



NEW CLUB MEMBERSHIP POLICY

Purpose

1. Swim Alberta is continually looking to increase membership and provide more opportunities for participation in competitive swimming. To further this goal, Swim Alberta is open to affiliating with new clubs and developing swimming throughout the province of Alberta. This Policy will assist the Board of Directors, as well as potential new club members, with making decisions in the best interests of swimming in Alberta.

New Club Membership Considerations

2. Swim Alberta will consider affiliating with new clubs that display the following:
 - a) A commitment to support Swimming Canada's Athlete Development Policy
 - b) A committed athlete base, which is substantial in relation to the size of the club's community
 - c) Evidence of developing and supporting athletes at all levels of swimming
 - d) A commitment to hosting swim meets, developing qualified officials, and fully participating in the activities of the swimming community in the region
 - e) Evidence of cooperation with the operation of existing clubs, in regards to the allocation of facility time, athlete transfers, officials and coaches, or other issues
 - f) Evidence of long-term financial viability
3. Club membership will only be granted to the principle operators stated on the club's initial application. Membership cannot be transferred to any other party without written approval of Swim Alberta's Board of Directors.
4. Swim Alberta will only affiliate with new clubs that complete the appropriate application and submit the required information as described in the **Administration Documentation** section of this Policy.

Administrative Documentation

5. Applications for club membership must contain the following documentation:
 - a) General club information including:
 - i. Club name and requested abbreviation
 - ii. A mission statement, purpose, and goals of the club
 - iii. Name and address of the pools and facilities used by the club
 - iv. Identification of the type of club membership (under sections 2.2-2.4 of Swim Alberta's *Constitution and Bylaws*) for which the club is applying. Types of club membership include: Year-Round, Summer Swim, and Master Swim
 - b) An outline of weekly training schedules supported, in writing, by the pool manager at the facility being used
 - c) The names, addresses, and phone numbers of the athletes registering or registered with the club
 - d) The names, addresses, phone numbers and positions in the club for each of the Board of Directors
 - e) The names, addresses, phone numbers, work experience, and NCCP training of the coaches (coaches must meet the minimum certification standards established by the Canadian Swim Coaches and Teachers Association (CSCTA) and described in Swim Alberta's *Screening Policy*)

- f) An operating budget
 - g) Proof of societal or incorporated status
 - h) A copy of the Letter of Notification that was sent to all existing clubs in the community. The Letter of Notification must be sent to all local clubs at the same time that the new club is working with the facility to access pool time, and must describe the new club's intention to apply for membership with Swim Alberta
6. During the Swim Alberta board meeting at which the new membership application is being considered, representatives of the new club (and/or representatives of clubs potentially affected by the new club's membership with Swim Alberta) may make oral submissions to the Swim Alberta Board related to the application for membership. Presentations are limited to 15 minutes per club.
 7. Club representatives who wish to make an oral submission to the Swim Alberta Board related to the application for membership must notify the Board, at least fifteen (15) days in advance of the board meeting, of their intention to make a presentation.
 8. A decision to bring on a new club will be based on the best interest of competitive swimming in the community.

Timelines

9. The following timelines shall apply:
 - a) The club membership application must be received sixty (60) days prior to the scheduled meeting of the Swim Alberta Board of Directors at which the application is to be considered
 - b) The applicant will be advised of the Swim Alberta Board's decision, in writing, within fifteen (15) days of the board meeting at which the application was considered
 - c) Should the Swim Alberta Board consider the application to be incomplete, it shall return the application to the applicant for re-submission at a subsequent board meeting
 - d) Should the application be approved, the new club may immediately begin operation as a Member of Swim Alberta (pursuant to the club's compliance with sections 2.13-2.18 of Swim Alberta's *Constitution and Bylaws* which involve the admission of members and membership dues)
 - e) Swim Alberta's Executive Director shall conduct a review of the new club's operations at the end of each of the club's first two years of membership
 - f) If a new club, in its first two years of operation, ceases to adhere to its original application for membership or, for any reason, ceases to be a Member in Good Standing, the Swim Alberta Board of Directors shall notify the club that its membership privileges are suspended and that it is no longer a Member in Good Standing
10. In the case of a new club applying from a community where there are currently no programs affiliated with Swim Alberta, Swim Alberta reserves the right to adjust the timelines and approval of the application so long as the application meets the minimum standards for membership as described in this Policy.

Right of Waiver

11. Swim Alberta reserves the right, in its sole discretion, to waive or modify any or all of the above criteria or steps of procedure, if it deems that waiving or making modifications to this Policy is in the best interests of swimming in the province of Alberta.