



CLUB MEMBERSHIP RENEWAL POLICY

DEFINITIONS

1. The following terms have these meanings in this Policy:
 - a) **Year- Round Swim Club:** An organized body corporate swimming club/association or organized group of persons consisting of swimmer members whose main objective is the instruction and/or participation in competitive swimming. The season for Year-Round Swim Clubs runs from September 1 – August 31st each year.
 - b) **Masters Swim Club:** An organized body corporate swimming club or organized group of persons consisting of swimmer members whose main objective is the instruction and/or participation in competitive masters swimming. Swimmer members are restricted to those 18 years of age and older. The masters club season runs from September 1 – August 31st each year.
 - c) **Summer Swim Club:** An organized body corporate swimming club/association or organized persons consisting of summer 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.
 - d) **Varsity Swim Club:** a recognized member of U SPORTS affiliated University whose team consists of swimmer members whose main objective is the training and participation of U SPORTS. The varsity season runs from September 1 – April 30th each year.

PURPOSE

2. The purpose of this Policy is to set out the minimum requirements to renew and maintain membership as a Swim Club with Swim Alberta as well as the associated rights and benefits and rules governing termination and withdrawal.

SCOPE AND APPLICATION

3. This policy applies to:
 - a) Year-Round Swim Clubs;
 - b) Masters Swim Clubs;
 - c) Summer Swim Clubs; and
 - d) Varsity Swim Clubs.

Collectively referred to as “**Swim Clubs**”

ADMISSION OF NEW CLUBS

4. New Year-Round Swim Clubs and New Summer Swim Clubs may be granted membership in accordance with 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:

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General Membership Requirements

- a) Annually appoint an individual to act as the point of contact for Swim Alberta;
- b) Complete the Swim Alberta Club Affiliation Application Package as amended from time to time no later than May 15 of each year for Summer Swim Clubs and no later than October 31 of each year for all other Swim clubs;
- c) Provide all required information and documentation as requested or required by Swim Alberta; and
- d) Maintain with Swim Alberta updated contact information for the Swim Club, including: complete list of directors, employees, partners, address, telephone number, email address, and website address.

Registration of Members

- e) Swim Clubs must register with Swim Alberta all swimmers, coaches, and officials who are registered with their 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

- f) Annually, the Swim Club must agree to 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. Swimming Canada National Registration Policy and Procedures;
 - iii. Swim Alberta Event Sanctioning Policy;
 - iv. Swim Alberta Competition Sanctioning Policy;
 - v. Swim Alberta Code of Conduct and Ethics; and Social Media Policies;
 - vi. Swim Alberta's Discipline and Complaints, Appeals and Dispute Resolution Policies;
 - vii. Swim Alberta Coach Requirements and Registration Policies;
 - viii. Swim Alberta Screening Policies;
 - ix. Swim Alberta Officials Membership Policy; and
 - x. Swim Alberta's Confidentiality, Conflict of Interest and Privacy Policies.
- g) Annually, the Swim Club must agree to cooperate fully with Swim Alberta in matters of investigations, complaints, discipline, appeals and other issues as determined by Swim Alberta.
- h) Starting as of the deadline for affiliation for the 2020-2021 season and for every season thereafter, the board of directors for existing Year-Round, Masters and Varsity Swim Clubs must provide proof they have adopted the following policies:
 - i. Safe Sporting Environment Policy;
 - ii. Universal Access Policy;
 - iii. Code of Conduct and Ethics (Athletes, Coaches, Officials, Parents, Club Board);
 - iv. Discipline and Complaints Policy; and
 - v. Recruitment and Screening Policies for Staff/Coaches and Volunteers.
- i) By May 01, 2022, and for every season thereafter, the board of directors for existing Summer Clubs must provide proof they have adopted the following policies:
 - i. Safe Sporting Environment Policy;
 - ii. Universal Access Policy;

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- iii. Code of Conduct and Ethics (Athletes, Coaches, Officials, Parents, Club Board);
- iv. Discipline and Complaints Policy; and
- v. Recruitment and Screening Policies for Staff/Coaches and Volunteers.

Corporate Status

- j) Swim Clubs which are incorporated entities must provide Swim Alberta with a copy of:
 - their Bylaws and any amendments to those Bylaws;
 - each Annual Return and proof that it has been filed with the Corporate Registry;
 - the financial statements prepared in accordance with applicable legislation;
 - the minutes for each Annual General Meeting;
 - the minutes from any other meeting of their board or membership upon request; and
 - any other information related to their corporate activities or status as requested by Swim Alberta.
- k) Any change to the corporate status of a Swim Club shall be reported to the Executive Director of Swim Alberta within 90 days of the change becoming effective. The Swim Alberta Board has the sole authority and discretion to request the Swim Club re-apply for membership through the New Club Membership Policy in the event of a change in corporate status or on review of any corporate activities.

Varsity Swim Clubs

- l) To be considered a Varsity Swim Club by Swim Alberta, the varsity program must be recognized by the governing body for sport for universities as a university competitive swim team

Summer Clubs

- m) To be considered a Summer Swim Club by Swim Alberta, the summer club must be recognized by Alberta Summer Swimming Association.

ACCEPTANCE OF MEMBERSHIP

- 6. A Swim Club will be renewed as a Member if the Swim Club has:
 - a) met all of the requirements set out in Section 5 above;
 - b) paid all required fees;
 - c) is in good standing at the time of ceasing to be a Member and at the time of renewal;
 - d) met the applicable definition listed in the Swim Alberta Bylaws; and
 - e) been approved by Swim Alberta applying any other requirement or condition in the best interest of its members.
- 7. In addition to the requirements for renewal as set out herein, Varsity Swim Clubs must also be approved through a recognized U SPORTS University Program and Summer Swim Clubs must also be approved through Alberta Summer Swimming Association.

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 imposition of such condition or obligation.

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MEMBERSHIP YEAR AND DUES

9. Unless otherwise determined by the Board of Directors, the membership year of Swim Alberta will be September 1 to August 31.
10. Membership in Swim Alberta automatically terminates on August 31 of each year for all Swim Clubs. Year-Round Swim Clubs, Masters Swim Clubs and Varsity Swim Clubs must re-apply for membership before October 31 of each year. Summer Club Members must re-apply for membership on or before May 15 of each year.
11. Year-Round Swim Clubs and Masters Swim Clubs may operate from September 01-Aug 31 of each year. Varsity Swim Clubs may operate from September 01 – April 30 of each year. Summer Swim Clubs may operate from May 1- August 31 of each year.
12. 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 Swim Alberta Club Affiliation Application Package provided to all clubs.

RIGHTS AND BENEFITS OF MEMBERSHIP

13. Swim Clubs in good standing with Swim Alberta will be given access to the Swimming Canada National Registration System to register all swimmers, coaches and officials.
14. Maintaining 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 eligible sanctioned activities as per the National Registration Policy of Swimming Canada and Swim Alberta sanctioned activities unless the registered swimmer is barred from competition by Swim Alberta.
 - b) The opportunity to benefit from the administrative, technical and educational resources of Swim Alberta
 - c) General liability insurance, Sport Accident and Directors/Officers Liabilities (Non-profit) as provided by Swim Alberta.

WITHDRAWAL AND TERMINATION OF MEMBERSHIP

15. Any Swim Club Member that wishes to withdraw from Swim Alberta membership must give notice in writing to Swim Alberta's Executive Director.
16. 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.
17. Failure to pay membership fees or any other fees or 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.
18. 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.

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INTERPRETATION

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

APPLICATION OF AND AMENDMENTS OF POLICY

20. 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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