



## **ASSA/Swim Alberta Club Affiliation Application Process 2023**





Dear ASSA Members;

### **Welcome to the 2023 Alberta Summer Swimming Association (ASSA) - Summer Swim Season!**

Firstly, may I offer a big welcome to the Alberta Summer Swimming Association on behalf of the board of directors. We hope your involvement with the sport of swimming is a long and enjoyable one where we, with your support, can help your athlete develop their skills and desire to compete in a fun, safe environment which ultimately leads to a lifelong love for the sport.

The ASSA is a 10-strong group of otherwise busy people who volunteer 100% of their time to oversee this fantastic organization. The ASSA was incorporated under The Societies Act on July 20, 1984. Next year marks our 40th year in the sport of swimming and cannot wait to share with you what we have in store! We sincerely hope your joining will help to strengthen it and enable us to continue building on the foundations already laid long after our own children have passed through.

### **Volunteers Wanted!**

For the ASSA and our local clubs to operate, we must link together between the regions regularly. This is managed by the Region Reps, with great support from our Executive team and when required the Coaches Representative, where information and issues can be cascaded both up and down. This will help communication and gives an excellent opportunity to influence the direction of the organization. You may be joining now, but parents do pass out of the club at the top end every year, and it is vital their contribution is replaced in a timely manner. If you have any special skills or interests that could be of use, do let us know!

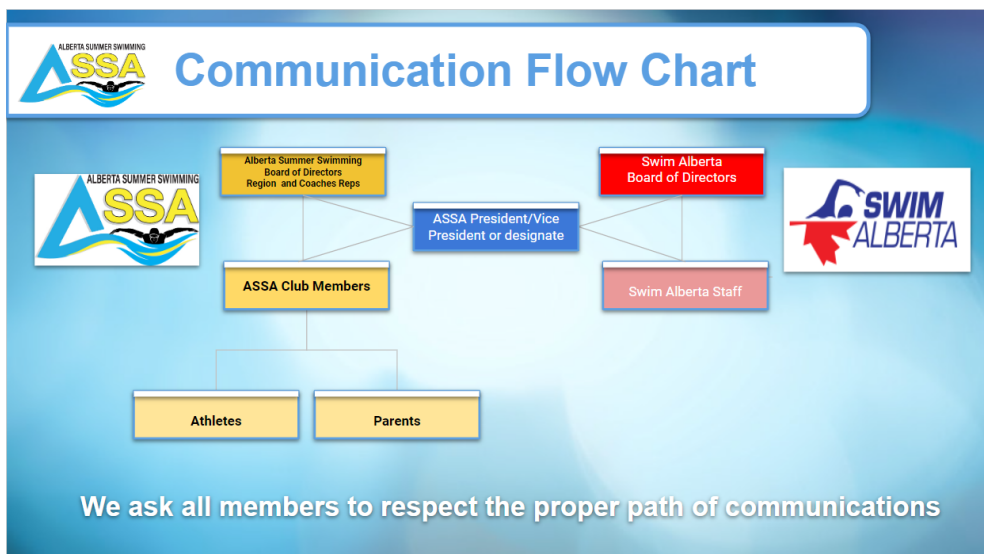
Your support is greatly appreciated.

### **Communications and Social Media**

Stay current on the 2023 ASSA Summer Swim Season information by visiting the ASSA Website ([assa.ca](http://assa.ca)). Updates include program updates and competition information. Updates will be shared via email and posted on [assa.ca](http://assa.ca) and our social media accounts.

You can also follow us on social media.

Check out our Twitter, Instagram, and Facebook pages for more updates and information.



**Facebook:** Alberta Summer Swimming Association (@albertasummerswim)

**Instagram:** ASSA (alberta\_summer\_swimming)

**Email:** [albertasummerswimming@gmail.com](mailto:albertasummerswimming@gmail.com)

The ASSA and our Membership all strive to foster a sports environment that is safe, inclusive and free from harassment, abuse, and maltreatment for all of our participants, volunteers, coaches, officials, and athletes. With the swimming season about to get underway, please take a moment to refresh yourself on the [Safe Sport Guiding Principles](#). The Safe Sport Principles are embedded in all codes of conduct with the ASSA, and all swimming competitions are hosted as Safe Sport Events.

Alberta Summer Swimming is looking forward to the season ahead. Good luck in your 2023 swim season!

See you at the pool.

Lynnette Thoresen  
President - ASSA

## AFFILIATION

The ASSA and Swim Alberta approve all summer member clubs in the province. The ASSA and Swim Alberta member Club's agree to abide by all policies, rules and regulations as well as the bylaws of the ASSA ([Bylaws & Policies](#)) and Swim Alberta ([Bylaws & Policies](#)). As a summer member club you need to familiarize yourself with the ASSA Rules & Regulations and Policies & Procedures and all Swim Alberta policies. Ensure you have read and understood the ASSA Membership Renewal policy and the Swim Alberta Club Membership Renewal Policy.

Affiliation and registration information is available on the ASSA [website](#).

### Forms:

Forms available on the Swim Alberta website can be downloaded as fillable PDF's. They must be saved onto a computer, electronically completed, and re-saved before being uploaded to the online affiliation application.

Access to the national registration, tracking, and results (RTR) database is provided through the submission of waiver forms for club's registrars, treasurers, and club officials administrators. Links to waiver forms are provided below and must be uploaded to the online affiliation application form.

#### Waiver Forms

[Club Registrar Waiver](#) - REQUIRED (*Submit to Swim Alberta through the Club Affiliation Application*)

To be used for your club registrar to have access to the registration system.

[Club Officials Administrator Waiver](#) - REQUIRED for year round clubs/OPTIONAL for masters clubs (*Submit to Swim Alberta through the Club Affiliation Application*)

To be used for your club officials administrator to have access to the registration system.

[Treasurer Waiver](#) - OPTIONAL (*Submit to Swim Alberta through the Club Affiliation Application*)

To be used for your club treasurer to have access to the registration system.

#### Swimming Canada Club Welcome Letters

[Club Registrar](#)

[Swimmer/Parent](#)

## Affiliation Checklist

### Step 1:

- ☐ Familiarize yourself with the ASSA Membership Renewal policy ([Bylaws & Policies](#)) and the Swim Alberta Club Membership Renewal Policy ([Bylaws & Policies](#)).

### Step 2: Gather digital copies of required documentation

- ☐ By-Laws - Stamped by Corporate Registries (*if changed from 2022 submission*)
- ☐ Proof of Filing - Stamped by Corporate Registries
- ☐ AGM Minutes - Minutes from last AGM
- ☐ Financial Statements - Audited or Signed (*as presented to club's membership*)

### Step 3: Gather all contact information

- ☐ Board of Directors contact information (*all board members must be listed*)
- ☐ Head Coach contact information

### Step 4: Gather completed waivers

- ☐ [Registrar waiver form](#) - signed by registrar and president - Required
- ☐ [Club Officials Administrator waiver form](#) - signed by registrar and president - Required
- ☐ [Treasurer waiver form](#) - signed by treasurer and president - *Optional*

### Step 5: Gather Employee and Independent Contractor Information

- ☐ Name and position required for employees
- ☐ Name and position required for independent contractors
- ☐ Independent contractor Certificate of Insurance naming Swim Alberta as additional insured

### Step 6: Affiliation Form - Online

- ☐ Complete the Club Affiliation Application
- ☐ Upload the required documentation
- ☐ Upload the signed waivers
- ☐ Submit the affiliation payment (*online option available through application*)

## FAQ's

### Affiliation Form & Fees:

*Where can I find the affiliation application form?*

Affiliation is open to returning clubs who were in good standing at the end of the previous swim season. The affiliation application form is online and the link is shared with returning clubs directly via email.

*How do I pay the affiliation application fee?*

The affiliation application fee for the current swim season is \$76.00. The fee can be made using Visa or Mastercard when submitting the completed online application or a cheque can be mailed to Swim Alberta, 2<sup>nd</sup> Floor, 11759 Groat Road, Edmonton, AB, T5M 3K6.

Clubs are not considered members until a fully completed affiliation application and the fee have been received by Swim Alberta.

*Why do we have to list all members of our Board of Directors?*

Swim Alberta provides Directors and Officers Liability Insurance to those persons named on the current seasons affiliation submission.

### Required Documentation:

*What is Proof of Filing?*

As a non-profit (not for profit), you are required to submit a Proof of Filing application to Corporate Registries on an annual basis. The Proof of Filing documentation required as part of affiliation is the confirmation that is returned to the club after the application has been approved.

*What are stamped bylaws?*

Bylaws are the rules of your club. As a non-profit (not for profit) your club must have bylaws registered with Corporate Registries. Once approved, Corporate Registries will stamp your bylaws and return a copy to the club.

# CLUB AFFILIATION

\*reference Swim AB Club Affiliation Application Information package for detailed information & instructions

## I AM A APPLICATION

NEW CLUB

- Club bylaws
- Pools & facilities
- Mission, purpose & goals
- Weekly training schedule
- All athletes contact info
- Board of Directors information
- Contact & certifications of coaches
- Operating budget
- Letter of Notification
- Proof of societal/incorporation status

Swim Alberta Board Approval

YES

Complete online affiliation form distributed by Swim AB: Affiliation Application Information email

RETURNING CLUB

## REQUIRED INFORMATION

\*checklist included in Affiliation Application Information package

- Club contact
- AGM minutes
- Proof of filing
- Financial statements
- All Board of Directors info
- Coach & employee info
- RTR access waivers
- Payment (cheque or credit)

approved

## CLUB ACTIVATION

Registrar completes swimmer & coach registration process once notification email is received

### WHY AFFILIATE?

- Preferential pool time
- Insurance coverage
- Provincial Sport Organization support
- Approval to host sanctioned competitions
- 2 free tickets to the Swim Alberta's conference (1 board member & 1 coach) for year-round clubs