

London Synchro Club Bylaws

Not-for-profit corporations must make sure their by-laws comply with Ontario . It will automatically apply to a new corporation incorporating under Ontario Non-for-profit Corporations Act.

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By-Law #1

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Introduction

This by-law has been passed to comply with section 18 of the Ontario not-for-profit corporations act, 2010 and regulations made under it (the “act”). This by-law may be replaced at any time by following the appropriate procedures under the act.

This by-law provides rules and procedures to be followed by the corporation in its day-to-day governance and is intended to apply to the most common corporate events. Relevant provisions of the act have been incorporated where applicable. However, this by-law is not in itself a complete codification of the provisions of the act and other laws applicable to the corporation. Many applicable provisions of the act and the law have not been duplicated in this by-law and reference to both should be made to ensure that all relevant legal requirements have been complied with.

In all cases you should obtain advice from a qualified person on both the appropriate matters to be contained in a by-law and its interpretation.

Section 1 - General

1.01 Definitions

In this by-law, unless the context otherwise requires:

1. "Act" means the Not-for-Profit Corporations Act, 2010 (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
2. "Board" means the board of directors of the London Synchro Club;
3. "By-laws" means this by-law (including the schedules to this by-law) and all other by-laws of the London Synchro Club as amended and which are, from time to time, in force;
4. "Chair" means the chair of the Board;
5. "Corporation" means the London Synchro Club that has passed these by-laws under the Act or that is deemed to have passed these by-laws under the Act;
6. "Director" means an individual occupying the position of director of the London Synchro Club by whatever name he or she is called;
7. "Member" means a member of the London Synchro Club;
8. "Members" means the collective membership of the London Synchro Club; and
9. "Officer" means an officer of the London Synchro Club.

1.02 Interpretation

Other than as specified in Section 1.01, all terms contained in this by-law that are defined in the Act shall have the meanings given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

1.03 Severability and Precedence

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any of the provisions contained in the By-laws are inconsistent with those contained in the Articles or the Act, the provisions contained in the Articles or the Act, as the case may be, shall prevail.

1.04 Seal

The seal of the London Synchro Club, if any, shall be in the form determined by the Board.

1.05 Execution of Contracts

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the London Synchro Club may be signed by any two of its Officers or Directors. In addition, the Board may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal, if any, to the document. Any Director or Officer may

certify a copy of any instrument, resolution, by-law or other document of the Corporation to be a true copy thereof.

Section 2 - Directors

2.01 Director and Officer Positions

Director Positions of the London Synchro Club may include:

- 1) President
- 2) Vice-President
- 3) Registrar
- 4) Secretary

Officer Positions of the London Synchro Club include:

- 1) Head Coach
- 2) Human Resource Officer
- 3) Budget Officer
- 4) Treasurer
- 5) Facilities Officer
- 6) Communications Officer
- 7) Marketing and Promotions Officer
- 8) Travel Coordinator
- 9) Suiting Coordinator
- 10) Fundraising Coordinator
- 11) Sponsorship Coordinator

2.01 Election and Term

The Directors shall be elected by the Members. The term of office of the Directors (subject to the provisions, if any, of the articles) shall be from the date of the meeting at which they are elected or appointed until the next annual meeting or until their successors are elected or appointed.

2.02 Vacancies

The office of a Director shall be vacated immediately:

1. if the Director resigns office by written notice to the secretary, which resignation shall be effective at the time it is received by the secretary or at the time specified in the notice, whichever is later;
2. if the Director dies or becomes bankrupt;
3. if the Director is found to be incapable of managing property by a court or under Ontario law; or
4. if, at a meeting of the Members, a resolution is passed by at least a majority of the votes cast by the Members removing the Director before the expiration of the Director's term of office.

2.03 Filling Vacancies

A vacancy on the Board shall be filled as follows:

1. a quorum of Directors may fill a vacancy among the Directors;
2. if there is not a quorum of Directors or there has been a failure to elect the minimum number of Directors set out in the articles, the Directors in office shall, without delay, call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting, the meeting may be called by any Member;

3. if the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by a majority vote and any Director elected to fill the vacancy shall hold office for the remainder of the removed Director's term; and
4. the Board may fill any other vacancy by a majority vote, and the appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Director. After that, the appointee shall be eligible to be elected as a Director.

2.04 Committees

Committees may be established by the Board as follows:

1. The Board may appoint from their number a managing Director or a committee of Directors and may delegate to the managing Director or committee any of the powers of the Directors excepting those powers set out in the Act that are not permitted to be delegated; and
2. Subject to the limitations on delegation set out in the Act, the Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time.

2.05 Remuneration of Directors

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director; provided that:

1. Directors may be reimbursed for reasonable expenses they incur in the performance of their Directors' duties;
2. Directors may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the London Synchro Club in their capacity other than as Directors, provided that the amount of any such remuneration or reimbursement is: (i) considered reasonable by the Board; (ii) approved by the Board for payment by resolution passed before such payment is made; and (iii) in compliance with the conflict of interest provisions of the Act; and
3. Notwithstanding the foregoing, no Director shall be entitled to any remuneration for services as a Director or in other capacity if the London Synchro Club is a charitable corporation, unless the provisions of the Act and the law applicable to charitable corporations are complied with.

Section 3 - Board Meetings

3.01 Calling of Meetings

Meetings of the Directors may be called by the Chair, president or any two Directors at any time and any place on notice as required by this by-law, provided that, for the first organizational meeting following incorporation, an incorporator or a Director may call the first meeting of the

Directors by giving not less than five days notice to each Director, stating the time and place of the meeting.

3.02 Regular Meetings

The Board may fix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Director, and no other notice shall be required for any such meetings.

3.03 Notice

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this by-law to every Director of the London Synchro Club not less than seven days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the London Synchro Club.

3.04 Chair

The Chair shall preside at Board meetings. The Chair shall normally be the President. In the absence of the Chair, the Directors present shall choose one of themselves to act as the Chair.

3.05 Voting

Each Director and each officer has one vote. Questions arising at any Board meeting shall be decided by a majority of votes. In case of an equality of votes, the Chair shall not have a second or casting vote.

3.06 Participation by Telephone or Other Communications Facilities

If all the Directors participating consent, a Board meeting may be held by telephone, electronic or other communication facilities that permit all persons participating in the meeting to communicate adequately with each other at the same time, and a Director participating by such means is deemed to be present at that meeting.

Section 4 - Financial

4.01 Banking

The Board shall by resolution from time to time designate the bank in which the money, bonds or other securities of the London Synchro Club shall be placed for safekeeping.

4.02 Financial Year

The financial year of the London Synchro Club ends on June 30 in each year or on such other date as the Board may from time to time by resolution determine.

Section 5 - Officers

5.01 Officers

The Board shall appoint from among the Directors a Chair and may appoint any other person to be president, treasurer and secretary at its first meeting following the annual meeting of the London Synchro Club. The office of treasurer and secretary may be held by the same person and may be known as the secretary-treasurer. The office of Chair and president may also be held by the same person. The Board may appoint such other Officers and agents as it deems necessary, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time.

5.02 Office Held at Board's Discretion

Any Officer shall cease to hold office upon resolution of the Board.

5.03 Duties

Officers shall be responsible for the duties assigned to them and they may delegate to others the performance of any or all of such duties.

5.04 Duties of the Chair

The Chair shall perform the duties described in sections 3.04 and 9.05 and such other duties as may be required by law or as the Board may determine from time to time.

5.05 Duties of the President

The president shall perform the duties described in Schedule A and such other duties as may be required by law or as the Board may determine from time to time.

5.06 Duties of the Treasurer

The treasurer shall perform the duties described in Schedule B and such other duties as may be required by law or as the Board may determine from time to time.

5.07 Duties of the Secretary

The secretary shall perform the duties described in Schedule C and such other duties as may be required by law or as the Board may determine from time to time.

5.08 Duties of Other Officers

Other Officers appointed by the Board shall perform duties described in Schedule D.

Section 6 - Protection of Directors and Others

6.01 Protection of Directors and Officers

No Director, Officer or committee member of the London Synchro Club is be liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the London Synchro Club or for joining in any receipt or for any loss, damage or expense happening to the London Synchro Club through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the London Synchro Club or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the London Synchro Club shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or London Synchro Club with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. complied with the Act and the London Synchro Club's articles and By-laws; and
2. exercised their powers and discharged their duties in accordance with the Act.

Section 7 - Conflict of Interest

7.01 Conflict of Interest

A Director who is in any way directly or indirectly interested in a contract or transaction, or proposed contract or transaction, with the London Synchro Club shall make the disclosure required by the Act. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction.

7.02 Charitable Corporations.

No Director shall, directly or through an associate, receive a financial benefit, through a contract or otherwise, from the London Synchro Club if it is a charitable corporation unless the provisions of the Act and the law applicable to charitable corporations are complied with.

Section 8 - Members

8.01 Members

Membership in the London Synchro Club shall consist of the incorporators named in the articles and such other persons interested in furthering the London Synchro Club's purposes and who have been accepted into membership in the London Synchro Club by resolution of the Board.

8.02 Membership

A membership in the London Synchro Club is not transferable and automatically terminates if the Member resigns or such membership is otherwise terminated in accordance with the Act.

8.03 Disciplinary Act or Termination of Membership for Cause

1. Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the articles or By-laws.
2. The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.

Section 9 - Members' Meetings

9.01 Annual Meeting

The annual meeting shall be held on a day and at a place within Ontario fixed by the Board. Any Member, upon request, shall be provided, not less than 21 days before the annual meeting, with a copy of the approved financial statements, auditor's report or review engagement report and other financial information required by the By-laws or articles.

The business transacted at the annual meeting shall include:

1. receipt of the agenda;
2. receipt of the minutes of the previous annual and subsequent special meetings;
3. consideration of the financial statements;
4. election of Directors; and
5. such other or special business as may be set out in the notice of meeting.

No other item of business shall be included on the agenda for annual meeting unless a Member's proposal has been given to the secretary prior to the giving of notice of the annual meeting in accordance with the Act, so that such item of new business can be included in the notice of annual meeting.

9.02 Special Meetings

The Directors may call a special meeting of the Members. The Board shall convene a special meeting on written requisition of not less than one-tenth of the Members for any purpose connected with the affairs of the London Synchro Club that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within 21 days from the date of the deposit of the requisition.

9.03 Notice

Subject to the Act, not less than 10 and not more than 50 days written notice of any annual or special Members' meeting shall be given in the manner specified in the Act to each Member and to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken. Notice of each meeting must remind the Member of the right to vote by proxy.

9.04 Quorum

A quorum for the transaction of business at a Members' meeting is a majority of the Members entitled to vote at the meeting, whether present in person or by proxy. 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.

9.05 Chair of the Meeting

The Chair shall be the President; in the Chair's absence, the Members present at any Members' meeting shall choose another Director as chair and if no Director is present or if all of the Directors present decline to act as chair, the Members present shall choose one of themselves to chair the meeting.

9.06 Voting of Members

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the Act or the By-law provided that:

1. One Member who is over age 18 and is from a dues-paying family shall be entitled to one vote at any meeting; The maximum number of votes per family is One;
2. votes shall be taken by a show of hands among all Members present and the chair of the meeting, if a Member, shall have a vote;
3. an abstention shall not be considered a vote cast;
4. before or after a show of hands has been taken on any question, the chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;
5. if there is a tie vote, the chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
6. whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

9.07 Adjournments

The Chair may, with the majority consent of any Members' meeting, adjourn the same from time to time and no notice of such adjournment need be given to the Members, unless the meeting is adjourned by one or more adjournments for an aggregate of 30 days or more. 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.

9.08 Persons Entitled to be Present

The only persons entitled to attend a Members' meeting are the Members, the Directors, the auditors of the London Synchro Club (or the person who has been appointed to conduct a review engagement, if any) and others who are entitled or required under any provision of the Act or the articles to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

Section 10 - Notices

10.01 Service

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement shall be provided by telephone, delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member or Director at their latest address as shown in the records of the London Synchro Club and to the auditor or the person who has been appointed to conduct a review engagement at its business address, or if no address be given then to the last address of such Member or Director known to the secretary; provided always that notice may be waived or the time for the notice may be waived or abridged at any time with the consent in writing of the person entitled thereto.

10.02 Computation of Time

Where a given number of days' notice or notice extending over any period is required to be given, the day of service or posting of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period.

10.03 Error or Omission in Giving Notice

No error or accidental omission in giving notice of any Board meeting or any Members' meeting shall invalidate the meeting or make void any proceedings taken at the meeting.

Section 11 - Adoption and Amendment of By-laws

11.01 Amendments to By-laws

The Members may from time to time amend this by-law by a majority of the votes cast. The Board may from time to time in accordance with the Act pass or amend this by-law other than a provision respecting the transfer of a membership or to change the method of voting by members not in attendance at a meeting of members.

Enacted [insert date, except where Corporation is deemed to have passed this by-law under Section 18(1) of the Act].

President

Secretary

Schedule A

Position Description of Directors and Officers

Role Statement

The president provides leadership to the Board, ensures the integrity of the Board's process and represents the Board to outside parties. The president co-ordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Directors and between the Board and senior management, if any, of the London Synchro Club. The president ensures the Board discusses all matters relating to the Board's mandate.

Responsibilities

- Provide leadership to the club, facilitating significant decisions regarding the long term mission, vision and goals of the club members
- Oversee the day to day activities of all volunteer executive and contracted staff
- Assist in the hiring of Head Coach
- Chair/facilitate executive meetings
- Keep incorporation information up to date (annually)
- Execute Synchro Swim Ontario(SSO) initiatives:
 - Attend meetings as necessary – typically June (AGM) and September in Toronto
 - Acquire insurance certificates for each facility (at request of each facility)
 - Bid on hosting sanctioned meets sponsored by SSO(February)
 - Assure registrar is prepared to follow registration procedures (attend Sept. training)
 - Submit sanctions for all club activities including but not limited to training schedules, fundraisers, social activities
 - Encourage members to become judges
 - Participate in Syncho Ontario sponsored events, like Burning Bright for Breast Cancer fundraiser (Oct.)
- Liaise with Budget Officer to set members fees
- Edit and publish member handbook in collaboration with head coach
- Assist in locating funding/grant opportunities
- Connect with local sports councils, tourism London

Agendas. Establish agendas aligned with annual Board goals and preside over Board meetings if also holding the office of Chair. Ensure meetings are effective and efficient for the performance of governance work. Ensure that a schedule of Board meetings is prepared annually.

Role Statement

The secretary works collaboratively with the president to support the Board in fulfilling its fiduciary responsibilities.

Responsibilities

- Keep accurate documentation of club activities/decisions/actions during executive meetings (electronic minutes)
- Provide agenda and review action items during meetings
Update electronic minutes and circulate to executive following each meeting

Board Conduct. Support the president in maintaining a high standard for Board conduct and uphold policies and the By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

Document Management. Keep a roll of the names and addresses of the Members. Ensure the proper recording and maintenance of minutes of all meetings of the London Synchro Club, the Board and Board committees. Attend to correspondence on behalf of the Board. Have custody of all minute books, documents, registers and the seal of the London Synchro Club and ensure that they are maintained as required by law. Ensure that all reports are prepared and filed as required by law or requested by the Board.

Meetings. Give such notice as required by the By-Laws of all meetings of the London Synchro Club, the Board and Board committees. Attend all meetings of the London Synchro Club, the Board and Board committees.

Head Coach

Budget Officer

- Recommend annual budget for swim season to executive
- Establish fees for each program
- Determine additional costs for parent members as necessary, i.e. additional routines, additional coaching costs, travel
- Meet with members who may have questions regarding fees
- Liaise with treasurer to monitor actual versus budgeted expenditures and revenues throughout the swim season

Human Resources Coordinator

- Coordinate recruitment strategies on behalf of the club
- Create, negotiate and secure contracts for coaching services
- Collect and reconcile invoices from contractors
- Requisition payments for coaching services
- Communicate executive decisions/information to coaching staff
- Coordinate annual performance feedback for coaching staff

Treasurer

Direction. Serve as the Board's central point of communication with the senior management, if any, of the London Synchro Club; provide guidance to Head Coach, regarding the Board's expectations and concerns.

Performance Appraisal. Lead the Board in monitoring and evaluating the performance of coaching staff, if any, through an annual process.

Work Plan. Ensure that a Board work plan is developed and implemented that includes annual goals for the Board and embraces continuous improvement.

Representation. Serve as the Board's primary contact with the public.

Reporting. Report regularly to the Board on issues relevant to its governance responsibilities.

Board Conduct. Set a high standard for Board conduct and enforce policies and By-laws concerning Directors' conduct.

Mentorship. Serve as a mentor to other Directors. Ensure that all Directors contribute fully. Address issues associated with underperformance of individual Directors.

Succession Planning. Ensure succession planning occurs for senior management, if any, and Board.

Committee Membership. Serve as member on all Board committees.

Vice-President/Recreation Program Manager

- Support President as necessary.
- Initiate and oversee Recreation program including:
 - Assisting in the hiring of Assistant Head Coach to run the program (Sept.)
 - Look for satellite programs, camps at other community pools, YMCAs
 - Creation of schedules with the Head Coach/Assistant Head Coach (Plan bring a friend to synchro events and Try synchro events)
- Look for opportunities to expand synchro in the community – YMCA, summer programs and camps
- Provide content to update website and facebook page as necessary
- Book and run 'Try synchro' and liaise with Recreational parent representative and committee

Registrar

- Submit registration forms and fees for recreational, invitational, provincial and national meets as determined by the club
- Attend SSO Sept. general meeting in Toronto where training and information is offered regarding registration
- Work closely with Head Coach and SSO to register all club members as necessary
- Work with Synchro Canada, if necessary, for national stream registration information
- Collect police record checks from executive and staff as required by SSO

Secretary

- Facilitate Try synchro events to answer questions from parents, assist in completion of waivers and registration forms
- Coordinate Try Synchro committee to assure enough volunteers attend
- Gather registration documentation and forward to Assistant Head Coach
- Be available to answer questions from parents via email as necessary
- Assist in hair gelling clinic to educate new members prior to recreational meet

Club wear coordinator/Equipment manager

- Liaise with club-preferred vendors to secure mandatory and optional suiting items for swimmers, coaches and parents
- Negotiate costs and terms with vendor – liaise with club treasurer for payment
- Create order forms; set prices and hold fitting/suiting clinics to assure all members are suited in the determined club wear
- Coordinate the ordering and distribution of shirts and jackets for the coaching staff
- Secure gifts-in-kind from vendors
- Reconcile club wear sales to the vendor invoices
- Keep an inventory of sound systems, training equipment and other property of the club
- Monitor equipment stored in CGAC common lock up
- Contact sound system maintenance when problems arise to assure all 3 sound systems are in good running condition
- Assist in researching in new equipment requirements – including training equipment

Sponsorship liaison

- Produce and circulate sponsorship letter and information sheet explaining sponsorship opportunities
- Answer questions of potential sponsors, collect cheques and keep record of sponsorships each year
- Produce thank you letter and club plaque for sponsors – delivered fall of next season

Fundraising Committee

- Research and bring ideas to executive regarding fundraising initiatives
- Coordinate and execute fundraising activities as decided by the executive
Keep records of fundraising with the goal of meeting budget as outlined by annual budget
- Search for appropriate municipal, provincial or federal grants
- Submit applications to grants as approved by the executive

Communications Officer

- Upload supplied content from President/and/or designate content contributor
- Maintain orderly site and offer suggestions on how to improve
- Manage on-line registration system
- Edit and distribute monthly newsletter

- Establish and maintain accurate financial records for the club
- Set-up and manage bank accounts, investments and other banking activities
- Has joint signing authority with President
- Receive, deposit and reconcile member fees, contacting those that are inaccurate, late or missing. Help determine if member should be put in collections if account is not in good standing
- Pay club expenses as invoiced.
- Bring financial reports to the executive meetings including overdue accounts, unusual expenses, account balances
- Prepare and distribute Children's Activity Tax Credit to members prior to tax deadline
- Submit year-end financials to necessary authorities

Events and volunteer coordinator

Plan and execute events for the club including the recruitment of volunteers and forming of committees.

Travel and accommodations:

- Organize travel and accommodation for club members and coaches for out of town meets as selected by the Executive
- Find suitable accommodations through recommendations from SSO or as determined by the executive
- Communicate travel information and be available to answer questions through email or at meetings

Watershows:

- Liaise with Watershow leader who coordinates 2 Watershows – one in Jan./Feb. and one in June
- See Watershow document outlining volunteer positions and tasks
- Provincial meets:
 - Help with bid process to secure sanctioned meets as determined by the executive
 - Organize and execute meets according to Synchro Ontario's meet manager guide

Facilities Manager

- Create yearly Club calendar with input from Head Coach and executive Secure training facilities contracts as determined by the executive
- Make necessary adjustments to bookings due to facility cancellations as determined by the Head Coach/executive
- Review and approve invoices and forward to treasurer for payment
- Keep an accurate summary of contracts, facility costs and contacts

Promotions and advertising

- Promote the London Synchro Club to the community through inspirational and interesting messaging
- Develop and distribute marketing communications, such as brochures, bookmarks, posters, street signs and advertisements through print and electronic media as well as in targeted locations such as sports facilities and schools
- Contact media to promote Watershows, host meets
- Assist in communicating for Watershows, Try synchro, Bring a friend events as necessary
- Contact media to share synchro news or success stories

Recreational Parent Representative

- Be present at registration and whenever possible during recreational swim times to respond to parent inquiries regarding club activities