



## CLUB MEMBERSHIP RENEWAL POLICY

### PURPOSE

1. The purpose of this Policy is to describe the rights, conditions and obligations for renewing and maintaining membership as a Swim Club with Swim Alberta.

### SCOPE AND APPLICATION

2. This policy applies to:
  - a) Year-Round Swim Clubs
  - b) Masters Swim ClubsCollectively referred to as "Swim Clubs"

### ADMISSION OF NEW CLUBS

3. New Year-Round Swim Clubs may be granted membership in accordance with Swim Alberta's *New Club Membership Policy*.

### MINIMUM REQUIREMENTS

4. Swim Club Members must comply with the following minimum requirements to maintain membership in good standing with Swim Alberta:

#### General Membership Requirements

- a) Annually appoint an individual to act as the point of contact
- b) Complete the Swim Alberta Club Affiliation Application Process
- c) Provide all required information and documentation as requested/required by Swim Alberta
- d) Maintain with Swim Alberta updated contact information for the Swim Club, including: complete list of directors, owners, shareholders, partners, address, telephone number, email address, and website address.

#### Registration of Members

- e) Annually register with Swim Alberta all participants and swimmers, coaches, and officials affiliated with the Swim Club in accordance with Swimming Canada's National Registration Policy and supplementary Swim Alberta registration policies, through the Swimming Canada online registration system providing all information requested which will at a minimum include:
  - i. Designation (Swimmer, Coach, Director, Administrator, etc.)
  - ii. Name
  - iii. Address
  - iv. Telephone number
  - v. Date of Birth
  - vi. Gender

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### **Compliance with Policies and Bylaws**

- f) Agree and adhere to all Swim Alberta's governing documents, policies and procedures and relevant Swimming Canada policies and procedures, including but not limited to:
  - i. Swim Alberta Bylaws
  - ii. National Registration Policy and Procedures
  - iii. Event Sanctioning Policy
  - iv. Competition Sanctioning Policy
  - v. Code of Conduct and Ethics; and Social Media Policies
  - vi. Discipline and Complaints, Appeals and Dispute Resolution Policies
  - vii. Coach Requirements and Registration Policies
  - viii. Screening Policies
  - ix. Confidentiality, Conflict of Interest and Privacy Policies
- g) Agree to cooperate fully with Swim Alberta in matters of investigations, complaints, discipline, appeals and other issues as determined by Swim Alberta.
- h) By October 31, 2020 all club board of directors must provide proof they have adopted the following policies:
  - a. Safe Sporting Environment Policy
  - b. Universal Access Policy
  - c. Code of Conduct and Ethics (Athletes, Coaches, Officials, Parents, Club Board)
  - d. Discipline and Complaints Policy
  - e. Recruitment and Screening Policies for Staff/Coaches and Volunteers

### **Changes of Status**

- i) Any change to the corporate status of a Swim Club will be reported to the Executive Director of Swim Alberta. The Swim Alberta Board has the sole authority and discretion to request the Swim Club to re-apply for membership through the New Club Membership Policy if the change is significant, as deemed by the Swim Alberta Board in their sole discretion. Significant change includes, but is not limited to: Purpose of the Club; Corporate Status of Club, Issuance of Shares, Name Change, Change in Applicable Legislation, etc.

### **Varsity Programs**

- i) To be considered a varsity club/program by Swim Alberta the varsity program must be recognized by governing body for sport for universities as a university competitive swim team

### **SWIM CLUB MEMBERSHIP RENEWAL APPLICATION PROCESS**

- 5. Swim Club seeking membership renewal will comply with the following:
  - a) Complete the Swim Alberta Club Affiliation Application Process in full by October 31 of each year
  - b) Submit to Swim Alberta a copy and any updates of the Swim Club's constitution and bylaws
  - c) Submit to Swim Alberta a copy of the Swim Club's financial statement (prepared in accordance with the Societies Act or other relevant Act) presented at the Swim Club's last annual general meeting
  - d) Submit and ensure a current and up-to-date contact list is provided to Swim Alberta listing all Swim Club's Board of Directors and/or shareholders/partners (as applicable)
  - e) Submit to Swim Alberta any other information requested by Swim Alberta.

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### **ACCEPTANCE OF MEMBERSHIP**

6. A Swim Club will be renewed as a Member if the Swim Club meets the following conditions:
  - a) Completed and submitted all documents in accordance with Section 5
  - b) Paid all required fees
  - c) The Swim Club in good standing at the time of ceasing to be a Member and at the time of renewal;
  - d) The Swim Club has met the applicable definition listed in the Swim Alberta Bylaws; and
  - e) The Swim Club has been approved by Swim Alberta.
7. Once deemed a member in good standing, the Swim Club will be given access to the Swimming Canada National Registration System to register all participants, coaches and officials.

### **WAIVER OF REQUIREMENTS**

8. Swim Alberta reserves the right to waive any condition or obligation described within this Policy at their sole discretion and such waiver does not preclude future exercise of such condition or obligation.

### **MEMBERSHIP YEAR AND DUES**

9. Unless otherwise determined by the Board of Directors, the Membership Year of Swim Alberta will be September 1<sup>st</sup> to August 31<sup>st</sup>.
10. Membership automatically terminates on August 31<sup>st</sup>. Members must re-apply for membership on an annual basis on or before October 31 of each year
11. Membership dues for all Swim Clubs shall be determined annually by the Board of Directors and shall be payable upon the date and timelines established by way of invoice.

### **RIGHTS AND BENEFITS OF MEMBERSHIP**

12. Swim Club Membership with Swim Alberta brings specific rights and benefits to the Swim Club and its members as follows:
  - a) The right for registered members to compete as registered swimmers at all Swimming Canada and FINA sanctioned swim meets
  - b) The opportunity to benefit from the administrative, technical and educational resources of Swim Alberta
  - c) The benefit of general liability insurance, Sport Accident and Directors/Officers Liabilities (Non-profit) as provided by Swim Alberta.

### **WITHDRAWAL AND TERMINATION OF MEMBERSHIP**

13. Any Swim Club Member that wishes to withdraw from Swim Alberta membership must give notice in writing to Swim Alberta's Executive Director.
14. Any Swim Club Member may be sanctioned, suspended or expelled from Swim Alberta in accordance with Swim Alberta's bylaws, policies and procedures relating to discipline of Members.
15. Failure to pay membership fees or any other fees/fines owed to Swim Alberta may result in suspension of the Swim Club, loss of rights and benefits of membership and being deemed a member not in good standing. All outstanding fees *and* monies owed to Swim Alberta from previous membership years must be paid prior to membership renewal.

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16. A Swim Club Member may not resign from Swim Alberta when that Swim Club Member is subject to disciplinary investigation or disciplinary action by Swim Alberta.

**INTERPRETATION**

17. In the event that this Policy conflicts or contradicts the Bylaws of Swim Alberta, the Bylaws shall take precedence.

**AMENDMENTS**

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

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