



OFFICIALS REGISTRATION AND MEMBERSHIP POLICY

DEFINITIONS

1. The following terms will have these meanings:
 - a) *Swim Club* has the meaning set out in the *Club Membership Renewal Policy*;
 - b) *Official Member*: Any individual who is acting as an official for competitive swimming competitions, who has applied for membership, has agreed to abide by Swim Alberta's bylaws, policies, rules and regulations and is registered with the Swim Alberta; and
 - c) *Swimmer Member*: Any individual who is a swimmer registered with an affiliated club and has applied for membership, has agreed to abide by Swim Alberta's bylaws, policies, rules and regulations and is registered with Swim Alberta.

PURPOSE

2. The purpose of this Policy is to describe the rights, conditions and obligations for membership as an Official Member with Swim Alberta.

SCOPE AND APPLICATION

3. It is the responsibility of the Official Member to maintain certification levels necessary to officiate sanctioned events and ensure the validation of results.

MEMBERSHIP APPLICATION

4. Individuals must successfully register annually with Swim Alberta through the Swimming Canada online registration system through either their Swim Club and/or Swim Alberta.
5. Any Official Member connected to a Swim Club through a registered Swimmer Member, either themselves or a dependent (other than a spouse), will register through the that Swim Club unless otherwise approved by Swim Alberta.
6. Any Official Member not connected to a Swim Club through a registered Swimmer Member, is required to register directly with Swim Alberta.
7. Any Official who is a certified referee at level 3, 4 or 5 is required to register directly with Swim Alberta.
8. At the start of each membership year, the status of all officials in the registration system is set to "Inactive". A Swim Club and/or Swim Alberta must update the status of officials to "active" via registration system for an Official Member to be considered registered.
9. All Officials must register annually as an Official Member in the Swimming Canada online registration system through either their Swim Club or Swim Alberta within two weeks (14 days) of commencing activity as an Official Member.
10. Swim Alberta may require that an applicant for Official Member status provide a Criminal Record Check and a Vulnerable Sector Check that confirm no risk to Swim Alberta members as a condition of approval.

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APPROVED – Swim Alberta Board of Directors

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11. Swim Alberta, at its sole discretion, can deny membership.
12. Officials Members must agree to adhere to any rules, policies, and guidelines determined by Swim Alberta, including but not limited to the Swim Alberta Equity, Inclusion and Universal Access Guiding Principle, Swim Alberta Safe Sporting Environment Guiding Principle and the Swim Alberta Code of Conduct and Ethics Policy.

MEMBERSHIP YEAR AND DUES

13. Unless otherwise determined by the Board of Directors, the membership year for Official Members is September 1st to August 31st.
14. Official Members will not be assessed a registration fee either by the Club or Swim Alberta.

MEMBERSHIP PRIVILEGES

15. All officials in good standing are entitled to:
 - a) Receive communications from Swim Alberta.
 - b) Access in-person and online clinics to further develop themselves as officials.
 - c) If eligible, volunteer as an official at Swim Alberta and Swimming Canada sanctioned meets as well as those meets sanctioned by other provincial sections.
 - d) Attend meetings or activities for officials hosted by Swim Alberta.
 - e) Recognition as a Swimming Canada Official.
 - f) Be eligible for consideration for officials travel and development grants and funding programs offered through Swim Alberta.

WITHDRAWAL, DISCIPLINE, SUSPENSION AND TERMINATION OF MEMBERSHIP

16. Any Official Member who wishes to withdraw from membership must give notice in writing to Swim Alberta's Executive Director.
17. An Official Member may not resign from Swim Alberta when that Official Member is subject to disciplinary investigation or disciplinary action by Swim Alberta.
18. Any Official Member may be sanctioned, suspended or expelled from Swim Alberta in accordance with Swim Alberta's bylaws, policies and procedures relating to discipline or safety.
19. Swim Alberta may suspend an Official Member pending the completion of an internal review of the conduct of the Official Member or of the other processes referenced in s. 29 of the Discipline and Complaints Policy.
20. Swim Alberta may publish the details of any breach of policy, including the name of the Official Member who breached the policy and the penalty or sanction that resulted.

INTERPRETATION

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

AMENDMENTS

22. Swim Alberta reserves the right, in its sole discretion, to waive or modify the application of any or all of the above policies, or to amend them, if it deems that doing so is in the best interests of Swim Alberta and its members.

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