



Alberta Summer Swimming

Board Composition and Duties

Composition of the Board

Composition of the Board - The Board of Directors of the ASSA will consist of the following:

- a) President
- b) Vice-President
- c) Treasurer
- d) Secretary
- e) Past President
- f) Officials Chairperson
- g) Website Manager
- h) Two (2) Region Representatives per Region
- i) Coaches Representative

* As per Article 5 listed in the ASSA bylaws

Executive Committee

Executive Committee – The executive Committee will be comprised of the President, Vice-President, Secretary and Treasurer.

Authority – The Executive Committee will have the authority to at its discretion but in accordance with the objects of ASSA:

- a) Create or eliminate staff positions as per the Staff Policy,
- b) Hire and appoint staff and make financial decisions related to the hiring and appointment of staff,
- c) Make financial decisions pertaining to the daily operations of the ASSA, and
- d) Interpret, amend and oversee the implementation of Board rules, regulations, policies and procedures during intervals between meetings of the Board

Number of Meetings – The Executive Committee will hold a minimum of one (1) meeting per year.

Call of Meeting – Meetings of the Executive Committee will be held at any time and place as determined by the President or upon the request of any two (2) Executive Committee Members

Elected Directors

Elected Directors will include the President, Vice-President, Treasurer, Secretary, Officials Chairperson, Website Manager.

Elected Directors Terms

Elected Directors will serve terms of two years beginning October 1 of the year elected and will hold office until their successors have been duly elected in accordance with these Bylaws, unless they resign, are removed from or vacate their office.



Appointed Directors

Appointed Directors will include the and Past President.

Region Representatives, Coaches Representative

Appointed Directors Terms

appointed Directors will serve terms of one year beginning October 1 of the year appointed, except the Past President who will serve a maximum term of two years, and will hold office until their successors have been duly appointed in accordance with these Bylaws, unless they resign, are removed from or vacate their office.

Non Voting Members

Non-voting member include Provincial Meet Manager, Casino Chairperson, Swim Alberta Representative and Past President.

Voting at Meetings of the Board

Each Director is entitled to one (1) vote, excluding the Past President who is not entitled to vote and the President who is only entitled to vote to decide a tie. Voting will be by a show of hands, orally or via email unless a majority of Directors present request a secret ballot. Resolutions will be passed upon a majority of the votes being in favor of the resolution. Directors who cease to be in good standing, as determined by the Board of Directors, Discipline or Appeal Panels, will not be entitled to vote at meetings of Directors.

Voting at Meetings of Members

Voting Privileges - Members will have the following voting rights at all meetings of Members:

- a) Club Members may appoint two (2) voting delegates who may attend meetings of members and are entitled to one (1) vote each.
- b) Coach Members may attend meetings of members but are not entitled to vote unless acting as a voting delegate.
- c) Swimmer Members may attend meetings of members but are not entitled to vote unless acting as a voting delegate.
- d) Associate Members may attend meetings of members but are not entitled vote unless acting as a voting delegate.



Job Descriptions

President

a) Powers:

- i) Supervise and manage the general affairs and operations of the ASSA,
- ii) Preside as Chair-Person at the Annual General Meetings, Spring General Meetings, Board of Director Meetings and the Executive Committee Meetings of the ASSA, unless an alternate Executive Member or Board Member has been appointed to Chair,
- iii) Be one of the signing officers of the ASSA,
- iv) Be the official spokesperson of the ASSA, and
- v) Act as representative, or appoint a designate, of the ASSA on the Swim Alberta Board of Directors, and
- vi) Perform such other duties as may from time to time be established by the Board.

b) Duties:

- i) Attend meetings of Members and Directors of the ASSA,
- ii) Attend meetings of Directors of Swim Alberta,
- iii) Attend the Provincial Championship Meet,
- iv) Oversee and supervise office staff,
- v) Receive and delegate complaints, disputes, appeals and matters of discipline to the appropriate individual.
- vi) Present a written report at the Annual General Meeting and submit an electronic copy to the Secretary.



Vice President

a) Powers:

- i) Support and assist the President in all duties,
- ii) In the absence of the President, have the authority of and perform the duties of the President, and
- iii) Perform such other duties as may from time to time be established by the Board.
- iv) Account for all trophies owned and presented by the ASSA.
- v) Maintain a current list of holders of ASSA swimming records, trophies and awards as outlined in the ASSA Rules, Regulations, Policies and Procedures.

b) Duties:

- i) Attend meetings of Members and Directors of the ASSA
- ii) Ensure that the ASSA rules, regulations, policies and procedures are reviewed in partnership with the Officials Chairperson, updated as appropriate and posted on the ASSA website prior to May 1st of each year,
- iii) Participate as a members of the Events Review Committee in every even year with the Officials Chairperson, Coaches Representative and Website Manager,
- iv) Submit any approved changes to the ASSA Bylaws to Alberta Registries for filing, and
- v) Present a written report at the Annual General Meeting and submit an electronic copy to the Secretary.
- vi) Maintain a local list and update the ASSA website with holders of:
 - (a) ASSA swimming records (Provincial records)
 - (b) All Star Team swimming records
 - (c) Provincial Regional Relay swimming records
- vii) Maintain a local list and update the ASSA website with recipients of:
 - (e) Award of Excellence Trophy
 - (f) Rachor Trophy
 - (g) Large Team Provincial Champions Trophy
 - (h) Small Team Provincial Champions Trophy
 - (i) Masters Team Provincial Champions Trophy
 - (j) Para Team Provincial Champions Trophy
 - (k) Top Region Provincial Trophy



Treasurer

a) Powers:

- i) Keep proper accounting records as required by the Act;
- ii) Supervise and manage the finances of the ASSA, and
- iii) Perform such other duties as may from time to time be established by the Board.

b) Duties:

- i) Attend meetings of Members and Directors of the ASSA
- ii) Collect and record all dues and other funds received by the ASSA,
- iii) Cause to be deposited all monies received by the ASSA in the ASSA's bank account,
- iv) Supervise the management and the disbursement of funds of the ASSA,
- v) Write all checks for expenditures and retain cancelled checks and receipts,
- vi) Prepare annual budgets,
- vii) Ensure the collection of monies from Provincial merchandise sales in accordance with the Provincial Championship Merchandise Sales Policy,
- viii) Ensure the necessary books and financial records of the ASSA required by these Bylaws or by applicable law will be necessarily and properly kept
- ix) When required, provide the Board with an account of financial transactions and the financial position of the ASSA,
- x) Assist in the ASSA's audit,
- xi) Prepare and submit the Society Annual Return to Alberta Registries, and
- xii) Present a written report at the Annual General Meeting and submit an electronic copy to the Secretary.



Secretary

a) Powers:

- i) Be responsible for the documentation of all amendments to the ASSA's Bylaws, rules, regulations, policies and procedures,
- ii) Ensure that all official documents and records of the ASSA are properly kept, and
- iii) Perform such other duties as may from time to time be established by the Board.

b) Duties:

- i) Attend meetings of Members and Directors of the ASSA
- ii) Conduct the correspondences of the Board,
- iii) Keep an up-to-date list of registered Directors and Staff,
- iv) Send out any notice requirements as described in the ASSA Bylaws, rules, regulations, policies and procedures,
- v) File such returns, information and fees that may be required to maintain the incorporation of the ASSA and any affiliation with other swim organizations,
- vi) Cause to be recorded the minutes of all meetings of Members, Directors of the ASSA and post a copy of minutes on the ASSA website no later than thirty (30) days following the meeting
- vii) Present a written report at the Annual General Meeting and retain an electronic copy.



Past President

a) Powers:

- i) Serve in an advisory capacity to the Board,
- ii) Assist the President and the Executive Committee, and
- iii) Perform such other duties as may from time to time be established by the Board.

b) Duties:

- i) Attend meetings of Members and Directors



Officials Chairperson

a) Powers:

- i) Fulfill the duties of the position as outlined in the ASSA bylaws.
- ii) Act as a technical advisor to the Board,
- iii) Disseminate information relevant to ASSA's Officials,
- iv) Solicit feedback from the ASSA's Officials, of the ASSA
- v) Act as a liaison between the ASSA's Officials and the Board, and
- vi) Act as representative of the ASSA on Alberta Officials Committee (AOC)
- vii) Present the views and positions of the ASSA's Officials to the Board and act in the best interests of the ASSA's Officials.

b) Duties:

- i) Attend meetings of Members and Directors of the ASSA
- ii) Attend meetings of the AOC
- iii) Attend the Provincial Championship Meet to provide support where needed regarding officials and officiating issues.
- iv) Coordinate the provision of officials for and direction of officials at the Provincial Championship Meet.
- v) Provide technical assistance to the Provincial Meet Manager
- vi) Coordinate the recruitment, training, certification, upgrading and continuing education of officials to serve Affiliated Clubs at local swim meets and at the Regional and Provincial Championships.
- vii) Coordinate and liaise with Swim Alberta, SNC and the Alberta Officials Committee (AOC) on matters relating to rules and officiating and provide recommendations to the Board with respect to the interpretation and amendment of swimming rules.
- viii) Facilitate the use of the Alberta Officials Database to maintain a current record of officials associated with Affiliated Clubs including information on levels of certification and training.
- ix) Assist the Vice President in the annual review of the ASSA Rules, Regulations, Policies and Procedures documents
- x) Participate as a members of the Events Review Committee in every even year with the Vice President, Coaches Representative and Website Manager,
- xi) Conduct the review of Provincial Appeals relevant to the rules of swimming, in accordance with the ASSA Rules and Regulations
- xii) Maintain the "Information for Officials" webpage on the ASSA website.
- xiii) Present a written report at the Annual General Meeting and submit an electronic copy to the Secretary.



Website Manager

a) Powers:

- i) Act as a technical advisor to the Board and Head Office; provide recommendations and advice on issues and actions relating to the hosting and use of the ASSA's website and database, and
- ii) Maintain the ASSA website and database, and manage all of its programs and content.

b) Duties:

- i) Attend meetings of Members and Directors of the ASSA
- ii) Coordinate the selection of qualifying swimmers for participation in the Provincial Championship.
- iii) Provide technical assistance to the Provincial Meet Manager
- iv) Collaborate with the Hy-Tek Manager to ensure technical compatibility between the website and meet software
- v) Participate as a members of the Events Review Committee in every even year with the Officials Chairperson, Coaches Representative and Vice President,
- vi) Provide technical support to the Head Office, ASSA Meet Managers, Officials, Clubs and Coaches regarding the use of the website and its programs.
- vii) Provide technical support to the Head Office and ASSA Directors for their respective website sections.
- viii) Present a written report at the Annual General Meeting and submit an electronic copy to the Secretary.



Region Representatives

a) Powers:

- i) Preside as Chair-Person at the Annual Region's Meeting,
- ii) Facilitate communication among Clubs within their respective Region and between the Region and the ASSA, and
- iii) Present the views and positions of the clubs within their respective Region to the Board and act in the best interests of their Region and the ASSA.

b) Duties:

- i) Attend meetings of Members and Directors of the ASSA
- ii) Oversee the ASSA's annual club affiliation procedure for the clubs within their respective Region.
- iii) Coordinate the meet schedule for their respective Region.
- iv) Ensure, in collaboration with the ASSA Officials Chairperson, that Swim Meets hosted in their respective Region and the Regional Championship are held and conducted in accordance with ASSA, Swim Alberta and SNC rules.
- v) Assist the clubs in establishing an entry fee or cost recovery plan for the Regional Championship Meet, or, when required, independently establishing an entry fee or cost recovery plan for the Regional Championship Meet.
- vi) Select Regional Coaches for the Provincial Championship
- vii) Administer Scratches for the Provincial Championship up to step seven (7) of the Wildcard Draw procedure, as outlined in the ASSA Rules and Regulations.
- viii) Review and approve the Regional Relays selections
- ix) Present a written report at the Annual General Meeting and submit an electronic copy to the Secretary.



Coaches Representative

a) Powers:

- i) Act as a technical advisor to the Board.
- ii) Disseminate information relevant to ASSA's Coaches,
- iii) Solicit feedback from the ASSA's Coaches,
- iv) Act as a liaison between ASSA Coaches and the Board, and
- v) Act as the ASSA Representative to the Alberta Coaches Council (ACC).
- vi) Present the views and positions of the ASSA Coaches to the Board and act in the best interests of the ASSA's Coaches.

b) Duties:

- i) Attend meetings of Members and Directors of the ASSA
- ii) Attend meetings of the ACC
- iii) Coordinate and liaise with Swim Alberta, SNC and the ACC regarding educational opportunities for ASSA Coaches.
- iv) Coordinate and host an annual Professional Development opportunity for ASSA Coaches to be held at the Provincial Championship
- v) Participate as a members of the Events Review Committee in every even year with the Officials Chairperson, Vice President and Website Manager,
- vi) Provide technical assistance to the Provincial Meet Manager
- vii) Maintain the "Coaching Information" web page on the ASSA website
- viii) Present a written report at the Annual General Meeting and submit an electronic copy to the Secretary.



Volunteer Members

Volunteer Positions :

Provincial Meet Manager – The Provincial Meet Manager is appointed annually by the Executive Committee.

The duties of the Provincial Meet Manager shall include, but are not limited to:

- a) Organize and conduct the Provincial Championship each year, ensuring that it is held in accordance with ASSA, Swim Alberta and Swimming Canada rules, regulations, policies and procedures.
- b) Attend meetings of Members and Directors of the Association
- c) Prepare a budget of revenues and expenditures for the Provincial Swim Meet to be approved by the Board at the Spring Board Meeting and presented to the membership at the Spring General Meeting.
- d) Coordinate and liaise with the Officials Chairperson, Hy-Tek Manager, Website Manager and Coaches Representative on matters relating to the technical operations of the Provincial Championship.
- e) Present a written report at the Fall Board Meeting and submit an electronic copy to the Secretary.

Casino and Fundraising Manager – The Casino and Fundraising Manager is appointed by the Executive Committee.

The duties of the Casino and Fundraising Manager shall include, but are not limited to:

- a) Organizing and coordinating the Casino fundraising event,

*As per ASSA Volunteer Policy