



ASSOCIATIONS POLICY

Purpose

1. Swim Alberta supports Swimming Natation Canada's embrace of the concept of Associations as a means to provide an enhanced training and competitive atmosphere for athletes. Per Swimming Natation Canada's requirements for Associations, Swim Alberta will review Association applications and ensure annual compliance as described by the **Operating Structure** section of this Policy.

Formation and Function of Associations

2. The formation and function of Associations are governed by the following principles:
 - a) Clubs and University teams must register with Swim Alberta as individual clubs
 - b) Two or more clubs and/or University teams may apply to Swim Alberta to form an Association
 - c) A Club and/or University team may be a member of only one Association at any given time
 - d) An Association will not be granted voting status with Swimming Natation Canada or with Swim Alberta
 - e) Athlete transfer procedures are not affected by the existence of an Association. However, athletes moving between Clubs within in an Association may still compete for the Association during the 30-day unattached period required by transfer procedures
 - f) Annual Association fees are \$500.00, payable no later than October 31st of each year, or upon approval of new Association status

Application Process

3. When applying for status as an Association, the Association must submit to Swim Alberta the following information:
 - a) Proof that the Association is a legal entity in the province of Alberta
 - b) A formal written agreement signed by the Presidents and/or Head Coaches of each Club and/or University team
 - c) A list of the Association's Board of Directors and the name of the Association's Technical Director
 - d) An outline of the Association's formal decision-making structure and/or bylaws
 - e) An outline of the Association's annual training plan, which shall include: regularly planned Association training sessions, training camps, coaching education/mentoring opportunities, ancillary activities, and a competition schedule
 - f) Expected results and performance measures for the first three years of the Association's operation

Operating Structure

4. Associations must be legal entities (a registered 'not-for-profit' society or a registered incorporation meeting the guidelines stipulated by the government of Alberta).
5. Associations shall be governed by formal written agreements, signed by the Presidents and/or Head Coaches of each Club and/or University team.
6. Associations must have a Board of Directors, constitution and bylaws, and a formal decision-making structure.

7. Each Association must identify a Technical Director whose role shall be to improve the quality of swimming in the Association. Specifically, the Technical Director shall create the Association's annual training plan and submit this plan to Swim Alberta's Executive Director and Technical Director prior to September 30th of each year.
8. A Club and/or University team may join an Association at any time but may not transfer or change Associations except for during the period between the end of Summer Nationals and September 30th of each year.
9. A Club and/or University team may participate at a competition as an individual club/team, or as a member of their Association. Athletes must represent the same entity for the entire competition.

Annual Review

10. Swim Alberta's Executive Director in consultation with the Alberta Coaches Council and the Board of Directors of Swim Alberta will review associations on an annual basis. The purpose of the annual review is to ensure compliance with the **Operating Structure**. In the event that an Association fails an annual review, the Executive Director will give the non-compliant Association a three-month period to make the appropriate changes to their operating structure. Failing to comply within the three-month period will result in the termination of the Association.