enjoy some treats and rewards for great effort and accomplishment.



## Summary of Key Dates Each Season

**month day event**

- Returning Swimmer Registration
- Early Reg Discount Deadline
- Winter Maintenance Moves to Grandview
- Public Registration Opens
- Season Opener
- Team Dinner
- First Day of Season Practice
- WRASA Stoke and Turn Clinic
- WRASA Century Relay
- Guppy Games
- WRASA Development Meet
- WRASA WRACES
- Coaches Appreciation Night
- FS Regional Championships
- Club Breakfast at Regionals
- Club Dinner at Boston Pizza
- Semiahmoo Cup Relay vs. CBSC
- BC Provincial Championships
- Celebrate the Season
- Annual General Meeting



# WRASA Constitution and By-laws

*Adopted at Annual General Meeting, 23 October 2017 and filed with BC Societies Ministry in accordance with the electronic filing requirements of the updated BC Societies Act.*

## **CONSTITUTION**

1. The name of the Society is the White Rock Amateur Swimming Association
  
2. The purposes of the Society are to:
  - a) Encourage and develop interests and skills in aquatic activities such as swimming, diving, water polo, and synchronized swimming;
  - b) Educate the public in the benefits of providing the opportunity and the facilities for the purpose of practicing and enjoying water sports;
  - c) Provide its members with the privileges, conveniences and facilities of an aquatic recreation club;
  - d) Encourage personnel in the teaching and coaching of aquatic skills and sports, to provide training programs and to conduct and participate in aquatic sport competitions;
  - e) Encourage a sense of community, to provide a positive environment for physical activity, and to support family involvement;
  - f) Develop and encourage lifelong skills to aid in physical, social, and emotional well-being
  - g) Obtain necessary funding for conducting the business of the Association;
  - h) Apply for and acquire, as necessary, rights under the Navigable Waters Act.



## BY-LAWS

### ARTICLE I GENERAL

1.1 Purpose – These By-laws relate to the general conduct of the affairs of the White Rock Amateur Swimming Association.

1.2 Definitions – The following terms have these meanings in these By-laws:

- a) Act – the British Columbia Societies Act
- b) Auditor – an individual appointed by the Members at the Annual General Meeting to review or audit the books, accounts, and records of the Society for a report to the Members at the next Annual General Meeting in accordance with the Act
- c) Board – the Board of Directors of the Society
- d) Days – days including weekends and holidays
- e) Director – an individual elected or appointed to serve on the Board pursuant to these By-laws
- f) Members – those entities meeting the definition of Member that are admitted as Members of the Society under these By-laws
- g) Member Proposal – A Member Proposal, submitted to the Society at least seven (7) days before the notice of a meeting of the Members, must include the proposal itself, the names and signatures of at least 5% of the voting Members, and, optionally, a statement of support for the proposal (consisting of fewer than 200 words). A Member Proposal may not be substantially similar to Member Proposal that was proposed at a meeting of the Members in the past two calendar years.
- h) Officer – an individual elected or appointed to serve as an Officer of the Society pursuant to these By-laws
- i) Ordinary Resolution – a resolution passed by a simple majority of the votes cast on that resolution and as described in the Act
- j) Society – White Rock Amateur Swimming Association
- k) Special Resolution – a resolution passed by a majority of not less than 2/3rds of the votes cast on that resolution and as described in the Act.

1.3 Registered Office – The registered office of the Society will be located within the Province of British Columbia.

1.4 Affiliations – The Society will abide by and follow the By-laws and rules and regulations of the BC Summer Swimming Association (“BCSSA”) and, when applicable, national sport organizations and provincial sport organizations in BC that have jurisdiction over the Society.



1.5 No Gain for Members – The Society will be carried on without the purpose of gain for its Members and any profits or other accretions to the Society will be used in promoting its purposes.

1.6 Ruling on By-laws – Except as provided in the Act, the Board will have the authority to interpret any provision of these By-laws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the purposes of the Society.

1.7 Conduct of Meetings – Unless otherwise specified by the Board, meetings of the Members and meetings of the Board will be conducted according to Roberts Rules of Order (current edition).

1.8 Interpretation – Words importing the singular will include the plural and vice versa, words importing the masculine will include the feminine and vice versa, and words importing persons will include bodies corporate.

## ARTICLE II MEMBERSHIP

2.1 Categories – The Society has the following categories of Member:

- a) Senior Member – An individual who is nineteen (19) years of age or older, who is registered with the Society, and who has agreed to abide by and adhere to the Society's By-laws, policies, procedures, and rules
- b) Junior Member – An individual who is eighteen (18) years old or younger, who is registered with the Society, and who has had a parent or guardian agree to abide by the Society's By-laws, policies, procedures, and rules on behalf of the individual.
- c) Honorary Member – Any person who has made an outstanding contribution to the welfare of the Society, who has been approved by Ordinary Resolution of the Members, and who has agreed to abide by and adhere to the Society's By-laws, policies, procedures, and rules.

### Admission of Members

2.2 Admission of Members – No individual will be admitted as a Member of the Society unless:

- a) The candidate member has made an application for membership in a manner prescribed by the Board;
- b) The candidate member has paid dues as prescribed by the Board;
- c) The candidate member agrees to uphold and comply with the Society's governing documents;
- d) The candidate member meets any other condition of membership determined by the Board; and
- e) The candidate member has been approved by majority vote as a Member by the Board or by any committee or individual delegated this authority by the Board.



### Membership Dues and Duration

2.3 Term – Unless otherwise determined by the Board, an individual's membership term will begin on the date of enrollment by the Member and will end six (6) months after the conclusion of the program in which the Member had enrolled.

2.4 Duration – Membership in the Society will terminate pursuant to Section 2.3 unless the Member has enrolled in a subsequent program, or as described in Section 2.9 of these By-Laws.

2.5 Dues – Membership dues will be determined annually by the Board.

### Transfer, Suspension, and Termination of Membership

2.6 Transfer – Membership in the Society is non-transferable.

2.7 Discipline – A Member or parent/guardian of a Member may be disciplined in accordance with the Act, with these Bylaws, and with the Society's policies and procedures relating to the discipline of Members and parent/guardians of Members. The Board will have the authority to suspend or terminate the membership of any Member of the Society or prohibit the involvement of a parent/guardian of a Member on any one of the following grounds, and will provide the Member or parent/guardian of the Member with a procedurally fair process to contest the suspension or termination:

- a) Violating these Bylaws or the policies of the Society including but not limited to the Code of Conduct;
- b) Carrying out conduct which may be detrimental to the Society as determined by the Board in its sole discretion; or
- c) For any other reason that the Board, in its sole discretion considers to be reasonable.

2.8 Conduct – The Society may have a Code of Conduct which shall describe that all Members and parents/guardians of Members must uphold the ideals of good sportsmanship and common decency in their words and actions, especially during the Society's events and competitions when interacting with other Members, parents/guardians of Members, officials, Directors, volunteers, or other representatives of the Society or other Societies.

2.9 Suspension – Membership in the Society may be suspended if:

- a) Disciplinary sanction has been imposed; or
- b) A disciplinary investigation or action is ongoing.



2.10 Effects of Suspension – A suspended Member is not in good standing, may not vote at meetings of the Members, is not permitted to have any sport-related involvement with the Society, and may be subject to a probationary period before being reinstated to good standing.

2.11 Termination – Membership in the Society will terminate immediately upon:

- a) The expiration of the Member's membership term, unless renewed in accordance with these By- laws;
- b) Resignation by the Member;
- c) Dissolution of the Society;
- d) The Member's death or dissolution; or
- e) By Ordinary Resolution of the Board or of the Members at a duly called meeting, provided fifteen (15) days notice is given and the Member is provided with reasons and the opportunity to be heard. Notice will set out the reasons for termination of membership and the Member receiving the notice will be entitled to submit a written submission and make representations opposing the termination.

2.12 May Not Resign – A Member may not resign from the Society when the Member is subject to disciplinary investigation or action by the Society.

2.13 Arrears – A Member will be expelled from the Society for failing to pay membership dues or monies owed to the Society by the deadline dates prescribed by the Board. Any dues, subscriptions, or other monies owed to the Society by suspended or expelled Members will remain due.

#### Good Standing

2.14 Definition – A Member will be in good standing provided that the Member:

- a) Has not ceased to be a Member;
- b) Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed;
- c) Has completed and remitted all documents as required by the Society;
- d) Has complied with the By-laws, policies, and rules of the Society;
- e) Is not subject to a disciplinary investigation or action by the Society, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
- f) Has paid all required membership dues.

2.15 Cease to be in Good Standing – Members that cease to be in good standing, as determined by the Board or by a disciplinary panel, will not be entitled to vote at meetings of the Members or be entitled to the benefits and



privileges of membership until such time as the Board is satisfied that the Member has met the definition of good standing.

2.16 Non-Payment of Fees – Members who do not pay membership dues to the Society, within thirty (30) days of the last day payable, will, at the discretion of the Board, become not-in-good-standing. Continued non-payment of membership dues may result in the Member being in arrears of the membership dues, per Section 2.13 of these By-laws.

### ARTICLE III MEETINGS OF MEMBERS

3.1 Annual General Meeting – The Society will hold meetings of the Members at such date, time, and place as determined by the Board within the Province of British Columbia. An Annual General Meeting must be held once every calendar year. Members will be provided, at the Annual General Meeting, with a copy of the approved financial statements and auditor's report (if any).

3.2 General Meeting – A General Meeting of the Members may be called at any time by Ordinary Resolution of the Board or upon the written requisition of ten percent (10%) or more of the voting Members, in the form described in the Act, for any purpose connected with the affairs of the Society that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act.

3.3 Called by Requisition – If a written requisition meeting the requirements of Section 3.2 is deposited, a General Meeting must be called within twenty-one (21) days from the date of the deposit of the requisition and held within sixty (60) days of the calling of the meeting. If the General Meeting is not called within twenty-one (21) days, a majority of the requisitionists may call the General Meeting.

3.4 Participation/Holding by Electronic Means – Any person entitled to attend a meeting of Members may participate in the meeting by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting if the Society makes such means available. A person so participating in a meeting is deemed to be present at the meeting.

3.5 Notice – Written or electronic notice of the date of the Annual General Meeting of the Members will be given to all Members in good standing, Directors, and the Auditor (if any) at least seven (7) days and not more than sixty (60) days prior to the date of the meeting. Notice will contain a proposed agenda, any Member Proposals, reasonable information to permit Members to make informed decisions, nominations of Directors, and the text of any resolutions or amendments to be decided.

3.6 Notice by Other Means – If the Society has more than 250 Members, it may deliver, at least seven (7) days and not more than sixty (60) days prior to the date of the meeting, notice to Members who have provided an email



address to the Society. Notice will also be considered to have been given to Members if it is published, throughout the period commencing at least twenty-one (21) days before the meeting, on the Society's website.

3.7 Waiver of Notice – Any person who is entitled to notice of a meeting of the Members may waive notice, and attendance of the person at the meeting is a waiver of notice of the meeting, unless the person attends the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting was not lawfully called in accordance with these By-laws.

3.8 Error or Omission in Giving Notice – No error or omission in giving notice of any meeting of the Members shall invalidate the meeting or make void any proceedings taken at the meeting.

3.9 Special Business – Special business is:

- a) All business conducted at a General Meeting except the adoption of the rules of order, and
- b) All business conducted at an Annual General Meeting, except:
  - i. The adoption of the rules of order,
  - ii. The consideration of the financial statements,
  - iii. The report of the Directors,
  - iv. The report of the auditor (if any),
  - v. The election of Directors,
  - vi. The appointment of the auditor (if any), and
  - vii. Such other business as, under these By-laws or required by the Act, ought to be conducted at an Annual General Meeting, or business which is brought under consideration by the report of the Directors issued with the notice convening the meeting.

3.10 New Business – No other item of business will be included in the notice of the meeting of the Members unless a Member Proposal, as defined in the Act, has been submitted to the Board seven (7) days prior to the delivery of notice of the meeting of the Members in accordance with procedures as approved by the Board and the Act. Copies of all such Member Proposals together with copies of any amendments thereto then proposed by the Board and copies of all resolutions put forward by the Board shall be sent to all Members with the notice calling a meeting of the Members.

3.11 Quorum – A minimum of nine (9) voting Members present will constitute a quorum. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.



3.12 No Quorum – If there is no quorum at a duly called meeting of the Members, the meeting may be adjourned until a later date. At the continuation of the adjourned meeting, if quorum is again not present, the voting Members present constitute a quorum for the purposes of that meeting.

3.13 Chair – The President, or designate as determined by the Board, will chair all meetings of the Members.

3.14 Agenda – The agenda for the Annual General Meeting will at least include:

- a) Call to order
- b) Establishment of quorum
- c) President's welcome address
- d) Approval of the agenda
- e) Approval of minutes of the previous Annual General Meeting
- f) Presentation of reports
- g) Appointment of Auditors (if any)
- h) Business as specified in the meeting notice (including By-laws amendments and considerations of Member Proposals (if any))
- i) Approval of the budget
- j) Election of new Directors
- k) Adjournment

3.15 Scrutineers – At the beginning of each meeting, the Board may appoint one or more scrutineers who will be responsible for ensuring that votes are properly cast and counted.

3.16 Adjournments – With the majority consent of the Members present and after quorum is ascertained, the Members may adjourn a meeting of Members and no notice is required for continuation of the meeting if the meeting is held within thirty (30) days. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

3.17 Attendance – The only persons entitled to attend a meeting of the Members are the Members, the parents or guardians of a Member if the Member is younger than 18 years old, delegates representing Members, the Directors, the auditor (if any), and others who are entitled or required under any provision of the Act to be present at the meeting. Any other person may be admitted only if invited by the Chair or with the majority consent of the Members present.



Voting at Meetings of Members

3.18 Voting Rights – Members will have the following voting rights at all meetings of the Members:

- a) Senior Members have one vote.
- b) Junior Members have one vote, which must be exercised by a parent/guardian of the Member.
- c) Honorary Members have one vote.

3.19 Eligibility of Votes – The date determined by the Board will determine the list of Members that are eligible to vote at a meeting of the Members. The date will be no more than thirty (30) days prior to the meeting.

3.20 Absentee Voting – Should the Society provide a mechanism for absentee voting, a Member may vote in writing in advance of the meeting of the Members on published proposed resolutions and for the election of Directors by so indicating the vote to the Society, in a form prescribed by the Society, prior to the vote being taken.

3.21 Voting by Mail or Electronic Means – Should the Society provide a mechanism for absentee voting, a Member may vote by mail, telephonic, or electronic means if:

- a) The votes may be verified as having been made by the Member entitled to vote; and
- b) The Society is not able to identify how each Member voted.

3.22 Determination of Votes – Votes will be determined by a show of hands, orally, or electronic ballot, except in the case of elections which require a secret ballot, unless a secret or recorded ballot is requested by a Member.

3.23 Majority of Votes – Except as otherwise provided in these By-laws, an Ordinary Resolution will decide each issue.

ARTICLE IV GOVERNANCE

Composition of the Board

4.1 Directors – The Board will consist of up to fourteen (14) Directors.

4.2 Composition of the Board – The positions on the Board include the following:

- a) President
- b) Vice President
- c) Treasurer



- d) Secretary
- e) Up to eight (8) Directors-at-Large
- f) Meet Manager (appointed)
- g) Past President (appointed)

4.3 Meet Manager – The Meet Manager will be annually appointed into the position by Ordinary Resolution of the Board.

4.4 Past President – A Past President of the Society will be annually appointed into the ex-officio position of Past President provided that this individual is interested in serving in the position and has been approved by Ordinary Resolution of the Board.

4.5 Directors-at-Large – Elected Directors-at-Large may be appointed, by Ordinary Resolution of the Board, to serve as Directors of various portfolios related to the operations of the Society (e.g., Director of Communications, Director of Coaching, etc.). Directors-at-Large may have more than one portfolio and may be assigned and removed duties by Ordinary Resolution of the Board.

4.6 Number of Directors-at-Large – At the first meeting of the Board following a meeting of the Members at which Directors-at-Large were elected, the Board shall determine the number of Director-at-Large positions that the Society will have until the next meeting of the Board that follows a meeting of the Members at which Directors-at-Large are elected, provided this number is not fewer than the current number of Directors-at-Large.

#### Election of Directors

4.7 Eligibility – To be eligible for election as a Director, an individual must:

- a) Be eighteen (18) years of age or older;
- b) Be a Senior Member or a parent/guardian of a Junior Member;
- c) Have the power under law to contract;
- d) Have not been convicted of an offense involving fraud in the past five years;
- e) Have not been declared incapable by a court in Canada or in another country; and
- f) Not have the status of an undischarged bankrupt.

4.8 Call for Nominations – At least thirty (30) days prior to the Annual General Meeting, the Society will issue a ‘Call for Nominations’ using any means of communication. The ‘Call of Nominations’ will state the method which the



nominations are to be made, the requirements for the position, and the deadline for submission which will be no later than ten (10) days prior to the Annual General Meeting.

4.9 Nominations from the Floor – Nominations from the floor are not permitted.

4.10 Incumbents – Current Directors wishing to be re-elected are not subject to nomination but must notify the Society of their interest for re-election seven (7) days prior to the Annual General Meeting.

4.11 Nomination – Any nomination of an individual for election as a Director must:

- a) Include the written consent of the nominee by signed or electronic signature;
- b) Be in the form required by the Society; and
- c) Be submitted to the Registered Office of the Society ten (10) days prior to the Annual General Meeting. This timeline may be extended by Ordinary Resolution of the Board.

4.12 Staggered Terms – So long as the total number of elected Directors does not exceed twelve (12), Directors will be elected at each Annual General Meeting as follows:

- a) The President, Secretary, and up to four (4) Directors-at-Large will be elected to the Board at alternate Annual General Meetings to those listed in subsection b; and
- b) The Vice President, Treasurer, and up to four (4) Directors-at-Large will be elected to the Board at alternate Annual General Meetings to those listed in subsection a.

4.13 Elections – Elections for each non-Director-at-Large position will be decided by majority vote of the Members in accordance with the following:

- a) One Valid Nomination – Winner declared by Ordinary Resolution.
- b) Two or More Valid Nominations – The nominee(s) receiving the greatest number of votes will be elected. In the case of a tie, the nominee receiving the fewest votes will be deleted from the list of nominees and a second vote will be conducted. If there continues to be a tie and more nominees than positions, the nominee receiving the fewest votes will be deleted from the list of nominees until there remains the appropriate number of nominees for the position(s) or until a winner is declared. If there continues to be a tie then the winner(s) will be declared by Ordinary Resolution of the Board.

4.14 Director-at-Large Elections – Elections for Director-at-Large positions will be decided by majority vote of the Members in accordance with the following:

- a) Equal number of Nominations and Available Positions – Winners declared by Ordinary Resolution.



b) More Nominations than Available Positions – The nominee(s) with the highest number of votes will fill the available positions until the all the available positions have been filled. In the case of a tie for the final available position, a second vote will be conducted between the tied nominees. If there continues to be a tie then the winner(s) will be declared by Ordinary Resolution of the Board.

4.15 Terms – Elected Directors will serve terms of two (2) years and will hold office until they or their successors have been duly elected in accordance with these By-laws, unless they resign, or are removed from or vacate their office.

#### Resignation and Removal of Directors

4.16 Resignation – A Director may resign from the Board at any time by presenting his or her notice of resignation to the Board. This resignation will become effective the date on which the notice is received by the President or at the time specified in the notice, whichever is later. When a Director who is subject to a disciplinary investigation or action of the Society resigns, that Director will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.

4.17 Vacate Office – The office of any Director will be vacated automatically if:

- a) The Director's term in office expires;
- b) The Director is absent for three consecutive meetings of the Board without cause, as determined by the Board;
- c) The Director resigns;
- d) The Director is found to be incapable of managing property by a court or under British Columbia law;
- e) The Director is found by a court to be of unsound mind;
- f) The Director becomes bankrupt or suspends payment of debts or compounds with creditors or makes an authorized assignment in bankruptcy or is declared insolvent; or
- g) The Director dies.

4.18 Removal – An elected Director may be removed by Special Resolution at a meeting of the Members provided the Director has been given reasonable written notice of, and the opportunity to be present and to be heard at, such a meeting.

#### Filling a Vacancy on the Board

4.19 Vacancy – Where the position of a Director becomes vacant for whatever reason, the Board may appoint a qualified individual by way of Ordinary Resolution to fill the vacancy of the term.



## Meetings of the Board

- 4.20 Call of Meeting – A meeting of the Board will be held at any time and place as determined by the President, or by written requisition of at least three (3) Directors.
- 4.21 Chair – The President will be the Chair of all meetings of the Board. In the absence of the President, or if the meeting of the Board was not called by the President, a designate will be the Chair of the meeting.
- 4.22 Notice – Written notice, served by email, of meetings of the Board will be given to all Directors at least seven (7) days prior to the scheduled meeting. No notice of a meeting of the Board is required if all Directors waive notice, or if those absent consent to the meeting being held in their absence.
- 4.23 Board Meeting With New Directors – For a first meeting of the Board held immediately following the election of Directors at a meeting of the Members, or for a meeting of the Board at which a Director is appointed to fill a vacancy on the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Director(s).
- 4.24 Number of Meetings – The Board will hold at least six (6) meetings per year.
- 4.25 Quorum – At any meeting of the Board, quorum will be a majority of Directors.
- 4.26 Voting – Each Director, with the exception of the Chair, is entitled to one vote. Voting will be by a show of hands, written, or orally unless a majority of Directors present request a secret ballot. In the event of a tie vote, the Chair will vote to break to the tie.
- 4.27 No Alternate Directors – No person shall act for an absent Director at a meeting of the Board.
- 4.28 Written Resolutions – A resolution in writing and signed, including electronically, by all the Directors is as valid as if it had been passed at a meeting of the Board.
- 4.29 In-Camera Meetings – The Board may, by Ordinary Resolution, consider business in-camera if the business deals with, but not limited to:
- a) Discipline of any Director or Member;
  - b) Expulsion or suspension of any person from any office of the Society, or of any Member of the Society;
  - c) Recruitment and employment of personnel;
  - d) Acquisition of property or other contractual arrangements; or



- e) Preparation or planning for the presentation of a competitive bid, quote, or similar activity.

4.30 Closed Meetings – Meetings of the Board will be closed to Members and the public except by invitation of the Board.

4.31 Meetings by Telecommunications – A meeting of the Board may be held by telephone conference call or by means of other telecommunications technology. Directors who participate in a meeting by telecommunications technology are considered to have attended the meeting.

#### Duties of Directors

4.32 Standard of Care – Every Director will:

- a) Act honestly and in good faith with a view to the best interests of the Society; and
- b) Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

#### Powers of the Board

4.33 Powers of the Society – Except as otherwise provided in the Act or these By-laws, the Board has the powers of the Society and may delegate any of its powers, duties, and functions to any staff or committee of the Society.

4.34 Empowered – The Board is empowered, including but not limited to:

- a) Make policies and procedures or manage the affairs of the Society in accordance with the Act and these By-laws;
- b) Make policies and procedures relating to the discipline of Members and parents/guardians of Members (if the Member is younger than 18 years old), and have the authority to discipline these individuals in accordance with such policies and procedures;
- c) Make policies and procedures relating to the management of disputes within the Society and deal with disputes in accordance with such policies and procedures;
- d) Employ or engage under contract such persons as it deems necessary to carry out the work of the Society;
- e) Determine registration procedures, recommend membership dues, and determine other registration requirements;
- f) Enable the Society to receive donations and benefits for the purpose of furthering the objects and purposes of the Society;
- g) Make expenditures for the purpose of furthering the purposes of the Society;



- h) Borrow money upon the credit of the Society as it deems necessary in accordance with these By-laws; and
- i) Perform any other duties from time to time as may be in the best interests of the Society.

ARTICLE V                      OFFICERS

5.1        Composition – The Officers will be comprised of the President, Vice President, Secretary, and Treasurer.

5.2        Term – The term of each Officer will be the term of his or her election as a Director.

5.3        Duties – The duties of Officers are as follows:

a)        The President will be responsible for the general supervision of the affairs and operations of the Society, will Chair meetings of the Members and meetings of the Board, will be the official spokesperson of the Society and may delegate this function as required, and will perform such other duties as may from time to time be established by the Board.

b)        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.

c)        The Secretary will be responsible for the documentation of all amendments to the Society's By-laws, 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.

d)        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.

5.4        Delegation of Duties – At the discretion of the Officer and with approval by Ordinary Resolution of the Board, any Officer may delegate any duties of that office to appropriate staff or committee of the Society.



5.5 Removal – An Officer may be removed by Ordinary Resolution at a meeting of the Board or of the Members, provided the Officer has been given notice of and the opportunity to be present and to be heard at the meeting where such Ordinary Resolution is put to a vote. If the Officer is removed by the Members, his or her position as a Director will automatically and simultaneously be terminated.

5.6 Vacancy – Where the position of an Officer, excluding the President, becomes vacant for whatever reason and there is still a quorum of Directors, the Board may, by Ordinary Resolution, appoint a qualified individual to fill the vacancy for the remainder of the vacant position's term of office. If the President position becomes vacant, the Vice President shall become President and the Board may appoint a replacement for the position of Vice President from among the Directors.

5.7 Other Officers – The Board may determine other Officer positions and appoint individuals to fill those positions. Other Officers need not be Directors.

## ARTICLE VI COMMITTEES

6.1 Appointment of Committees – The Board may appoint such committees as it deems necessary for managing the affairs of the Society and may appoint members of committees or provide for the election of members of committees, may prescribe the duties and terms of reference of committees, may determine the reporting requirements for committees, and may delegate to any Committee any of its powers, duties, and functions.

6.2 Vacancy – When a vacancy occurs on any Committee, the Board may appoint a qualified individual to fill the vacancy for the remainder of the Committee's term.

6.3 Ex-officio – The President, or designate(s), will be ex-officio and non-voting member of all committees of the Society.

6.4 Removal – The Board may remove any member of any Committee.

6.5 Debts – No Committee will have the authority to incur debts in the name of the Society.

## ARTICLE VII FINANCE AND MANAGEMENT

7.1 Fiscal Year – Unless otherwise determined by the Board, the fiscal year of the Society will be September 1st to August 31st.



7.2 Bank – The banking business of the Society will be conducted at such financial institution as the Board may determine.

7.3 Auditors – At each Annual General Meeting the Members may appoint an auditor to conduct an audit of the books, accounts, and records of the Society in accordance with the Act. If appointed, the auditor will hold office until the next Annual General Meeting. The auditor will not be an employee, Officer, or Director of the Society and meet the qualifications as described in the Act.

7.4 Annual Financial Statements – The Board will approve financial statements (evidenced by signature of two or more Directors) of the Society of the last fiscal year of the Society. The statements must be for the period ending not more than six (6) months before the Annual General Meeting. A copy of the Annual Financial Statements will be provided to any Member requesting a copy of the Financial Statements at the Annual General Meeting. The Financial Statements will include:

- a) The financial statements;
- b) The auditor's report (if any);
- c) Remuneration paid to any Director including the exact amount and for what purpose;
- d) Remuneration paid to any employee or contractor of the Society, identified by position or title, who received \$75,000 or more from the Society and the exact amount of the remuneration and (for contractors) the nature of the service performed, and
- e) Any further information respecting the financial position of the Society.

7.5 Books and Records – The necessary books and records of the Society required by these By-laws or by applicable law will be necessarily and properly kept. The books and records include, but are not limited to:

- a) The Society's certificate of incorporation;
- b) The Society's Constitution and By-laws;
- c) A register of Directors (including contact information);
- d) Written consent of each Director to act as a Director;
- e) Written resignation(s) of any Director(s);
- f) Disclosure of any conflict of interest by any Director;
- g) A register of Members;
- h) The minutes of meetings of the Members;
- i) The resolutions of the Members from any meeting of the Members;
- j) Annual Financial Statements, with the applicable auditor's report (if any);
- k) The minutes of meetings of the Directors (including attendance);



- l) The resolutions of the Directors;
- m) The in-camera minutes of meetings of the Directors; and
- n) Adequate accounting records for each of the Society's financial years, including a record of each transaction that materially affected the financial position of the Society

7.6 Access to Books and Records by Members and Directors – Access to books and records by Members and Directors is permitted as follows:

- a) Directors have access to records described in 7.5a) to 7.5n); and
- b) Members have access to records described in 7.5a) to 7.5j), though the Directors may restrict access to the record described in 7.5g) if the Directors are of the opinion that the access would be harmful to the Society or to the interests of one or more Members.

7.7 Access to Books and Records by the public – Access to books and records by the public is permitted as follows:

- a) The public does not have access to records described in 7.5a) to 7.5i) or to records described in 7.5k) to 7.5n)
- b) The public may request access to records described in 7.5j) by submitting a request to the Society and paying a fee of \$10.00. The records will be delivered by email to the individual making the request within fourteen (14) days of the receipt of the fee.

7.8 Record Keeping – The Society may discard a record if the record is no longer relevant to the activities or internal affairs of the Society, after ten years have passed since the record was created or, if the record has been altered, since the record was last altered.

7.9 Signing Authority – Contracts, agreements, deeds, leases, mortgages, charges, conveyances, transfers and assignments of property, leases and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, stocks, bonds, debentures, or other securities, agencies, powers of attorney, instruments of proxy, voting certificates, returns, documents, reports, or any other instruments in writing to be executed by the Society will be executed by at least two (2) of the Officers or other individuals, as designated by the Board. In addition, the Board may direct a manner in which the person or persons by whom any particular instrument or class of instruments may or will be signed.

7.10 Property – The Society may acquire, lease, sell, or otherwise dispose of securities, lands, buildings, or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Board may determine.



7.11 Borrowing – The Board may from time to time:

- a) Borrow money on the credit of the Society;
- b) Issue, reissue, sell or pledge debt obligations including bonds, debentures, debenture stock, notes or other like liabilities (whether secured or unsecured) of the Society;
- c) Give a guarantee on behalf of the Society to secure performance of an obligation of any person; and
- d) Charge, mortgage, or pledge all or any currently owned or subsequently acquired real or personal, moveable or immovable property of the Society, including book debts, rights, powers, franchises, and undertakings, to secure any debt or liability of the Society.

7.11 Borrowing Restriction – The Members may, by Special Resolution, restrict the borrowing powers of the Board but a restriction so imposed expires at the next Annual General Meeting.

7.12 Annual Reporting – The Society will annually file an Annual Report, as well as any changes to the Society's Directors, on Societies Online in a form stipulated by BC Registry Services.

#### Remuneration

7.13 No Remuneration – All Directors and members of Committees will serve their term of office without remuneration (unless approved at a meeting of Members) except for reimbursement of expenses as approved by the Board. This section does not preclude a Director or member of a Committee from providing goods or services to the Society under contract or for purchase. Any Director or member of a Committee will disclose the conflict/potential conflict in accordance with these By-laws.

#### Conflict of Interest

7.14 Conflict of Interest – A Director, Officer, or member of a Committee who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Society will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be, will refrain from voting or speaking in debate on such contract or transaction, will leave the meeting at which the issue is being discussed, will refrain from influencing the decision on such contract or transaction, and will otherwise comply with the requirements of the Act regarding conflict of interest.

### ARTICLE VIII AMENDMENT OF BY-LAWS

8.1 Voting – These By-laws may be amended, revised, repealed or added to:

- a) By Ordinary Resolution of the Board. Any By-laws amendments will be submitted to the Members at the next meeting of Members and the voting Members may confirm or reject the By-laws amendment by Special Resolution; or



b) By a Member in the form of a Member Proposal. Member Proposals that amend the By-laws will be submitted to the Members at the meeting of Members and the voting Members may confirm or reject the By-laws amendment by Special Resolution.

8.2 Member Proposal - A Member Proposal, submitted to the Society at least seven (7) days before notice of the meeting of the Members is sent to the Members, must include the proposal itself, the names and signatures of at least 5% of the voting Members, and, optionally, a statement of support for the proposal (consisting of fewer than 200 words). A Member Proposal may not be substantially similar to Member Proposal that was proposed at a meeting of the Members in the past two calendar years.

8.3 Effective Date – By-laws amendments take effect when the bylaw amendment is filed with BC Registry Services.

#### ARTICLE IX NOTICE

9.1 Written Notice – In these By-laws, written notice will mean notice which is hand-delivered or provided by mail, fax, email, website download or courier to the address of record of the individual, Director, Officer, or Member, as applicable.

9.2 Date of Notice – Date of notice will be the date on which receipt of the notice is confirmed verbally where the notice is hand-delivered, electronically where the notice is faxed or emailed, or in writing where the notice is couriered, or in the case of notice that is provided by mail, five (5) days after the date the mail is post-marked

9.3 Error in Notice – The accidental omission to give notice of a meeting of the Board or of the Members, the failure of any Director or Member to receive notice, or an error in any notice which does not affect its substance will not invalidate any action taken at the Meeting.

#### ARTICLE X DISSOLUTION

10.1 Dissolution – The Society may be dissolved in accordance with the Act.

#### ARTICLE XI INDEMNIFICATION

11.1 Will Indemnify – The Society will indemnify and hold harmless out of the funds of the Society each Director and any individual who acts at the Society's request in a similar capacity, their heirs, executors and administrators from and against any and all claims, charges, expenses, demands, actions or costs, including an amount paid to settle an action or satisfy a judgment, which may arise or be incurred as a result of occupying the position or performing the duties of a Director or and any individual who acts at the Society's request in a similar capacity.



11.2 Will Not Indemnify – The Society will not indemnify a Director or any individual who acts at the Society's request in a similar capacity for acts of fraud, dishonesty, bad faith, breach of any statutory duty or responsibility imposed upon him or her under the Act. For further clarity, the Society will not indemnify an individual unless:

- a) The individual acted honestly and in good faith with a view to the best interests of the Society; and
- b) If the matter is a criminal or administrative proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that his or her conduct was lawful.

11.3 Insurance – The Society will, at all times, maintain in force such Directors and Officers liability insurance.

#### ARTICLE XII ADOPTION OF THESE BY-LAWS

12.1 Ratification – These By-laws were ratified by a Special Resolution vote of the Members of the Society at a meeting of Members duly called and held on [date] and were adopted on the date that the Society's transition application was approved.

12.2 Repeal of Prior By-laws – In ratifying these By-laws, the Members of the Society repeal all prior By-laws of the Society provided that such repeal does not impair the validity of any action done pursuant to the repealed By-laws.

#### ARTICLE XIII CLAUSES FROM CONSTITUTION

13.1 Location – The operations of the Association are to be carried on chiefly in the Cities of Surrey and White Rock in the Province of British Columbia.

13.2 Non-Profit – Notwithstanding clause 2 of the Constitution, all purposes shall be organized and operated exclusively on a non-profit basis. This provision was previously unalterable.

13.3 Dissolution – In the event of the winding up, or the dissolution, of the Association, and after the satisfaction of debts and liabilities, the Executive of the Association will determine the distribution of assets with the objective of assisting or promoting competitive swimming or other aquatic activity. This provision was previously unalterable.

