



## **Member's Guide to EBSC**

This document is the result of the collaboration of the membership of EBSC. Its purpose is to serve as a touchstone for participation in our club, to define our organization, our place in the community, and the principles that guide us.

## **MISSION**

Our mission is to promote and support participation in swimming among lesbians and gay men and friends of our community, and to uphold the Masters philosophy of fun, friendship, and fitness for life, in an environment that is positive, safe, and socially active.

## **AFFILIATIONS**

In support of its mission, English Bay Swim Club (EBSC) is a member of each of the following organizations:

1. Masters Swimming Association of British Columbia (MSABC)
2. International Gay and Lesbian Aquatics (IGLA)
3. Gay and Lesbian International Sport Association (GLISA)

## **ACTIVITIES**

EBSC recognizes each of the following as a core activity in fulfilling the objectives of its mission:

1. Workouts
2. Coaching
3. Hosting Swim Meets
4. Attending Swim Meets
5. Social
6. Community Outreach
7. Team Branding
8. Fundraising

### **Workouts**

#### ***Principles - Workouts***



The main form of participation in EBSC is attending workouts. EBSC holds each of the following as a fundamental principle with respect to its workouts.

1. That a coach be present on deck at every workout.
2. That workouts are designed within the context of a broader program, aimed at Masters swimmers, that takes participation at swim meets into account.
3. That workouts are designed to suit the capabilities of all members, from the recreational to the competitive swimmer.
4. That workouts are held frequently, and at times and locations convenient to the membership.
5. That workouts are organized to maximize the enjoyment of all swimmers.

### ***Operating Guidelines - Workouts***

To help us conduct our workouts in accordance with our principles, we observe the following guidelines:

1. That more than one coach be present on deck during periods of peak attendance.
2. That coaches assign swimmers to lanes appropriate to their ability and speed.
3. That swimmers observe swimming etiquette.
4. That clinics be an integral component of the swimming program.

EBSC provides swimmers the opportunity to improve their proficiency & technique through coaching. EBSC holds each of the following as a fundamental principle with respect to coaching:

1. That coaches are skilled and knowledgeable, and work as a team.
2. That coaches understand the needs and goals of swimmers, and coach in a manner consistent with a mature membership and the Masters Swimming philosophy.
3. That coaches both offer and solicit feedback between themselves and swimmers.

### **Coaching**

#### ***Principles - Coaching***



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### ***Operating Guidelines – Coaching***

To help us provide coaching in accordance with our principles, we observe the following guidelines:

1. That coaches recommend the acquisition of equipment for the team.

### **Hosting Swim Meets**

#### ***Principles - Hosting Swim Meets***

EBSC has a history of hosting well-run and fun swim meets, and holds each of the following as a fundamental principle with respect to hosting swim meets.

1. That hosting swim meets provides us with an opportunity to be visible within our community.
2. That hosting swim meets provides us with an opportunity to reciprocate within the swimming community.
3. That social events are an integral part of hosting a swim meet.

### ***Operating Guidelines – Hosting Swim Meets***

To help us host swim meets in accordance with our principles, we observe the following guidelines:

1. That a sanctioned or non-sanctioned swim meet be held at least once annually.
2. That an invitation be extended to other gay and lesbian swim teams to participate at every meet we host.



## **Attending Swim Meets**

### ***Principles - Attending Swim Meets***

Many EBSC members enjoy participating at swim meets. EBSC holds each of the following as a fundamental principle with respect to attending swim meets:

1. That EBSC facilitate participation at swim meets as a means for members to achieve personal goals, to represent themselves and our club, and to foster a sense of team.
2. That EBSC facilitate opportunities for participation at swim meets at local, regional, national, and international levels.
3. That a member of our coaching team be present at swim meets to provide feedback & support to swimmers.

### ***Operating Guidelines - Attending Swim Meets***

To help us attend swim meets in accordance with our principles, we observe the following guidelines:

1. That relay team entry fees, if any, be paid by the club.

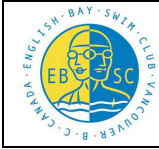
## **Social**

### ***Principles - Social Activities***

EBSC has a history of providing a social outlet for gay and lesbian swimmers, and holds each of the following as a fundamental principle with respect to its social activities.

2. That social events are an integral part of the English Bay Swim Club.
3. That social events provide a means for us to celebrate and recognize our accomplishments.
4. That social events provide a means for us to get to know each other in a fun and safe environment.
5. That social events are held regularly, at accessible locations, on a break-even or cost-reduced basis.

### ***Operating Guidelines - Social Activities***



To help us provide social activities in accordance with our principles, we observe the following guidelines:

1. That a social event be held once per month on average throughout the regular swim season.
2. That the following events occur annually:
  - Christmas party
  - Awards presentation

## **Community Outreach**

### ***Principles - Community Outreach***

An important activity of EBSC is to ensure that the gay and lesbian community and the swimming community-at-large is aware of our team. EBSC holds each of the following as a fundamental principle with respect to community outreach.

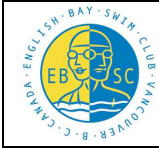
1. That EBSC be visible as a positive role model in the gay and lesbian community.
2. That interested swimmers know how to reach us and obtain information about how to participate.
3. That EBSC share its knowledge and experience with other teams.

### ***Operating Guidelines - Community Outreach***

To help us engage in a community outreach program that is in accordance with our principles, we observe the following guidelines:

1. That the club provide information through the following means: - The check-in desk at each workout
  - A team brochure
  - Its website
  - The bulletin board at the Aquatic Centre
  - The Xtra West community line.
2. That the club be represented at the following events: - Pride Parade
  - Pride Festival
  - AIDS walk
  - Dining Out For Life

## **Team Branding**



### ***Principles - Team Branding***

EBSC encourages a sense of belonging and camaraderie through team branding, and holds each of the following as a fundamental principle with respect to team branding:

1. That EBSC have a logo which is kept current.
2. That the selection of a logo involve the membership.
3. That team equipment or merchandise be available to members on a break-even or cost-reduced basis and that the cost be the same for all members.

### ***Operating Guidelines - Team Branding***

To help us engage in team branding in accordance with our principles, we observe the following guidelines:

1. That EBSC make available to members the following items of team merchandise each year: - Swim suits  
- T-shirts  
- Swim caps
2. That EBSC have a banner for display at community events and at swim meets.
3. That EBSC have a banner for permanent display at the Aquatic Centre.

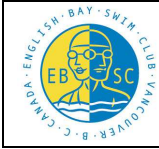
## **Fundraising**

### ***Principles - Fundraising***

EBSC carries out fundraising from time to time, and holds each of the following as a fundamental principle with respect to fundraising:

1. That EBSC carry out fundraising to support the club on an as-needed basis for specific activities or purposes.
2. That each fundraising project clearly articulate the specific activity or purpose for which funds will be raised, including identifying those individuals or groups who will benefit financially.
3. That a minimum of ten percent of net proceeds from each fundraising project be donated to a non-profit community organization(s).
4. That fundraising projects be carried out by a volunteer committee of club members.

### ***Operating Guidelines - Fundraising***



To help us perform fundraising in accordance with our principles, we observe the following guidelines:

1. That when EBSC fundraising activities are initiated by club members, they must be approved by the executive.
2. That a fair and transparent system be used to determine how proceeds are disbursed to individuals or groups.
3. That all proceeds generated through fundraising projects be turned over to the EBSC treasurer for accounting purposes and disbursement.
4. That a full accounting of fundraising activities carried out during the year be reported at the Annual General Meeting.

## **ORGANIZATION**

For the purpose of carrying out its activities as described, EBSC is organized into the following key elements:

1. Member's Guide to EBSC
2. Executive
3. Coaches
4. Membership

### **Member's Guide to EBSC**

This document is an evolving reference designed to build on the success of EBSC by helping to ensure continuity in the fulfillment of its objectives. The pages within it are organized into 4 broad categories:

1. Mission
2. Principles
3. Organization
4. Operating Guidelines

EBSC holds each of the following as a fundamental principle with respect to this document:

1. That this document continue to evolve in an open process, involving the membership of the club.
2. That changes to this document be approved only by the membership at a general meeting of the club.

### ***Operating Guidelines - Member's Guide to EBSC***



To maintain this document in accordance with our principles, we observe the following guidelines:

1. That this document be reviewed at each Annual General Meeting of the club.
2. That a review of this document also include a review of the Parking Lot

### *Parking Lot*

In the evolution of this document, issues are raised which remain unresolved and which require further discussion. In order that these issues are not lost or forgotten, they are placed here in the 'Parking Lot' so that they may be revisited at a future review.

1. Membership:  
How do we attract more women to the club?  
How do we preserve the gay and lesbian nature of our club?
2. Affiliations:  
What is the relationship between EBSC and Team Vancouver?

### **Executive**

EBSC is led by a volunteer executive whose primary responsibility is to facilitate all of the activities of the club. The executive conducts its work in accordance with principles in each of the following areas:

1. Administration
2. Finance
3. Internal Communication

### ***Administration***

#### *Principles - Administration*

EBSC holds each of the following as a fundamental principle with respect to its administration:



1. That the administration of the club be carried out in a manner that is -  
Transparent
  - Accountable
  - Timely
  - Accurate
  - Thorough
  - Responsive to the needs of the team
2. That the administration of the club be proactive and plan beyond the current swim season with a sense of vision.
3. That the administration of the club ensure the maintenance and continuing compilation of the club's archives.
4. That the administration of the club liaise and foster productive relationships with all relevant organizations.

#### *Operating Guidelines - Administration*

To help us conduct our administration in accordance with our principles, we observe the following guidelines:

1. That EBSC renew each of the following on an annual basis: - Its registration with MSABC
  - Its registration with GLISA
  - Its registration with IGLA to an extent that allows EBSC 3 votes.
  - Its contracts with the Vancouver Board of Parks & Recreation.

#### **Finance**

##### *Principles - Finance*

EBSC holds each of the following as a fundamental principle with respect to the handling of its finances:

1. That the club be run on a break-even basis.
2. That swimming fees be fair and reasonable for all members.
3. That the viability of the club be ensured through responsible management, budgeting, and planning.
4. That a financial reserve be maintained to allow the club to carry out its activities with confidence.

##### *Operating Guidelines - Finance*

To help us manage our finances in accordance with our principles, we observe the following guidelines:



1. That a financial statement be prepared for presentation and review at each Annual General Meeting.
2. That an operating budget be prepared for presentation and approval at each Annual General Meeting
3. That team revenues and expenditures be monitored and reported at each meeting of the executive.

### ***Internal Communication***

#### *Principles - Internal Communication*

EBSC holds each of the following as a fundamental principle with respect to its internal communication:

1. That members be kept current with respect to the following: - Upcoming swim meets
  - Results of meets in which we participate
  - Team activities
  - Team initiatives
  - Issues that affect our club
2. That information be timely, accurate, and relevant.
3. That information be distributed in a manner that is accessible, and that reaches out to all team members.
4. That communication be done in a manner that respects the safety and privacy of our members.

#### *Operating Guidelines - Internal Communication*

To help us conduct our internal communications in accordance with our principles, we observe the following guidelines:

1. That a check-in desk be staffed prior to each workout.
2. That the club's website be maintained.
3. That an email list be maintained and made available to members.
4. That a telephone list be maintained and made available to members.
5. That a newsletter be published 3 times per year.

The executive is elected by, and from amongst the membership each year at the club's Annual General Meeting. The elected positions of the executive are as follows:

1. Co-coordinator



2. Co-coordinator
3. Treasurer/Registrar
4. Secretary
  
5. Meet Coordinator
6. Social Coordinator
7. Fundraising Coordinator

### ***Co-coordinator***

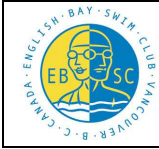
The position of Co-coordinator consists of the following:

1. Responsibility for the administration of the club.
2. Liaising with each of the following: - Coaches, members, and committees
  - Governing associations, such as MSABC and IGLA
  - Municipal authorities, such as the Board of Parks & Recreation
  - Media
3. Ensuring pool space for workouts.
4. Ensuring coaching.
5. Ensuring the club's participation in the community.
6. Ensuring the club's commitment to team-branding.
7. Ensuring the club's commitment to hosting meets.
8. Responding to queries and expressions-of-interest from outside the club.

### ***Operating Guidelines - Co-coordinator***

To help the co-coordinator in his/her work, he/she observes the following guidelines:

1. Schedule meetings and prepare agendas for same, as follows: - The club's Annual General Meeting (AGM), every September.
  - Meetings of the executive, every 4 to 6 weeks.
  - Meetings with ad-hoc committees, as required.
2. Arrange contracts for pool space, as follows: - For the fall season, in July of each year
  - For the spring season, in November of each year.
  - For meets and special events, at least 8 months in advance.
3. Arrange the club's participation in community events, as follows: - Pride Parade, in April or May of each year.
  - AIDS Walk, in August of each year.



### ***Treasurer/Registrar***

The position of Treasurer/Registrar consists of the following:

1. Responsibility for the club's financial position.
2. Responsibility for the club's membership roster.

#### *Operating Guidelines - Treasurer/Registrar*

To help the Treasurer/Registrar in his/her work, he/she observes the following guidelines:

1. Make bi-monthly deposits of funds received.
2. Make payment for invoices as they are received.
3. Pay coaches on a monthly basis.
4. Prepare sign-in sheets for use at the desk
5. Prepare passes to be sold at the desk.
6. Maintain club email list and phone list
1. 7, Register members with MSABC.

### ***Secretary***

The position of Secretary consists of the following:

1. Ensuring the club's commitment to internal communication.
2. Ensuring the club's commitment to administration.

#### *Operating Guidelines - Secretary*

To help the Secretary in his/her work, he/she observes the following guidelines:

1. Take minutes at each meeting of the executive and at the AGM.
2. Keep minutes of past meetings.
3. Produce the EBSC newsletter.

### ***Meet Coordinator***

The position of Meet Coordinator consists of the following:

1. Ensuring the club's commitment to attending meets.



### *Operating Guidelines - Meet Coordinator*

To help the Meet Coordinator in his/her work, he/she observes the following guidelines:

1. Keep current with respect to upcoming meets and registration deadlines, and advise club members of same.
2. Encourage participation at meets.
3. Work with coaches to promote specific meets.
4. Work with coaches to develop relay teams.
5. Facilitate collection of meet registration forms for submission to host clubs.
6. Help organize car-pooling and accomodation for out-of-town meets.

### ***Social Coordinator***

The position of Social Coordinator consists of the following:

1. Ensuring the club's committment to social events.

### *Operating Guidelines - Social Coordinator*

To help the Social Coordinator in his/her work, he/she observes the following guidelines:

1. Organize the club's annual Christmas Party, at least 2 months in advance.
2. Organize a social event, once per month.
3. Assist in the preparation and presentation of achievement awards.
4. Organize the club's participation in community events, as follows: - Dining Out for Life, in March of each year.
5. Maintain the club's supply of party supplies.

### ***Fundraising Coordinator***

The position of Fundraising Coordinator consists of the following:

1. Ensuring the club's committment to fundraising.

### *Operating Guidelines - Fundraising Coordinator*

To help the Fundraising Coordinator in his/her work, he/she observes the following guidelines:

- 1.



2.

## **Coaches**

*See section on workouts*

## **Membership**

The EBSC membership comprises gay men, lesbians, and friends of our community. A member of EBSC is someone who:

1. Is a Masters swimmer registered with MSABC, attached to EBSC.
2. Is current with respect to MSABC and EBSC registration fees as at August 31st of the calendar year.

### ***Principles - Membership***

The strength and success of EBSC lies in the involvement and participation of its members. EBSC holds each of the following as a fundamental principle with respect to membership in the club:

1. That membership and participation with EBSC is based on volunteerism, co-operation, mutual assistance, respect, camaraderie, and fun.
2. That each member is an ambassador of EBSC in the community.
3. That existing members welcome and reach out to new members.

### ***Operating Guidelines - Membership***

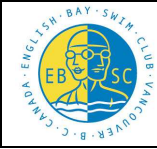
In support of our membership principles, members of EBSC are encouraged to consider the following:

1. To assist in the setup and takedown of equipment at each workout.
2. To communicate your swimming expectations and goals to the coach(es).

## **Admission**

### ***Principles - Admission***

EBSC strives to provide a safe and comfortable environment for its members and holds each of the following as a fundamental principle with respect to admission into the club:



1. That admission to the club be extended to gay men, lesbians, and friends of our community on a first come, first served basis, notwithstanding a waitlist.
2. That current members be given the opportunity to register ahead of prospective new members.
3. That prospective new members have a minimum swimming proficiency.

### ***Operating Guidelines - Admission***

To help us manage admission to EBSC in accordance with our principles, we observe the following guidelines:

1. That in advance of the beginning of each swimming season, current members be given the opportunity to pre-register.
2. That at any time during the swimming season when attendance reaches capacity levels, a waitlist be established.
3. That the waitlist be maintained so as to place returning members at the top of the list in the order they present themselves, followed by prospective new members in the order they present themselves.