
CLUB MEMBERSHIP RENEWAL POLICY

DEFINITIONS

1. The following terms have these meanings in this Policy:
 - a) Summer Swim Club: An organized body, corporate swimming club/association or organized persons consisting of swimmer members whose main objective is the instruction and/or participation in competitive swimming. The summer season runs from May 1 – August 31 each year.
 - b) "ASSA" – Alberta Summer Swimming Association.
 - c) "CSCTA" – Canadian Swimming Coaches and Teachers Association – The National professional organization for Swimming Coaches and Teachers in Canada.
 - d) "Executive committee" – a committee of individuals as defined in the ASSA Bylaws.
 - e) "FINA" – Federation International de Natation - The international governing body of swimming, diving, water polo and artistic swimming and open water swimming
 - f) "Member" – All categories of membership defined in the ASSA Bylaws.
 - g) "New Club" – A swim club which, by name, has not previously been affiliated as a member with ASSA.
 - h) "NCCP" – National Coaching Certification Program – The National organization responsible for the development, implementation and standards in Coaches Education.
 - i) "Policy" – This Alberta Summer Swimming Association Membership Policy.
 - j) Swim Alberta – The provincial governing body of the sport of swimming who is recognized as recognized by Swimming Canada.
 - k) Swimming Canada - the National governing association of the sport of swimming in Canada recognized by FINA through Aquatics Canada.
 - l) RTR – Swimming Canada National Registry.

PURPOSE

1. This policy describes the minimum requirements of membership in the ASSA; the procedures for becoming a member, maintaining membership and terminating membership.

SCOPE AND APPLICATION

2. This policy applies to all Members defined in the in the bylaws and as agreed to in the affiliation agreement between the Alberta Summer Swimming Association and Swim Alberta.

CATEGORIES OF MEMBERSHIP

3. As described in the ASSA Bylaws, members of the ASSA will consist of:
- a) Club Member: An organized summer swimming club consisting of Swimmer Members, who have applied for membership, met the requirements of the ASSA's Membership Policy, has agreed to abide by the ASSA's bylaws, rules, regulations, policies and procedures and is registered with the ASSA.
 - b) Swimmer Member: Any individual who is a swimmer registered with a Club Member, has applied for membership in accordance with the ASSA's Membership Policy, has agreed to abide by the ASSA's bylaws, rules, regulations, policies and procedures and is registered with the ASSA.
 - c) Coach Member: Any individual who is a coach registered with a Club Member and/or the ASSA, who has applied for membership, met the requirements of the ASSA's Membership Policy, has agreed to abide by the ASSA's bylaws, rules, regulations, policies and procedures and is registered with the ASSA.
 - d) Associate Member: Any individual who is a parent/guardian of a Swimmer Member under the age of eighteen (18), an elected or appointed Director of the ASSA, or a Club Member director registered with the ASSA.

ADMISSION OF NEW CLUBS

4. New Summer Swim Clubs may be granted membership in accordance with ASSA and Swim Alberta's New Club Membership Policy.

MINIMUM REQUIREMENTS

5. 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 ASSA Club Affiliation Application Process.
- c) Provide all required information and documentation as requested/required by the ASSA and Swim Alberta.

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- d) Maintain with the ASSA and Swim Alberta updated contact information for the Swim Club, including:

A complete list of directors, owners, shareholders, partners, address, telephone number, email address, and website address.

REGISTRATION OF MEMBERS

6. Annually register with the ASSA and 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.

COMPLIANCE WITH POLICIES AND BYLAWS

7. Annually, agree and adhere to all ASSA and Swim Alberta's governing documents, policies and procedures and relevant Swimming Canada policies and procedures, including but not limited to:
 - a) ASSA Bylaws
 - b) ASSA Policies
 - c) ASSA Rules and Regulations
 - d) Swim Alberta Bylaws
 - e) Swimming Canada National Registration Policy and Procedures
 - f) Swim Alberta Event Sanctioning Policy
 - g) Swim Alberta Competition Sanctioning Policy
 - h) Swim Alberta Code of Conduct and Ethics; and Social Media Policies
 - i) Swim Alberta's Discipline and Complaints, Appeals and Dispute Resolution Policies
 - j) Swim Alberta Coach Requirements and Registration Policies
 - k) Swim Alberta Screening Policies

- l) Swim Alberta Officials Membership Policy
- m) Swim Alberta's Confidentiality, Conflict of Interest and Privacy Policies
- n) Annually, agree to cooperate fully with ASSA and Swim Alberta in matters of investigations, complaints, discipline, appeals and other issues as determined by ASSA and Swim Alberta
- o) By May 1, 2022, and for every season thereafter, all club board of directors for summer clubs 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

CORPORATE STATUS

- 8. Swim Clubs, which are incorporated entities must provide ASSA with a copy of:
 - a) Their Bylaws and any amendments to those Bylaws;
 - b) Each Annual Return and proof that it has been filed with the corporate Registry;
 - c) The financial statements prepared in accordance with applicable legislation;
 - d) The minutes for each Annual General Meeting;
 - e) The minutes from any other meeting of their board or membership upon request; and
 - f) Any other information related to their corporate activities or status as requested by ASSA.

Any change to the corporate status of a Swim Club will be reported to the ASSA Board of Directors. The ASSA Board of Directors, in consultation with Swim Alberta 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 ASSA and Swim Alberta Board in their sole discretion.

Significant changes include, but are not limited to:

- a) Purpose of the Club;
- b) Corporate Status of Club,
- c) Issuance of Shares,
- d) Name Change,
- e) Change in Applicable Legislation, etc.

SWIM CLUB MEMBERSHIP RENEWAL APPLICATION PROCESS

9. Swim Clubs seeking membership renewal will comply with the following:
- a) In February of each year, the ASSA will email each returning ASSA club President with a prompt to begin the Annual Club Affiliation Process.
 - b) The Club President or their designate shall provide all information as outlined in the club affiliation package and complete affiliation no later than May 15th of each year.

ACCEPTANCE OF MEMBERSHIP

10. 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 8
 - b) Paid all required fees
 - c) The Swim Club is 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 ASSA and Swim Alberta Bylaws; and
 - e) The Swim Club has been approved by ASSA in consultation Swim Alberta.

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, swimmers, coaches and officials.

WAIVER OF REQUIREMENTS

11. The ASSA and 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

12. Unless otherwise determined by the Board of Directors, the membership year of ASSA will be September 1 to August 31, with the summer season running from May 1 – August 31st of each year.
13. Summer Club Members must re-apply for membership on an annual basis on or before May 15 of each year.
14. 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 through the affiliation package to provide to all clubs.

RIGHTS AND BENEFITS OF MEMBERSHIP

15. Swim Club Membership with the ASSA brings specific rights and benefits to the Swim Club and its members as follows:
- a) The right for registered members to receive the benefits of the affiliation agreement established between the ASSA and Swim Alberta.
 - b) To compete as registered swimmers at eligible sanctioned activities as per the National Registration Policy of Swimming Canada and Swim Alberta sanctioned activities.
 - c) The opportunity to benefit from the administrative, technical and educational resources of Swim Alberta, as outlined in the affiliation and service agreements.
 - d) The benefit of General Liability Insurance, Sport Accident and Directors/Officers Liabilities (Non-profit) as provided by Swim Alberta.

WITHDRAWAL AND TERMINATION OF MEMBERSHIP

16. Any Swim Club Member that wishes to withdraw from membership must give notice in writing to the president of the ASSA.
17. Any Swim Club Member may be sanctioned, suspended or expelled from the ASSA in accordance with the ASSA's and Swim Alberta's bylaws, policies and procedures relating to Discipline of Members.
18. Failure to pay membership fees or any other fees/fines owed to ASSA and 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.
19. A Swim Club Member may not resign from ASSA, when that Swim Club Member is subject to disciplinary investigation or disciplinary action by the ASSA or Swim Alberta.

INTERPRETATION

20. In the event that this policy conflicts or contradicts the Bylaws of the ASSA, policies of Swim Alberta shall take precedence.

AMENDMENTS

21. Alberta Summer Swimming 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.