

THE DOLPHIN SWIMMING CLUB

2007 ELECTION NOMINATION FORM TO COUNCIL PURSUANT TO ARTICLE 15.1.2 OF THE DOLPHIN SWIMMING CLUB ARTICLES OF ASSOCIATION DATED THE 24TH JULY, 2004

I, _____ nominate _____
(Print name of proposer) (Print name of Nominee)
as a candidate in the 2007 Dolphin Swimming Club Council elections.

This nomination is seconded by: _____ / _____
(Print name of Seconder) (Signature of Seconder)

(To be completed by the Nominee)

NUMBER OF YEARS ASSOCIATED WITH THE CLUB: _____

PREVIOUS OFFICE HELD: _____
(If Applicable)

TYPE OF MEMBERSHIP HELD: Parent Membership
 Swimmer Membership
 Ordinary Membership

NAME/S OF CHILD/REN SWIMMER/S: _____
(If Applicable)

PHONE CONTACT: _____ / _____ / _____
(Home) (Cell) (Other)

EMAIL ADDRESS: _____

(To be completed by the Nominee)

I, _____ agree to stand in the 2007 Dolphin Swimming Club elections to be held at the Annual General Meeting in November, 2007 for election to The Dolphin Swimming Club Council. I have reviewed the attached Council Member Guidelines and by signing this Nomination Form acknowledge and confirm my understanding of the matters therein contained and further thereto I hereby notify the existing Council of my intention to run for the office of:

- | | |
|---|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Vice President |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Assistant Treasurer |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Assistant Secretary |
| <input type="checkbox"/> Alternate Council Member | |

I also hereby declare that all fees associated with my Membership are fully paid up to date.

(Signed) (Dated)

PLEASE NOTE THAT ALL NOMINATION FORMS MUST BE DELIVERED TO THE PRESIDENT (FAX #: 328-2520) OR TREASURER BEFORE THE 1ST NOVEMBER, 2007.

THE DOLPHIN SWIMMING CLUB
2007–2008 Season

COUNCIL MEMBER GUIDELINES

THE COUNCIL

The Dolphin Swimming Club Council is the Club's governing body and is responsible for the conduct of all of the Club's business. In view of their function as the governing body of the Club, the Council Members are ultimately responsible for all of the acts and omissions of the Club as a legal entity. The Council Members are under a legal duty to act responsibly in their appointed capacity and may be held liable in their personal capacity for any act of negligence or other default.

Article 10 of the Constitution provides that there shall be seven (7) Council Members from amongst whom six (6) shall be elected as Officers of the Club. The Council Offices available are as:

1. President
2. Vice President
3. Treasurer
4. Assistant Treasurer
5. Secretary
6. Assistant Secretary

The Vice President, Assistant Treasurer and Assistant Secretary shall train to replace if necessary the President, Treasurer and Secretary respectively at the next Annual General Meeting.

The remaining Council member will serve as an alternate to the Officers (except the President and Treasurer) and shall sit on the Social and Meet Preparation Committees as well as assist in the business of all other Club Committees when required.

1. PRESIDENT

The President is the Chief spokesperson for the Club. The President is responsible for charting the direction of the Club and overseeing the Council's compliance with the Club's Constitution and the implementation of the Club's policies and agendas. The President, or in the President's absence, the Vice President, shall preside as Chairperson at each Council meeting of the Club and shall in the case of an equality of votes have a casting vote. The President shall be the Chairperson of the Membership Committee and the BSF Rule Revision Committee.

Primary Duties of the President

1. Shall attend every enrollment event as President of the Club as well as a member of the Membership Committee and shall in accordance with his/her duties as member of the Membership Committee scrutinize all applications for membership (Article 3 of the Articles of Association).

2. The President must confirm with the Head Coach all tentative home meet dates at least 8 weeks before the scheduled meet. The Head Coach will then submit to the Assistant Secretary (clause III(3)(c) of the Head Coach contract) the completed BSF Meet Application Form.
3. The President shall make inquiries of the Head Coach relative to the Home Meet preparations in particular matters pertaining to meet invitations, awards, tents and chairs. The President shall review the Head Coach's report on the Home Meet Status to be delivered by the Head Coach one week before the scheduled Home Meet (clause III(3)(c) of the Head Coach contract).
4. The President shall make arrangements for the concession stand and the securing of Deck Officials for every Home Meet.
5. The President shall review and consider all quarterly maintenance reports submitted by the Head Coach pursuant to clause III(5)(d) of the Head Coach contract. Any action or works approved by Council shall be communicated to the Assistant Treasurer for execution.
6. The President shall meet with the Head Coach each week during the swimming season to receive updates on all matters pertaining to the operations of the Club and swimming programs (clause III(13)(a) of the Head Coach contract).

2. VICE PRESIDENT

The Vice President shall perform every duty of the President in the President's absence. In addition thereto the vice President shall be responsible for managing all Public Relations matters for the Club including Promotional Activities and Fund Raising. The Vice President shall be a member of the Membership Committee as well as the Chairperson of the Fund Raising Committee.

Primary Duties of the Vice President

1. Upon the consultation with the appropriate Council member or Committee chairperson the Vice President is responsible for the creation, revision and production of all Club standardized forms and media brochures.
2. The Vice President is responsible for ensuring that a Sponsor is secured for every Home Meet and for the timely forwarding of a letter of appreciation to the Sponsor. The Vice President should write to every Sponsor 6 weeks in advance of the Meet (or at any time before then) to request Sponsorship moneys. The Vice President should arrange for the collection of the cheque and the taking of any photographs if required.
3. The Vice President shall attend to arranging the Club photo after the Members' receipt of the equipment order in November, or so soon thereafter as is reasonable practicable. The Vice President shall also arrange for a Club photo of all Bahamas National Championships Qualifiers.
4. The Vice President is responsible for ensuring proper media coverage for all club events. Details pertaining to each corporate Sponsor should be given to the media prior to the scheduled Home Meet.

5. The Vice President is responsible for faxing details of every Home Meet to the media contacts using the standardized Media Meet Information Facsimile forms.
6. The Vice President is responsible for receiving from the Head Coach all meet results and the posting of same on the website 48 hours after the Home/Away Meet.
7. The Vice President shall be responsible for maintaining the website and the posting/emailing of all Club Notices. The Vice President shall also be responsible for posting on the website of the Head Coach's News Letter.
8. The Vice President shall be responsible for receiving from the Head Coach and maintaining a record of all Club records.

3. TREASURER

The Treasurer shall be responsible for all the finances of the Club and shall, in addition to those responsibilities set out in the Constitution, attend to the Club business hereinafter set out. The Treasurer shall be the Chairperson of the Facility Improvement Committee.

Primary Duties of the Treasurer

1. Prepare all invoices for fees in accordance with the Register of Members (and attendance record) for each program to be produced by the Head Coach and delivered to the Treasurer on the 4th week of every quarter.
2. Invoices shall be delivered to the Assistant Secretary at the end of every term or annually as the case may be for personal delivery to the Members at the pool or for delivery by post. Electronic copies of all invoices should also be emailed to all Senior Swimmers, Parent Members and Ordinary Members as the case may be.
3. Notice of all outstanding fees shall be communicated at the end of each term to the Secretary by way of a report. The payment of all arrears shall also be reported to the Secretary.
4. The Treasurer shall inquire into investment opportunities for the Club and shall advise the Council appropriately.
5. The Treasurer shall be the contact for all Members who for special circumstances are unable to pay Annual Subscription or Program Subscription Fees.
6. The Treasurer shall be responsible for preparing the Annual Budget and shall liaise with the President, Vice President and Secretary in so doing. The Treasurer shall also liaise with the Chairperson of the Fund Raising Committee from time to time in connection with coordinating fund raising projects.

4. ASSISTANT TREASURER

The Assistant Treasurer shall assist the Treasurer in his/her duties and shall be responsible for the managing the Pool Facility and the ordering and maintenance of all Club equipment and

inventory. The assistant Secretary shall be the Chairperson of the BSF Rules Revision Committee.

Primary Duties of the Assistant Treasurer

1. The Assistant Treasurer is responsible for making enquiries as to the payment of all visiting team entries. The Assistant Coach should liaise with the Head Coach to determine what events are being swum by the swimmers of each visiting team and the amount due therefrom.
2. The Assistant Treasurer shall liaise with the President and the Treasurer immediately following August 1st to discuss the Head Coach's Equipment/Property Report (clause III(5)(a) of the Head Coach contract). New Club communal equipment orders are to be placed before the end of the month of August.
3. The Assistant Treasurer is responsible for making arrangements (i.e. identifying suppliers and prices) for all Club Member equipment before the end of the month of August. Member equipment orders are to be taken at the enrollment session scheduled in September. Notice for equipment orders must be circulated immediately after the start of the swimming year. All equipment orders should be on or before the 15th October.
4. The Assistant Treasurer shall liaise with the Head Coach to ensure that all approved works or repairs are completed in accordance with the negotiated contract.
5. The Assistant Treasurer shall be responsible for managing the gate and the collection of pool facility entry fees at all Home Meets.

5. SECRETARY

The Secretary shall be responsible for keeping the Register of Members and all records and correspondence relating to the affairs of the Club. The Secretary shall be the Chairperson of the Social Committee. The Secretary will be afforded the use of laptop for the efficient performance of his/her duties.

Primary Duties of the Secretary

1. To attend every enrollment event for the purpose of entering every Member in the Club's database and to ensure that every Member's (Swimmer, Ordinary, Parent or Honorary) details are entered properly and contain all the necessary contact information (most importantly email addresses and telephone contact information).
2. The Secretary shall ensure that every Member (Swimmer, Ordinary, Parent or Honorary) completes the appropriate BSF Registration Form that is required for voting purposes (i.e. we will wish to call upon these persons to vote (in person or by proxy) at BSF elections).
3. Maintain the Register of Members in accordance with the provisions of the Constitution and the Register Records and Attendant Records produced by the Head Coach and delivered to the Secretary on or before the seventh day following

the end every term. The Secretary shall liaise with the Treasurer and the Head Coach for the purpose of synchronizing the Club's Register of Members.

4. To make the necessary entries in the Register of Members at the end of each term in accordance with the Club Fee Report to be prepared by the Treasurer.
5. The Secretary shall in accordance with the provisions of Article 10 of the Articles of Association attend to calling and preparing all of the necessary papers for the Club's Annual General Meeting to be held on a date between the 1st October and 30th November in each year.
6. The Secretary shall, as soon as practicable after the enrollment sessions, attend to delivery of all BSF Registration Forms to the appropriate BSF representative together with a cheque in the appropriate amount. The Secretary shall also attend to the delivery to the BSF all late Registration Forms provided by the Head Coach on or before the 25th November in accordance with (clause III(11)(a) of the Head Coach contract).

6. ASSISTANT SECRETARY

The Assistant Secretary shall assist the Secretary in the performance of his/her duties and shall be the Chairperson of the Club Meet Preparation Committee and the Chairperson of the Travel Committee).

Primary Duties of the Assistant Secretary

1. To receive from the Head Coach and to attend to the posting of all uncollected progress reports within 7 days of the start of the 2nd and 3rd terms.
 2. The Assistant Secretary is responsible for ensuring that he or she receives the completed BSF Meet Application Form from the Head Coach at least 45 days before the scheduled Home Meet (clause III(3)(c) of the Head Coach contract).
 3. The Assistant Secretary is responsible for attending to the preparation of the printing of the Home Meet event programs. The Assistant Secretary shall liaise with the Vice President for Sponsor details and Sponsor artwork to be included on the programs.
 4. The Assistant Secretary shall attend to the posting of all invoices forwarded by the Treasurer which were undeliverable by email or facsimile.
 5. The Assistant Secretary in her capacity as Chairperson of the Meet Preparation Committee shall assist the President in items 3 and 4 of the Presidents Primary Duties.
 6. The Assistant Secretary shall have the responsibility of ensuring that these procedural guidelines are followed by the Council Members. The Assistant Secretary shall provide the Vice President with Notices of all scheduled meetings and shall attend to preparing agendas of all Council Meetings.
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CLUB COMMITTEES

Article 16 of the Constitution provides for the Council's power to establish Committees and to regulate their duties and the conduct of their meetings. Each Officer of the Club shall be responsible for one or two Committees each of which shall have a minimum of two members (including the Council Member) unless otherwise provided by the Articles of the Constitution. All Committee members must be a Member of the Club and it shall be the responsibility of the Committee Chairperson to elect members to their Committees. The Committees shall report to the Council (and where appropriate to the Vice President) through their Chairpersons. The initial Club Committees shall be:

1. Membership Committee – (President, Vice President & a Member to be selected)
2. Fund Raising Committee – (Vice President & 2 Members to be selected)
3. Travel Committee – (Assistant Secretary & 2 Members to be selected)
4. Meet Preparation Committee – (Assistant Secretary, 7th Council Member)
5. Facility Improvement Committee – (Treasurer & 2 Members to be selected)
6. Social Committee – (Secretary, 7th Council Member & a Members to be selected)
7. BSF Rules Revision Committee – (President, Assistant Treasurer & a Member to be selected)

Dated this 30th day of September, 2007