



Kanata Rhythmic Sportive Gymnastics Club Constitution and Bylaws

Article 1: NAME

The name of this Club shall be the Kanata Rhythmic Sportive Gymnastics Club, hereinafter referred to as the Club. The headquarters of the Club shall be located within the Kanata area in the Province of Ontario.

Article 2: OBJECTIVES

The principal objective of the Club shall be to assist gymnasts in reaching their gymnastic potential in a fair and healthy environment, where the development of physical skills is balanced with the development of sportsmanship, leadership, social skills and a healthy lifestyle.

In addition the Club shall have the following complementary objectives:

- Teaching and promotion of the sport of rhythmic gymnastics.
- Organization and participation in rhythmic gymnastics competitions and events in accordance with the prescribed rules of the governing body of gymnastics in Ontario.
- Technical training and advancement of coaches, judges and other officers and officials.

All activities of the Club shall be carried out in furtherance of these objectives, and not for the pecuniary gain to the membership or to the directors.

Article 3: ORGANIZATION and AFFILIATIONS

The Club shall be composed of Members as hereinafter set out, and shall be managed by the Board of Directors constituted as set out in these By-Laws.

The Club shall be a Member of Gymnastics Ontario (GO) and shall follow the published rules of GO. The Club is subject to the published rules in declining order of authority of the following governing organizations to which it is affiliated:

Gymnastics Canada
Gymnastics Ontario
The Club

The operations of the Club may be carried on throughout Canada. The operations of the Club may be carried on outside of Canada where permitted by the laws of the foreign jurisdiction.

Article 4: MEMBERSHIP

There are three classes of Member, namely Regular Member, Honorary Member and Life Member. Membership in the Club shall be conferred at the sole and absolute discretion of the President acting upon the advice of the Club Board of Directors. Members in the Club shall be obliged to act in the best interests of the Club at all times and to comply with the Club's stated goals, objectives, rules, policies and procedures. The President, acting upon the advice of the Board of Directors, may deny membership to any individual who the President, acting reasonably and with the advice of the Club Board of Directors, believes would be unwilling or unable to comply with and/or uphold the Club's stated goals, objects, rules, policies or procedures.

Regular Member

A regular Member is either:

- A gymnast who trains in an approved programme
- The parent(s), adult family member(s) or legal guardians of a gymnast who is under 18 and trains in an approved programme
- A registered Club coach
- A registered Club judge

A gymnast (and their family member/legal guardian) shall become a regular Member when the gymnast is approved by the Club's President.



Upon application, a coach shall become a regular Member upon acceptance by the directors of the Club. A coach is an individual who is NCCP certified, and registered with GO to teach, instruct, train and guide gymnasts in the sport of rhythmic gymnastics. A coach is expected to be aware of and follow the Technical Rules of the program.

Upon application, a judge shall become a regular Member upon acceptance by the directors of the Club as a qualified judge and who is registered with GO as a judge.

Honorary Member

An Honorary member is appointed by the Board of Directors in recognition of their contributions to the Club through community involvement or specific skills. This appointment is for a pre-determined time set by the Board, and may be renewed.

An Honorary Member is afforded all rights of Membership, including the right to attend and speak at Members' meetings, but is not entitled to vote.

Life Member

A Life member is appointed by the Board of Directors for significant contribution to the Club in a leadership role over an extended period of time.

A Life Member is afforded all rights of Membership, including the right to attend and speak at Members' meetings, and is entitled to vote.

The obligation of the Club to the Life Member shall only be in existence as long as the Club is in good standing, and for the life span of the member.

Fees

Membership fees for Members shall be set annually by the Board of Directors and presented to the Membership at a Meeting of the Club.

Obligations of Members

Members are required to abide by the By-Laws and the Policies and Procedures of the Club.

Members are required to abide by any Code of Conduct as may be resolved by the Board.

Members shall comply with any rules established by GO, and by the rules of any competition or event in which the Member participates.

From time to time special events are held requiring additional volunteers. All members are required to help in these obligations to ensure the success of the special event.

Discipline of Members

Any Member, who infringes the By-Laws and/or Policies and Procedures of the Club or brings the Club into disrepute, may be reprimanded, suspended or expelled from the Club in accordance with the practices laid out in the Club's Discipline Procedure.

An individual whose Membership has been suspended loses all rights of Membership until the suspension has been terminated.

Termination of Membership

Membership in the Club shall be deemed to have been terminated:

- if the Member is no longer registered with the Club
- if the Member submits a signed letter of resignation to the Club;
- if the Member is expelled as per the Club's Discipline Procedure



Article 5: BOARD OF DIRECTORS

The Club shall be governed by a Board of Directors which shall consist of no more than 6 individuals, or such number not to be less than 4, as may be amended from time to time in accordance with the Club's By-Laws.

These individuals shall hold the positions of:

- President
- Vice- President - Operations
- Vice-President - Finance
- Vice-President - Technical
- Director – Member at Large
- Past-President

Detailed role descriptions are included in Schedule A.

A Director may not hold more than one position on the Board of Directors.

A Director shall:

- be 18 years of age or older, and
- shall not be an un-discharged bankrupt and
- One member of the Board at any time may be a non-member of the Club, all others shall be a Regular or Life Member of the Club

A Director shall serve for a term of two years or until his or her successor is elected or appointed. The Board within themselves following the AGM shall determine which position each member will hold. Terms shall overlap such that not all members are up for re-election each year.

There is no limit to the number of terms a Board Member may hold.

Duties of Board of Directors

The Board of Directors shall conduct the business of the Club during the periods between general meetings of the Club and in accordance with the authority granted to it in the published Policies and Procedures of the Club. This shall include but not limited to ensuring that suitable facilities, equipment, coaching staff and technical content are available to achieve the Club objectives.

The Board of Directors shall ensure that all members are aware of, and in compliance with, the Constitution, Rules and Procedures of the Club, and those of GO.

The Board of Directors shall be responsible for the appointment and renewal of appointments of all positions within the Club except for those positions elected by the Membership of the Club. The Board's responsibility shall include the appointment of volunteer and paid positions for coach and administrator positions within the Club's operations and the Operations Committee membership.

The Board of Directors shall be responsible for the setting of all Membership and training fees, as well as the approval of all financial documents including leases, coaches' agreements and other contracts. The Board can also terminate any contract in accordance with the terms therein.

The Board of Directors shall protect the Club assets through the purchase of appropriate property insurance.

The Board of Directors shall ensure that all of Gymnasts, Coaches, Judges, Administrators, Executive and key Supporters are registered with GO, thus providing the standard level of insurance coverage as may be provided by GO to all registrants.

The Board of Directors shall ensure that Director's insurance policy in the amount of at least \$1,000,000 be purchased each year to protect the Directors of the Club.



The Board of Directors shall also approve the overall training schedules for the Club.

The Board of Directors may also revoke, for cause, any appointment after a hearing by the Board of Directors of the Club at which hearing the Member is entitled to attend.

Board of Directors Meeting

The Board of Directors shall meet at least 4 times per year, upon 7 days notice given by the President, at such place and time as the Board of Directors may determine.

A Special Meeting of the Board of Directors may be called at any time with reasonable notice by the President, at such place and time as the Board of Directors may determine.

A majority of the Members of the Board of Directors shall form a quorum at all meetings of the Board. Questions arising at any meeting shall be decided by a majority of votes where each director is entitled to cast one vote.

Director Vacancy

A Director has the right to resign her or his position by submitting a signed letter of resignation to the Club.

A vacancy on the Board of Directors may be filled by a majority vote of the Board of Directors. At that time the Board may re-assign each member's positions. The successor Director shall hold the interim appointment until the next Annual General Meeting, at which time the position will be included on the slate of positions for election.

Removal of Director

A Member of the Board of Directors may be removed if:

- a. the Director is unable to perform the duties expected of the position due to, but not limited to, any of the following reasons:
 - if she/he becomes incapable of performing the business of the Club
 - if she/he becomes, or is discovered to be, an un-discharged bankrupt; or
- b. the Director has compromised the integrity of the Club due to, but not limited to, any of the following reasons:
 - if she/he has been found guilty of an offence under the Harassment Policy of GO
 - if she/he has failed to properly account for monies or other property belonging to the Club
 - if she/he has been found guilty of a criminal offence regardless of whether or not the offence directly affected the Club.

A Member of the Board of Directors may also be removed from office for good and sufficient cause at a meeting of the Members of the Club when:

- provided notice to remove the Director has been given to persons entitled to attend the Members' meeting
- Quorum is met – where ten voting members or 25% of the eligible Voting Membership, whichever is greater, shall form a quorum.
- decision is by a 2/3's majority vote of the eligible Voting Members present.

If a Director(s) is removed at a Members' meeting, the Members entitled to vote may elect a successor(s) to fill all position(s) held by the removed Director(s) for the remainder of the term(s) being filled.

Nominations and Elections

Any nominees for a position on the Board of Directors must submit a completed nomination form, one week before the Annual General Meeting (AGM) or Special General meeting (SGM) to the designated Nomination Coordinator. Nominations close one week prior to the AGM or SGM.



The Nomination Coordinator should be a member of the Operations Committee – not standing for election and appointed by the current President. If a vote is required the Nomination Coordinator shall distribute ballots at the meeting, and receive and count the ballots with the assistance of a member present.

Election shall be by secret ballot, but in the event that the number of candidates nominated equals the number of positions to be filled, no vote is required and the nominated candidates shall be declared elected by acclamation.

If a vote is required:

- Each Voting Member is entitled to 1 vote per position, to be assigned 1 vote per candidate.
- The candidates who receive the most votes will be elected to the Board.
- In the event that insufficient candidates receive a majority to fill the board vacancies, the candidate with the least votes shall be dropped from the ballot and another complete vote shall be held. In a situation where the candidates with the least votes are tied, the candidate with the highest number of votes shall be deemed elected and another vote shall be had voting for 1 less position.

Article 6: GENERAL MEETINGS

Annual General Meeting:

The Club shall hold its Annual General Meeting not later than four months after the end of the fiscal year (June 30). The Annual General meeting shall cover the following topics:

1. Minutes of the previous Annual General Meeting
2. President's Report
3. Vice-President – Finance's Report
4. Vice-President Technical's- Report
5. Amendments to the Constitution & Bylaws and Policies & Procedures.
6. Election of Directors
7. Appointment of Auditors
8. Other business as decided by the Board of Directors or as submitted via process below.

Notice for the AGM shall be sent out two weeks in advance, by email, and website posting to members of the Club. A list of nominees for the vacant positions on the Board of Directors shall be sent out at least 48 hours prior to the meeting.

Other Business to be discussed at the AGM must be submitted by a Club Member in writing at least 1 week in advance to the Club President.

Special General Meeting:

A Special General Meeting of the Club:

may be called by the Board of Directors, or

shall be called by the Board of Directors upon receipt of a written request submitted to the Club by registered mail, certified mail, trace mail, courier service, hand delivery, signed by not less than 10 Members or 25% of the voting Membership, whichever is less, setting out the items of business to be conducted at the Special General Meeting. The Special General Meeting shall be held within 21 days of receipt of the written request from the Members. Notice for a Special General Meeting shall be sent out at least one week in advance, by email and website posting to members of the Club.

Only the business set out in the notice of the Special General Meeting shall be considered.

No error or omission in giving notice of any Annual General Meeting or Special General Meeting of the members of the Club shall invalidate such meeting or make void any proceedings from that meeting.



Voting at a Members General Meeting:

Voting at a General Meeting is limited to Voting Members.

A Voting Member is defined as either:

- a gymnast who trains 4 or more hours per week in an approved programme and who is over 18
- the parent, adult family member or legal guardian of a gymnast who is under 18 and trains 4 or more hours per week in an approved programme
- a registered Club coach
- a registered Club judge
- Board member

Although an individual may qualify for, and be registered under, more than one of the above categories, each individual holds only one Membership in the Club, and is entitled to one vote at Members' meetings.

The family of a gymnast or gymnasts who are under 18 and trains 4 or more hours per week in an approved programme are entitled to only one vote per eligible gymnast at Members' meetings.

Every Regular Member shall have the right to attend or speak at a Members' General meeting of the Club.

Voting shall be restricted to those Voting Members attending the meeting.

Ten voting members or 25% of the voting membership, whichever is less, shall form a quorum at all Members General meetings of the Club. Any question shall be decided by a majority of the vote.

Article 7: OPERATIONS COMMITTEE

The Operations Committee is appointed by the Board of Directors to assist in the day-to-day operation of the Club, and the planning and execution of events. The Committee shall include the members of the Board of Directors plus individuals representing the following positions:

- Secretary
- Registrar
- Recreational Publicist
- Public Relations
- Class Parent for each advanced training group
- Webmaster
- Equipment Prime
- Concession Prime
- Fundraising Prime

An individual may occupy more than 1 position on the Operations Committee. Detailed role descriptions are included in Schedule A.

Operations Committee Meetings:

The Operations Committee shall meet on a monthly basis or as decided by the Operations Committee membership.

Every Member aged 18 and over shall have the right to attend, and speak at the Operations Committee meeting. Only members of the Operations Committee are entitled to vote at a Committee meeting. Voting shall be restricted to those Operations Committee Members attending the meeting.

Eight Operations Committee members shall form quorum at all Operations Committee meetings of the Club. Any question shall be decided by a majority of the vote.



Article 8: PROCEDURES GOVERNING MEETINGS

All meetings of the Club shall be conducted in accordance with the most recently published Robert's Rules of Order Newly Revised except as may be otherwise stipulated in this By-Law or other Rules and Regulations of the Club.

Article 9: BY-LAWS AND AMENDMENTS

- (a) By-Law amendments may be proposed by the Board of Directors, or submitted by a Member of the Club in writing at least 21 days prior to a general meeting of the Club; and must be approved by a majority vote of the Board of Directors, and by a 2/3's vote of the voting Membership present.
- (b) All Members entitled to vote shall be notified with the Club's notice of the said Members' meeting about By-Law amendments. Such notification shall be sent out at least two weeks in advance by email and website posting.

Article 10: POLICIES and PROCEDURES

The Club shall have Policies and Procedures which shall include, but is not limited to, the following:

- (a) Members Code of Conduct
- (b) Harassment Policy

The Board of Directors may prescribe such Policies and Procedures not inconsistent with these by-laws relating to the management and operation of the Club as they deem expedient, provided that such rules and regulations shall have force and effect only until the next annual meeting of the members of the Club when they shall be confirmed, and failing such confirmation at such annual meeting of members, shall at and from that time cease to have any force and effect. Note that these prescribed additions shall not be inconsistent with the Policies and Procedures of a higher level governing organization.

Amendments and additions to the Policies and Procedures (interim acceptance) may be made by a majority vote of the Board of Directors.

- (a) Amendments to the Policies and Procedures may be proposed by the Board of Directors, or submitted by a Member to the Club in writing at least 21 days prior to a general meeting of the Club; and must be approved by a majority vote of the Board of Directors, and by a 2/3's vote of the Membership voting in person.
- (b) All Members entitled to vote shall be notified with the Club's notice of the said Members' meeting about Policy and Procedures amendments. Such notification shall be sent out at least two weeks in advance by email and website posting

The Policies and Procedures will be held by the President and posted (for reference purposes only) on the Kanata Rhythmic Sportive Gymnastic Club's website. In the case of any disagreement the copy held by the President shall be deemed the correct copy.

Article 11: INDEMNITY

Members of the Board of Directors or other servants to the Club, their heirs, executors, administrators and estate and effects respectively shall be indemnified and saved harmless at all times by the Club against all costs, losses and expenses incurred by them respectively in or about the discharge of their respective duties, except such as happens from their own respective wilful neglect or default.

Article 12: FINANCE

The fiscal year of the Club shall end on June 30 each year or such other date as approved by the Board of Directors.

Annual financial statements of the Club shall be prepared and submitted to the Board of Directors for approval no later than 90 days after the end of the fiscal year.

The Club shall submit its financial statements to a Public Accountant licensed by the Province of Ontario ("the



Accountant") and the Accountant shall have access to all of the accounting books and records of the Club. The Accountant shall be selected and the nature of the engagement to be performed shall be approved by the Membership at an Annual General Meeting.

The financial statements and the report of the Accountant shall be presented to the Membership.

Article 13: DISPUTE RESOLUTION

The Club shall adhere to the Dispute Resolution process as published and approved by GO from time to time.

Any Member of the Club may initiate the Dispute Resolution process by communicating in writing to GO, with a copy to the Club, the nature and facts of the dispute. GO, at its discretion, may proceed with the Dispute Resolution process by assigning one or more neutral persons to the dispute.

The Club shall make available to any Member the Dispute Resolution process when requested.

Article 14: HARASSMENT

The Club does not tolerate Harassment in connection with any of its business or Club activities.

The Club is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment that promotes equal opportunities and prohibits discriminatory practices.

The Club is committed to providing a sport environment free of harassment on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status or disability.

Harassment is defined as any comment, conduct, or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive. It includes, but is not limited to, sexual harassment.

The Club shall adhere to the Harassment Policy as published and approved by GO from time to time.

The Harassment Policy shall apply to all employees, directors, officers, volunteers, coaches, judges, administrators, gymnasts, parents and guardians of gymnasts, and Members of the Club.

The Club shall make available to any Member the Harassment Policy when requested.

Article 15: APPEALS

a) Any Member or registrant of the Club directly affected by a decision of the Club may appeal such decision. The denial or termination of Membership in the Club may be appealed by a non-Member.

b) A decision of the Club may be appealed to GO with which the Club is affiliated. The appeal shall be conducted in accordance with GO's published rules.

c) An individual shall not appeal a decision made by the Board of Directors regarding the appointment, non-appointment, re-appointment or revocation of an appointment of an individual to any coach or administrator position within the Club's operations, except where the selection, appointment and revocation process outlined in the Club's published rules has not been followed.

Article 16: DISSOLUTION

In the event of dissolution of the Club, and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of by the Board of Directors to Gymnastics Ontario for administration and continuation of the Club and or other organizations within the Ottawa region who will promote the sport of rhythmic gymnastics in the region.



Article 17: DEFINITIONS/TERMINOLOGY

Terminology used in this By-Law shall have the same meaning as used by GO in its letters patent, By-Laws and published rules with the following additions:

Approved Programme – training programme as defined by the Head Coach consisting of a group of training hours with the objective of meeting a specific competitive or recreational result.

Advanced Training Members – term referring to the group of gymnasts or their families that train in an Approved Programme for more than 4 hours per week.

Gymnastics Ontario (GO) — the governing body for Gymnastics in the Province of Ontario

NCCP - National Coaching Certification Program is a coach training and certification program run by the Coaching Association of Canada ensuring that all coaches are trained in ethical decision-making and sport safety.

Stream – term referring to the general level that a gymnast trains or competes in, for instance these may include but are not limited to recreational, interclub and provincial levels.

Technical Rules – refers to the Technical Rules of the Sport as provided by GO.



“Schedule A”

Duties of Directors

President

- Attend all meetings of the Kanata Rhythmic Sportive Gymnastics Club Board of Directors, Operations, Annual and Special General Meetings of the membership
- Make responsible decisions on the ongoing affairs of the Club
- Undertake projects to enhance the management of the Club
- Be an advocate, supporter and spokesperson for the Club
- Serves as one of the secondary cheque signing officers
- Principle signing authority for all contracts
- Represents the Club at the GO Annual General Meeting
- Generates and submits an Annual Report to GO
- Responsible for the registration of the Club with GO
- Responsible for the registration of the Board Members with the Province of Ontario

Except:

1. as provided for in the Dispute Resolution Policy of GO, and
2. where the President delegates the responsibility to another person,

The President shall preside at all Operations meetings of the Club. The President shall be ex officio a member of all committees, except any nominations committee; shall appoint all chairs of standing and special committees subject to ratification by the Board; coordinate all duties of the Board, committees, staff; and shall be the spokesperson for the Club.

Vice-President - Operations

The Vice President shall act in the absence of the President and shall have other powers as assigned by the Board of Directors.

- Attend all meetings of the Kanata Rhythmic Sportive Gymnastic Club Board of Directors, Operations, Annual and Special General Meetings of the membership
- To chair all Operations meetings of the Club in the absence of the President
- To assume the role and responsibilities of the President, whenever he/she is unable to perform his/her duties for any reason
- Make responsible decisions on the ongoing affairs of the Club
- Be an advocate, supporter and spokesperson for the Club
- Undertake projects to enhance the management of the Club
- Serves as one of the secondary cheque signing officers
- Serve as Secretary to the Board for purposes of Letter Patent

Vice-President - Finance

The Vice-President shall ensure that full and accurate records are kept of the accounts of the Club; shall report to the Board of Directors at least once per quarter; and shall submit an Annual Report to the Annual General Meeting.

- Attend all meetings of the Kanata Rhythmic Sportive Club Board of Directors, Operations, Annual and Special General Meetings of the membership
- Make responsible decisions on the ongoing affairs of the Club
- Be an advocate, supporter and spokesperson for the Club
- Serve as Treasurer to the Board for purposes of Letter Patent
- Review financial statements and general ledger details on a periodic basis; make inquiries, corrections or adjustments as required
- Present a monthly Financial Report to the Operations Committee



- Present a Financial Statement at the Annual General Meeting
- Compile a yearly Budget prior to the commencement of the season with the assistance of all members of the Board of Directors; present Budget at the first Operations Committee meeting of the year.
- Arrange for annual review of financial statements; provide working paper file for auditors
- Responsible for the Submission of the annual income tax and other statutory filings on behalf of Club
- Reconcile bank account(s) throughout year
- Serve as principal liaison with bank, as required
- Serve as principal cheque signing officer
- Responsible for ensuring that all invoices submitted to the Club are appropriately paid
- Responsible for the creation of all personnel contracts within the Club
- Make recommendations as to changes in procedures to institute or improve financial controls and/or efficiency

Vice-President - Technical

- Responsible for the overall direction and development of the coaching staff
- Responsible as an advocate within the Board for all training programs including Recreational.
- Sets up overall training programmes for all classes of gymnasts in the Club.
- Assigns the appropriate category and level for all competitive gymnasts
- Submit programme schedules, times, locations, duration of course along with a short description of each programme to the Board of Directors prior to bookings for the following season.
- Assist in the recruitment of additional qualified personnel required for the operation of the Club.
- Maintain an appropriate professional relationship with all coaching staff
- Work with the other members of the Board of Directors to establish rules regarding conduct, attendance and dress for gymnasts and coaches.
- Provide Board of Directors with a tentative schedule of competitions and events and update as required.
- Attend all meetings of the Kanata Rhythmic Sportive Gymnastics Club Board of Directors, Operations, Annual and Special General Meetings of the membership.
- Make responsible decisions on the ongoing affairs of the Club
- Undertake projects to enhance the management of the Club
- Be an advocate, supporter and spokesperson for the Club
- Be familiar with the current technical rules and regulations of Gymnastics Ontario, and ensuring that those within the Club who are required to know are aware of the rules
- Represents the Club at the GO Technical Assembly
- Responsible for Club communication to the GO RG Program Manager on all technical related matters

Director – Member-at-Large

- Attend all meetings of the Kanata Rhythmic Sportive Gymnastics Club Board of Directors, Operations, Annual and Special General Meetings of the membership.
- Make responsible decisions on the ongoing affairs of the Club
- Undertake projects to enhance the management of the Club
- Be an advocate, supporter and spokesperson for the Club

Past- President

- Attend all meetings of the Kanata Rhythmic Sportive Gymnastics Club Board of Directors, Operations, Annual and Special General Meetings of the membership.
- Advise the current President on all matters associated with the operation of the Club.
- Make responsible decisions on the ongoing affairs of the Club
- Undertake projects to enhance the management of the Club
- Be an advocate, supporter and spokesperson for the Club



OPERATIONS COMMITTEE MEMBERS' DUTIES

Secretary

- Attends all Operations Committee meetings or if not available arranges for another Operations Committee member to represent them.
- Responsible for taking the minutes of the Operations Meetings, and distributing them within 10 days of the meeting, with approval of the President
- May be asked to assist with other Club correspondence as requested by the President

Registrar

- Attends all Operations Committee meetings or if not available arranges for another Operations Committee member to represent them.
- Responsible for the registration of all approved Club members with GO using the tools as required by GO.
- Responsible for the registration with GO of the competitive categories and levels for all gymnasts using the input from the Head Coach
- Collect the information and assigns the recreational gymnasts into the appropriate classes under the direction of the Head Coach
- Be the official contact person for the public for all queries associated with the recreational program
- Recommend to the Board any rescheduling of classes as required.
- Attend events as requested by the Board to assist in the registration of gymnasts for upcoming sessions
- Maintain registration statistics and report these to the Operations Committee on a regular basis

Assistant Registrar

- Assists the Registrar where required.

Recreational Publicist

- Attends all Operations Committee meetings or if not available arranges for another Operations Committee member to represent them.
- Responsible for the ongoing Club communication (including emails, phone calls) with the recreational families.
- Responsible for the creation and distribution of the recreational newsletter on a regular basis as decided by the Board of Directors
- Prepare and coordinate the newspaper advertising for the recreational programs under the direction of the Board

Public Relations

- Attends all Operations Committee meetings or if not available arranges for another Operations Committee member to represent them.
- Responsible for the overall advertising and publicity programmes for the Club under the direction of the Board.
- This may include but not limited to the creation of newspaper articles, press releases, and taking and publication of photographs for the printed or electronic publication

Class Parent

- Attends all Operations Committee meetings or if not available arranges for another Operations Committee member to represent them.
- Each advanced training group shall be represented at the Operations meetings by a class parent. The class parent may occupy additional roles on the Operations Committee
- Responsible for the timely communication of relevant information from the Operations Committee Meeting to all parent members of their Training Group (class).
- Responsible for the collection and distribution of items including but not limited to invoices, cheques, forms and costumes as directed by the Board.



Webmaster

- Attends all Operations Committee meetings or if not available arranges for another Operations Committee member to represent them.
- Responsible for the development and maintenance of the Club website under the direction of the Board of Directors
- Responsible for the domain name management including re-registration and other tasks under the direction of the Board

Equipment Prime

- Attends all Operations Committee meetings or if not available arranges for another Operations Committee member to represent them.
- Responsible for the ordering, management and sale of Club equipment under the direction of the Board

Concession Prime

- This is an optional role on the Operations Committee as decided by the Board
- Attends all Operations Committee meetings or if not available arranges for another Operations Committee member to represent them.
- Responsible for the overall coordination of the concessions for Club events as directed by the Board

Fundraising Prime

- This is an optional role on the Operations Committee as decided by the Board
- Attends all Operations Committee meetings or if not available arranges for another Operations Committee member to represent them.
- Responsible for fundraising programmes as directed by the Board