



## **BOARD OF DIRECTORS POLICIES**

### **Governance**

- G-1 Mission and Vision
- G-2 Strategic Goals
- G-3 Governance Process
- G-4 Board Code of Conduct
- G-5 Board Job Description
  - G-5.1 President
  - G-5.2 Vice President, Administration
  - G-5.3 Director, Winter Swimming
  - G-5.4 Director, Summer Swimming
  - G-5.5 Director, Masters Swimming
  - G-5.6 Director, Officials
  - G-5.7 Director, High Performance
  - G-5.8 Director, Community Programming
  - G-5.9 SSCA Representative
  - G-5.10 Past President
- G-6 Committees of the Board—General
- G-7 Committees—Types
  - G-7.1 Terms of Reference—Discipline Committee
  - G-7.2 Terms of Reference—Nominations Committee
- G-8 Fiscal Responsibility
  - G-8.1 Registration Fees
  - G-8.2 Meet Assessment Fees
- G-9 Board/Executive Director Relationship
  - G-9.1 Code of Conduct—Executive Director
  - G-9.2 Job Description—Executive Director
- G-10 Screening
- G-11 Privacy
- G-12 Swim Saskatchewan Foundation

### **Membership**

- M-1 Club Membership
  - M-1.1 New Club Affiliation
- M-2 Swimmers, Officials & Committee Members/Volunteers Membership
  - M-2.1 Coach Registration, NCCP Training & Certification and Compliancy
  - M-2.2 Officials Registration & Membership
  - M-2.3 Suspension of Membership
- M-3 Member Code of Conduct and Harassment
- M-4 Conflict of Interest
- M-5 Discipline and Complaints
- M-6 Alternate Dispute Resolution
- M-7 Appeals



## BOARD OF DIRECTORS POLICIES

### Competition

- C-1 General
- C-2 Registration
- C-3 Records
- C-4 Competition/Meet Sanctions
- C-5 Billeting

### Administration

- A-1 Accountability
- A-2 Expense Reimbursement
- A-3 Policy Review Schedule
- A-4 Critical Incident Reporting
- A-5 Membership Assistance Program (MAP)



# Swim Saskatchewan Inc.

## BOARD OF DIRECTORS POLICIES

### Abbreviations and Definitions

<b>Member in Good Standing:</b>	any member whose membership is not suspended or revoked or who is not serving a disciplinary penalty by either his/her club or Swim Saskatchewan Inc.
<b>CLASSIFIED</b>	Classified shall mean a Para swimmer that has been classified under the Swimming Canada Sport Class Evaluation and Classification system
<b>CSCTA</b>	Canadian Swimming Coaches and Teachers Association
<b>ED</b>	Executive Director of Swim Saskatchewan Inc.
<b>EXHIBITION</b>	Means that the time posted in a sanctioned competition by the swimmer shall be official, but not eligible to score points or to receive awards
<b>FINA</b>	Federation Internationale de Natation – the body which regulates and controls competitions in the four aquatic sports at the world level.
<b>IN-ACTIVE OR OUT OF WATER</b>	Inactive or Out of Water refers to a swimmer that was registered on or after September 1 but are not currently participating in club activities.
<b>HPC</b>	High Performance Committee
<b>LC</b>	Long Course (50 metres)
<b>PARA</b>	Swimmers with a disability classification S1 – S14
<b>PC</b>	Provincial Coach
<b>SAMS</b>	Independent Sask Masters Swimmers not registered with a club
<b>SC</b>	Short Course (25 metres)
<b>SNC or SC</b>	Swimming Canada
<b>SO</b>	Special Olympic swimmers
<b>SSCA</b>	Saskatchewan Swim Coaches Association
<b>SSF</b>	Swim Saskatchewan Foundation
<b>SSI</b>	Swim Saskatchewan Inc.
<b>Suspended Swimmer</b>	A suspended swimmer means a swimmer who is ineligible to compete in any sanctioned swimming event in Canada as a result of a club, Provincial Section or Swimming Canada disciplinary action. Suspended swimmers may continue to train, unless this was also part of the disciplinary action.
<b>UNIVERSITY TEAM OR VARSITY TEAM</b>	University Team or Varsity team means a swimming team registered with U Sports and Swim Sask. A registered University Team is considered a club in the National registration and results system.

# Swim Saskatchewan Inc.

## BOARD OF DIRECTORS POLICIES

**Type:** Governance

**Name:** Mission and Vision

**Authority:** Board of Directors

**Policy Number:** G-1

**Date Approved:** September 2003

**Date Revised:** June 2007, June 2009, June 2014,  
June 2018, Jan 2021

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**Reference:** Swim Sask Bylaws Art 1

Swim Sask supports equal opportunity, prohibits discriminatory practices and is committed to providing an environment in which all individuals are treated with respect and fairness.

Swim Saskatchewan is a member of Swimming Canada and therefore all affiliated clubs and their respective members are also members of Swimming Canada. Swim Sask is also a member of Sask Sport and is funded by Saskatchewan Lotteries.

### **Mission**

Swim Saskatchewan is the Provincial Sport Governing Body that provides: Leadership, Resources and Support to advance competitive swimming.

### **Vision**

Better Lives Through Swimming

### **Values**

- Pursuit of Excellence
- Respect
- Inclusiveness
- Ethics
- Collaboration
- Transparency

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

**Type:** Governance  
**Name:** Strategic Goals  
**Authority:** Board of Directors

**Policy Number:** G-2  
**Date Approved:** September 2003  
**Date Revised:**

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**Reference:** Swim Sask Bylaws Art 1

Focusing on its mission, Swim Saskatchewan Inc. will seek to accomplish these strategic goals:

1. Membership: Increased member recruitment and retention in all programs.
2. Evaluation mechanisms: Ongoing evaluation mechanisms to ensure quality programs and services.
3. Funding: An enhanced level of fiscal resources allocated strategically to support quality programs and services.
4. Image/Public Relations: Increased public awareness of Swim Saskatchewan Inc. and its programs, and the development of new partnerships and relationships.
5. Organizational Structure: A useable comprehensive organizational and administrative framework for Swim Saskatchewan Inc.
6. Programs: All programs are up-to-date, relevant to member needs, and introduced consistent with the mission/vision of Swim Saskatchewan Inc.

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-3
<b>Name:</b>	Governance Process	<b>Date Approved:</b>	September 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	

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**Reference:** *Non-Profit Corporations Act* Div. IX, Sect. 109; Swim Sask Bylaws Art. 5

The Board will govern with an emphasis on:

- outward vision rather than an internal preoccupation,
- commitment to obtaining public input,
- encouragement of diversity in viewpoints,
- strategic leadership more than administrative detail,
- clear distinction of Board and staff roles,
- collective rather than individual decisions,
- future rather than past or present,
- proactivity rather than reactivity, and
- an appropriate balance between confidentiality and transparency.

More specifically, the Board will:

1. Cultivate a sense of group responsibility. The Board, not the staff, will be responsible for excellence in governing. The Board will be an initiator of policy, not merely a reactor to staff initiatives. The Board will use the expertise of individual members to enhance the ability of the Board as a body to make policy, rather than to substitute their individual judgments for the group's values.
2. Direct, control and inspire the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long term impacts of swimming, not on the administrative or programmatic means of attaining those effects.
3. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy making principles, respect of roles, and ensuring the continuity of governance capability. Continual Board development will include orientation of new members in the Board's governance process and periodic Board discussion of process improvement. The Board will not allow any officer, individual or committee of the Board to hinder or be an excuse for not fulfilling its commitments.
4. Monitor and regularly discuss the Board's process and performance at each meeting. Self-monitoring will include comparison of Board activity and discipline to policies in the Governance Process and Board-Executive Director Relationship categories.

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-4
<b>Name:</b>	Board Code of Conduct	<b>Date Approved:</b>	September 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	

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**Reference:** *Non-Profit Corporations Act* Div. IX, Sect. 109; Swim Sask Bylaws Art. 5

The Board of Directors expects of itself and of individual Board members businesslike and lawful conduct. This includes proper use of authority and appropriate decorum when acting as Board members. It expects its members to treat one another and staff members with respect, cooperation and a willingness to deal openly on all matters. Board members will be bound by the following Code of Conduct:

1. Members must represent unconflicted loyalty to the interests of Swim Saskatchewan. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any Board member acting as an individual member of the swimming community. Board members are accountable to exercise the powers and discharge the duties of their office honestly and in good faith. Board members will exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
2. Board members will disclose any real or perceived conflict of interest.
3. Board members will not use their positions to obtain employment for themselves, family members or close associates. Should a Board member accept employment with Swim Sask, he or she must first resign.
4. Board members will respect the confidentiality appropriate to issues of a sensitive nature.
5. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board Governance policies.
6. Board members' interaction with the Executive Director or with staff must recognize that any individual Board member or group of Board members does not have authority other than that explicitly stated in Board policy.
7. Board members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member(s) to speak for the Board of Directors except to repeat explicitly stated Board decisions.

8. Board members will regularly take part in educational activities which will assist them in carrying out their responsibilities.
9. Board members will act at all times in the best interests of swimming and of the members of Swim Sask, and to exercise good judgment and fairness in all decisions.
10. Board members will refrain at all times from personal bias or from bias in favour of any individual or club in the deliberations of Swim Sask.
11. Board members will attend meetings on a regular and punctual basis. Absence of a Member from more than three consecutive regular meetings without prior authorization will be cause for informing the electing or appointing constituency.
12. Members will ensure that unethical activities not covered or specifically prohibited by the foregoing or any other legislation are not condoned.
13. A Board member who is alleged to have violated the Board Code of Conduct will be informed in writing and will be allowed to present his/her views of such alleged breach at the next Board meeting. The complaining party must be identified. If the complaining party is a Board member, he/she and the respondent Board member will absent themselves from any vote upon resolution of censure or other action that may be brought by the Board members. Board members who are found to have violated the Code of Conduct may be subject to censure. Where the Board considers the violation of the Code of Conduct compromises the integrity of the Board member or the Board, the Board member may be asked to resign.



## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-5
<b>Name:</b>	Board Job Description	<b>Date Approved:</b>	September 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	Oct 2005, Jan 2009

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**Reference:** *Non-Profit Corporations Act* Div. IX, Sect. 109; Swim Sask Bylaws Art. 5, Sect. 3

The job results of Board activity, as distinguished from the activity of its staff, will be:

1. A link between the organization and its membership. Each Director will prepare a written report for presentation to the membership at the Swim Saskatchewan Annual General Meeting.
2. Written governing policies which, at the broadest levels, address:
  - *Strategic Goals:* Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for which people, at what cost).
  - *Governance Process:* Specification of how the Board conceives, carries out and monitors its own tasks.
  - *Board-Executive Director Relationship:* How power is delegated, and its proper use monitored; the role, authority, and accountability of the Executive Director.
  - *Competition:* Authoritative policies detailing membership, fees, sanctions, competitions, and appropriate behaviour and consequences of those involved in the sport of swimming.
  - *Administration:* Policies detailing the authority of program policies and technical packages, per diem and travel expense rates, determining policy review schedule, and Critical Incidents reporting.
3. Assurance of Executive Director's performance in achieving the results set out by the Board, through monitoring and evaluation of the Executive Director as outlined in policies on Board-Executive Director Relationship.
4. Fulfilling of legislated responsibilities as a Board of Directors as set out in *The Non-Profit Corporations Act* of Saskatchewan.
5. Fulfilling of individual responsibilities by members of the Board of Directors as set out in Board of Director Policies G-5.1 to G-5.10.
6. Training of volunteers is a priority, budgeted item.

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-5.1
<b>Name:</b>	Job Description--President	<b>Date Approved:</b>	June 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	Sept '03, June '04, Oct '05, Jan '11

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**Reference:** Swim Sask Bylaw Art. 5, Sect. 3

The President of Swim Sask will be elected in accordance with the Bylaws of Swim Sask at an Annual General Meeting of Swim Sask. The President will serve a term of two years and may be re-elected for additional terms without limitation.

The duties of the President will be:

1. To set the Agenda and chair all Annual General Meetings of Swim Sask, all meetings of the Board of Directors of Swim Sask, and any special meetings of Swim Sask.
2. To ensure that the minutes from all Board meetings and the Annual General Meeting are distributed in a timely fashion.
3. To sit, *ex officio*, on all Swim Sask Program Committees and Ad Hoc Committees, and to serve as resource person to the Directors of Program Committees and other members of the Board of Directors.
4. To vote, in accordance with the Rules of Order adopted by Swim Sask, at any General, Board or Committee meetings at which the President has been granted voting privileges.
5. To represent Swim Sask at the Swimming Canada Presidents' Council in accordance with Swimming Canada Policy.
6. To appoint and oversee a person to administer the process of approving meet packages and providing a sanction number.
7. On behalf of the Board of Directors, to advise the Executive Director, to ensure that all Swim Sask efforts are focused on the organization's vision, mission and strategic goals.
8. Together with the Master & Senior Officials Committee, to ensure that all swim competitions in Saskatchewan are sanctioned by Swim Sask and are conducted in compliance with the Swimming Rules of Swimming/Natation Canada.
9. To coordinate a verbal or written appraisal of the volunteer Directors if deemed necessary.

G-5.1 continued...

10. Together with the Vice-President, Administration and with the Executive Director, to ensure that monies are allocated appropriately to all programs of Swim Sask, and to ensure fiscal responsibility and prudence in the operations and administration of Swim Sask.
11. To conduct the annual performance appraisal of the Executive Director of Swim Sask, and to report the results of that appraisal to the Board of Directors in camera.
12. To recommend the compensation package for the Executive Director, for approval by the Board of Directors.
13. To ensure that all Policies and Procedures of Swim Sask are reviewed annually, that all Committees of Swim Sask conduct annual reviews of their Policies, and to present suggested amendments as required.
14. To chair, or appoint an appropriate chairperson for, any appeal to the Board by a member from any decision of the Discipline Committee
15. To appoint Ad Hoc Committees established under the authority of the Board, as shall be required from time to time, including Harassment and Discipline Committees.
16. Together with the Executive Director, to ensure compliance of Swim Sask with all requirements of an organization governed by *The Non-Profit Corporations Act*.
17. Together with the Executive Director, to ensure compliance with all required reporting to Sask Sport, Swimming/Natation Canada, and to any other organization with whom Swim Sask may from time to time have a reporting relationship.
18. Together with the Director, High Performance, to announce the names of swimmers selected to the High-Performance Teams of Swim Sask.
19. As directed by the Board, to suspend or expel with cause affiliated clubs or swimmers from Swim Sask.
20. To carry out any other duties as will from time to time be required, in order to fulfill the intent of the Bylaws of Swimming Canada or Swim Sask for the proper governance of Swim Sask.
21. To represent Swim Sask on the Man/Sask committee as a voting member.

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-5.2
<b>Name:</b>	Job Description - Vice President, Administration	<b>Date Approved:</b>	June 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	Sept 2003, Oct 2005, Jan 2009 June 2018

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**Reference:** Swim Sask Bylaws Art. 5, Sect. 3

The Vice President of Swim Sask will be elected in accordance with the Bylaws of Swim Sask at an Annual General Meeting of Swim Sask. The Vice President, Administration will serve a term of two years, and may be re-elected for additional terms without limitation, as specified in Bylaws Article 5, Section 1.4. The qualifications for the Vice President, Administration are stipulated in Bylaws Article 5, Sections 1.2 and 2.1.2.

The duties of the Vice President, Administration will be:

1. To act on behalf of the President when the President is unable to carry out responsibilities as stipulated in Bylaws Article 5, Section 2.1.1
2. The Vice-President Administration will present the audited financial statements, together with the audit results, to the members at the Annual General meeting and shall work with the auditor annually, to review audited financial statements prior to presentation to the members at the Annual General Meeting.
3. To vote, in accordance with the Rules of Order adopted by Swim Sask, at any Board or Committee meetings.
4. Together with the Executive Director and the President, to ensure that monies are allocated appropriately to all programs of Swim Sask, to ensure fiscal responsibility and prudence in the operations and administration of Swim Sask and review monthly financial reports.
5. To carry out any other duties as will from time to time be required, in order to fulfill the intent of the Bylaws of Swimming Canada or Swim Sask, or as may be necessary for the proper governance of the business of Swim Sask.

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-5.3
<b>Name:</b>	Job Description--Director Winter Swimming	<b>Date Approved:</b>	June 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	September 2003

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**Reference:** Swim Sask Bylaws Art. 5, Sect. 3

The Club Representatives at the Winter Swimming Program Committee Annual Meeting will elect the Director, Winter Swimming who will serve as the Program Committee Chair for Winter Swimming. The Director, Winter Swimming will serve a term of two years, and may be re-elected once consecutively. A person may be re-elected provided that the person has not exceeded 4 consecutive years.

The duties of the Director of Winter Swimming will be:

1. To set the Agenda and chair all General and Special Meetings of the Winter Swimming Program Committee.
2. To set the Agenda, chair and present a report at the Winter Swimming Program Committee Annual Meeting.
3. To appoint any special committees.
4. To ensure that the minutes from all Winter Swimming Program Committee meetings are distributed in a timely fashion.
5. To represent the Winter Swimming Program Committee as a Board member of Swim Saskatchewan Inc., to attend and participate, including voting in accordance with the Rules of Order for the same, at all meetings of the Board and to report back to the Winter Swimming Program Committee on all decisions affecting Winter Swimming in Saskatchewan.
6. To vote in accordance with the Rules of Order adopted by Swim Sask at any General, Board or Committee meetings.
7. To liaise and co-operate with all the other Committee and members of Swim Saskatchewan Inc. for the betterment of Winter Swimming in Saskatchewan.
8. To carry out any other duties as will from time to time be required; in order to fulfill the intent of the Bylaws of Swim Saskatchewan Inc. or as may be necessary for the proper governance of the business of Swim Saskatchewan Inc.

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-5.4
<b>Name:</b>	Job Description--Director Summer Swimming	<b>Date Approved:</b>	June 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	Sept 2003, Jan 2012

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**Reference:** Swim Sask Bylaws Art. 5, Sect. 3

The voting representatives at the Summer Swimming Annual Meeting will elect the Director of Summer Swimming. The Director of Summer Swimming will serve as the Chair for the Summer Swimming Program Committee.

The Term of office will be 2 years, renewable once consecutively. Previous service as Director or of Summer Swimming will not disqualify any person from subsequent election, provided that the person does not serve more than 4 years consecutively.

The duties of the Director of Summer Swimming will be:

1. To set the Agenda and chair all General and Special Meetings of the Summer Swimming Program Committee.
2. To set the Agenda, chair and present a report at the Summer Swimming Program Committee Annual Meeting.
3. To appoint any special committees.
4. To ensure that the minutes from all Summer Swimming Program Committee meetings are distributed in a timely fashion.
5. To represent the Summer Swimming Program Committee as a Board member of Swim Saskatchewan Inc., to attend and participate, including voting in accordance with the Rules of Order for the same, at all meetings of the Board and to report back to the Summer Swimming Program Committee on all decisions affecting Summer Swimming in Saskatchewan.
6. To vote in accordance with the Rules of Order adopted by Swim Sask at any General, Board or Committee meetings.
7. To liaise and co-operate with all the other Committee and members of Swim Saskatchewan Inc. for the betterment of Summer Swimming in Saskatchewan.
8. To carry out any other duties as will from time to time be required; in order to fulfill the intent of the Bylaws of Swim Saskatchewan Inc. or as may be necessary for the proper governance of the business of Swim Saskatchewan Inc.

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-5.5
<b>Name:</b>	Job Description--Director Masters Swimming	<b>Date Approved:</b>	June 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	Sept 2003, June 2015, Jan 2022

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**Reference:** Swim Sask Bylaws Art. 5, Sect. 3

The Club Representatives at Masters Swimming Annual Meeting will elect the Director, Masters Swimming who will serve as the Program Committee Chair for Masters Swimming. The Director will serve a term of two years, and may be re-elected for additional terms without limitation.

The duties of the Director of Masters Swimming will be:

1. To set the Agenda and chair all General and Special Meetings of the Masters Swimming Program Committee.
2. To set the Agenda, chair and present a report at the Masters Swimming Program Committee Annual Meeting.
3. To appoint any special committees.
4. To ensure that the minutes from all Masters Swimming Program Committee meetings are distributed in a timely fashion.
5. To represent the Masters Swimming Program Committee as a Board member of Swim Saskatchewan Inc., to attend and participate, including voting in accordance with the Rules of Order for the same, at all meetings of the Board and to report back to the Masters Swimming Program Committee on all decisions affecting Masters Swimming in Saskatchewan.
6. To represent Saskatchewan Masters swimmers on the Swimming Canada Masters Swimming Committee.
7. To vote in accordance with the Rules of Order adopted by Swim Sask at any General, Board or Committee meetings.
8. To liaise and co-operate with all the other Committee and members of Swim Saskatchewan Inc. for the betterment of Masters Swimming in Saskatchewan.
9. To carry out any other duties as will from time to time be required; in order to fulfill the intent of the Bylaws of Swim Saskatchewan Inc. or as may be necessary for the proper governance of the business of Swim Saskatchewan Inc.

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-5.6
<b>Name:</b>	Job Description--Director Officials	<b>Date Approved:</b>	June 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	Sept 2003, Jan 2009, May 2010, June 2015, June 2018

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**Reference:** Swim Sask Bylaws Art. 5, Sect. 3

The Director of Officials will be elected from the then current Master and Senior officials of Swim Saskatchewan Inc. at a regular spring meeting of their Committee. The Director will be elected for a two-year term commencing on September 1 of the year in which the election was held. The Director may be re-elected for additional terms without limitation. In the event of his or her inability to continue for any reason, the duties will be assumed by the Coordinator Officials until an election may be held for the position.

The duties of the Director of Officials will be:

1. To set the Agenda and chair all regular semiannual spring and fall meetings of the Master and Senior Official's Committee and any other special meetings of the Committee.
2. To ensure that the minutes from all Master and Senior Official's committee meetings are distributed in a timely fashion.
3. To represent all officials of the province as a Board member of Swim Saskatchewan Inc., to attend and participate, including voting in accordance with the Rules of Order for the same, at all meetings of the Board and to report back to the Master & Senior Officials Committee on all decisions affecting officiating and swimming in Saskatchewan.
4. To maintain ongoing communication with the Swimming Canada appointed Saskatchewan/Manitoba representative on the OCRC. In conjunction with the OCRC appointee, ensure communication is maintained to both Swim Saskatchewan and Swim Manitoba offices.
5. To work with the Coordinator Officials to encourage and promote the development of certified and qualified officials, at all levels, in all of the swim clubs affiliated with Swim Saskatchewan Inc.
6. To ensure that all Officials in Saskatchewan are current, capable and competent and are aware of all Rule changes as they occur in order that all officials are consistent and fair in their decisions and carrying out their duties.



7. In conjunction with the coordinator Officials and Swim Sask office, ensure that all Level IV and V officials in Saskatchewan maintain the requirements for annual certification to remain an active Master official in Canada.
8. To liaise and co-operate with all the other Committees and members of Swim Saskatchewan Inc. for the betterment of officiating and swimming in Saskatchewan.
9. To carry out any other duties as will from time to time be required, in order to fulfill the intent of the Bylaws of Swimming/Natation Canada, Swim Saskatchewan Inc., or any Official's committee thereof, or as may be necessary for fair, consistent and proper officiating of all swimmers at any Meet sanctioned by Swimming/Natation Canada, Swim Saskatchewan Inc., or any other Provincial section.

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-5.7
<b>Name:</b>	Job Description--Director High Performance	<b>Date Approved:</b>	June 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	Sept 2003, Jan 2009, June 2017

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**Reference:** Swim Sask Bylaws Art. 5, Sect. 3

The Director, High Performance of Swim Sask will be elected in accordance with the Bylaws of Swim Sask at an Annual General Meeting of Swim Sask. The Director, High Performance will serve a term of two years, and may be re-elected for additional terms without limitation, as specified in Bylaws Article 5, Section 1.4. The qualifications for the Director, High Performance are stipulated in Bylaws Article 5, Sections 1.2 and 2.1.7.

The duties of the Director, High Performance will be:

1. To chair the meeting of the High Performance Committee and actively participate as a member.
2. To assist the Executive Director, in consultation with the Provincial Coach, to prepare funding and grant applications pertaining to the Performance Development Program, such as the High Performance Coaching Capacity Grant.
3. Together with the Executive Director and Vice-President, Administration, to ensure fiscal responsibility for the funds allocated to the Performance Development Program.
4. To vote, in accordance with the Rules of Order adopted by Swim Sask, at any General, Board or Committee meetings at which the Director, High Performance has been granted voting privileges.
5. To assist the Executive Director with the review of the performance, duties and responsibilities of the Provincial Coach.
6. To carry out any other duties as will from time to time be required, in order to fulfill the intent of the Bylaws of Swimming Canada, or Swim Sask, or as may be necessary for the proper governance of the business of Swim Sask.

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-5.8
<b>Name:</b>	Job Description--Director Community Programming	<b>Date Approved:</b>	June 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	June 2006

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**Reference:** Swim Sask Bylaws Art. 5, Sect. 3

The Director, Community Programming of Swim Sask will be elected in accordance with the Bylaws of Swim Sask at an Annual General Meeting of Swim Sask. The Director, Community Programming will serve a term of two years, and may be re-elected for additional terms without limitation, as specified in Bylaws Article 5, Section 1.4. The qualifications for the Director, Community Programming are stipulated in Bylaws Article 5, Sections 1.2 and 2.1.8.

The duties of the Director of Community Programming are:

1. To assist in the development of new clubs.
2. To provide recommendations to the Board of Directors and membership on activities, promotional material and opportunities which promote the sport of swimming.
3. To provide recommendations to the Board of Directors and membership on opportunities that allows for inclusion of athletes that underrepresented in the current membership.
4. To attend any meetings, trials, etc. that would provide an opportunity to promote or enhance the sport of swimming.
5. To build a cooperative partnership with provincial organizations which teach swimming skills.
6. To vote in accordance with the Rules of Order adopted by Swim Sask at any General, Board or Committee meetings.
7. To liaise and co-operate with all other Committees and members of Swim Saskatchewan Inc. for the betterment of Swimming in Saskatchewan.
8. To carry out any other duties as will from time to time be required, in order to fulfill the intent of the Bylaws of Swimming Canada or Swim Sask, or as may be necessary for the proper governance of the business of Swim Sask.

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-5.9
<b>Name:</b>	Job Description-- SSCA Representative	<b>Date Approved:</b>	June 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	Sept 2003, June 2015, June 2018

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**Reference:** Swim Sask Bylaws Art. 5, Sect. 3

The Chair of the Saskatchewan Swim Coaches Association (SSCA) will represent all registered members of the SSCA. The members of the SSCA will elect the Chair of the SSCA for a period of two years, renewable for one additional term consecutively. The SSCA elections will take place at the SSCA Meeting in odd numbered years. In the event that a Chair of the SSCA resigns or is unable to complete his or her term, the SSCA will select an interim Chair to serve the remainder of the term. A person who has served the remainder of the term of a predecessor will retain the right to be elected for two consecutive terms as Chair.

The duties of the SSCA Representative are:

1. To represent the SSCA on the Swim Sask Board of Directors and to report on behalf of the SSCA at each meeting of the Board.
2. To set the Agenda and chair all meetings of the SSCA.
3. To ensure that the minutes from all SSCA meetings are distributed in a timely fashion.
4. To liaise between the SSCA and the Swim Sask Board, and to report to the SSCA any decisions of Swim Sask affecting coaching, the scheduling or management of competitions, or any other matters that affect coaching.
5. To advise Swim Sask or its individual program committees, as may be required, on technical aspects of the sport of swimming.
6. To advise Swim Sask regarding the implementation and anticipated effect of any decisions of the Canadian Swim Coaches and Teachers Association (CSCTA), including but not limited to membership requirements and certification of coaches.
7. Together with Swim Sask, promote the development and certification of all swim coaches, including Year Round Age Group, Summer, Masters, Special Olympic, Varsity, Para Swimming Coaches and Swimming Teachers.

Policy G-5.9 continued....

8. To designate a member to serve on all other program committees of Swim Sask at which the SSCA has a seat or is invited to attend.
9. To carry out any other duties as will from time to time be required, in order to fulfill the intent of the Bylaws of Swimming Canada or Swim Sask, or as may be necessary for the proper governance of the business of Swim Sask.

**Swim Saskatchewan Inc.**

**BOARD OF DIRECTORS POLICIES**

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-5.10
<b>Name:</b>	Job Description-- Past President	<b>Date Approved:</b>	September 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	June 2013

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**Reference:** Swim Sask Bylaws Art. 5 Sect. 3

The Past President will serve as an *ex officio* advisor to the Board, providing continuity and an historical perspective as the incoming President gains experience.

The Past President will be afforded the same rights as other members including debate, excluding the right to make formal motions and vote.

The Past President will chair the Nominations Committee.

The Past President will carry out any other responsibilities as assigned by the Board of Directors.

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-6
<b>Name:</b>	Committees of the Board-- General	<b>Date Approved:</b>	September 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	October 2005

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**Reference:** Swim Sask Bylaws Art. 6

Three different types of committees exist in Swim Sask: Program Committees, Board Committees and Staff Advisory Committees.

The Board of Directors may establish Committees to help carry out its work. Board committees will function to reinforce the wholeness of the Board's job and will not interfere with delegation from the Board to the Executive Director.

Board committees are to assist the Board to do its job, never to help or advise the staff. Committees will assist the Board by preparing policy alternatives and implications for Board deliberation, and fulfilling specific job functions as assigned by the Board.

Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Executive Director.

Committees cannot exercise authority over staff. The Executive Director works for and under the authority of the Board: he or she will not be required to obtain approval of a Committee before an executive action, except where the committee has been delegated specific authority to act on behalf of the Board.

All Committees will be supportive of the holism of the Board and its policies. Committees are to avoid over-identification with organizational parts rather than the whole. The Board, not its committees, retains responsibility and authority to monitor organizational performance.

This policy applies only to committees which are formed by Board, whether or not the committees include non-Board members. It does not apply to committees formed under the authority of the Executive Director.

All committee members will abide by the Board Code of Conduct.

No Committee has authority to commit the funds or resources of Swim Saskatchewan Inc. except when delegated this authority by the Board of Directors.

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-7
<b>Name:</b>	Committee--Types	<b>Date Approved:</b>	September 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	

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**Reference:** Swim Sask Bylaws Art. 6

The Board of Directors will establish the following committees:

*Program committees* will be chaired by a member of the Board, with representatives from the specific program area. The Board of Directors delegates governance of the program areas of Swim Saskatchewan Inc. to the Program Committees, with final authority retained by the Swim Sask Board. The program committees are:

1. Winter Swimming Program Committee
2. Summer Swimming Program Committee
3. Masters Swimming Program Committee
4. High Performance Swimming Committee
5. Community Programming Committee
6. Master & Senior Officials Committee
7. Saskatchewan Swim Coaches and Teachers

Policies regarding Program Committee Terms of Reference, Members and Responsibility will be contained within the policies of each program area and are subject to approval by the Swim Sask Board of Directors.

*Discipline Committees* will be established by the Board of Directors when required to hear cases regarding discipline of members. The Board will identify annually a pool of individuals from which to select members of a Discipline Committee. The Board of Directors will appoint the Chair and members of a discipline committee. Terms of Reference for the Discipline Committees will be set in Board policy.

*Nomination Committee* will be established annually to solicit interest and nominations for Board positions open for election. The Nominations Committee will be chaired by the Past President, with members appointed by the Board of Directors. Terms of Reference for the Nominations Committee will be set in Board policy.

*Awards Committee* will be established annually to determine award recipients from among the nominations.

*Ad Hoc Committees* may be established by the Board of Directors at any time, for any purpose. The chairs and members of Ad Hoc committees will be appointed by the Board of Directors. Terms of Reference for committees will be determined by the Board of Directors when the committees are formed.



## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-7.1
<b>Name:</b>	Terms of Reference Discipline Committee	<b>Date Approved:</b>	September 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	

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**Reference:** *Non-Profit Corporations Act* sect. 119-121; Swim Sask Bylaws Art. 6, Sect. 3

#### *Purpose*

1. To hear charges related to misconduct of members;
2. To determine the guilt or innocence of the member;
3. To report the Committee's decisions to the Board of Directors; and
4. To set out an appropriate penalty for the member, if found guilty.

#### *Composition*

The Board of Directors will, upon a written statement from an investigator appointed by the Board that recommends that a discipline hearing be held, appoint a discipline committee consisting of three persons, one of whom will be designated by the Board to be the Chairperson.

The committee will consist of persons with no vested interest in the case to be heard, may include non-members of Swim Saskatchewan Inc, but will not include any sitting members of the Board of Directors. Persons may be asked to serve on more than one Discipline Committee but may not serve on more than one Committee simultaneously. An individual may not serve on a Discipline Committee if that person has any knowledge or involvement that could constitute a bias in the matter to be heard.

The Committee may request legal advice or assistance or the involvement of the Dispute Resolution services available to members of Sask Sport. The Board will determine the need for such assistance and will ensure that it is provided promptly if needed. A request for legal assistance or a referral to Dispute Resolution will not be used as a device to delay unduly the resolution of any matter that has been referred to Discipline.

#### *Term of Office*

The term of office of the Discipline Committee will be to the final resolution of the case. The committee will be dissolved thereafter.

#### *Quorum*

All three members of the committee must be present for all meetings and hearings for the case for which they were appointed.

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-7.2
<b>Name:</b>	Terms of Reference-- Nominations Committee	<b>Date Approved:</b>	September 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	

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**Reference:** Swim Sask Bylaws Art. 6, Sect. 4

#### *Purpose*

1. To solicit interest from members to sit on the Board of Directors;
2. To solicit at least one nomination for each vacancy on the Board;
3. To ensure an impartial process for nomination of persons for Board positions;
4. To oversee the voting procedures and results of elections to the Board of Directors.

#### *Composition*

The committee will consist of a chair and two persons appointed by the Board of Directors.

The chair of the committee will be the Past President. Should no Past President be sitting on the Board, the Board will appoint an outgoing Board member, who is not letting his/her name stand for re-election, as chair. If there is no outgoing Board member, the Board will appoint a member who has sufficient knowledge of potential candidates to chair the committee.

Neither the chair nor the members of the committee will be eligible for nomination for any position on the Board.

#### *Term of Office*

The term of office will be from the call for nominations as set by the Board of Directors until the final voting has occurred at the Annual Meeting.

#### *Quorum*

Quorum will be any two committee members, with decisions made by consensus.

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-8
<b>Name:</b>	Fiscal Responsibility	<b>Date Approved:</b>	June 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	Sept 2003, June 2018

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**Reference:** Sask Sport Bylaws Art. 5, Sect. 5.4; Swim Sask Bylaws Art. 5, Sect. 3

The fiscal year of Swim Saskatchewan Inc. will be April 1 to March 31.

The Board of Directors will be responsible for setting fees within the Swim Sask programs.

Signing officers of Swim Saskatchewan Inc. will be any three members of the Board who are willing and accessible, in addition to the Executive Director. Two signatures are required for any cheques issues by Swim Saskatchewan Inc.

The Executive Director is responsible to manage the income and expenditure of Swim Saskatchewan Inc. monies. Monthly and annual financial statements will be prepared by the Executive Director and reviewed by the Vice-President – Administration or other designated Board member. The Board of Directors will review a current financial statement, including variances, at each of its meetings.

The Executive Director in consultation with the Vice-President – Administration will prepare the annual Budget. The Board of Directors will approve the Budget at a meeting no later than 15 days before the date for submission of the Annual funding application to Sask Sport Inc.

The Vice-President Administration will present the audited financial statements, together with the audit results, to the members at the Annual General meeting. The Auditor will be appointed by the membership at the Annual General Meeting. The Executive Director will respond to any audit comments and will implement any remedies for these as directed by the Board.

The Executive Director is responsible for reporting to Sask Sport the financial affairs of Swim Sask and the membership or other data that are required for the administration of grants in aid. The Executive Director is responsible for the applications for and the disbursement of grants and other monies from Sask Sport to the programs and members of Swim Sask, and for reporting those disbursements to Sask Sport. The Executive Director is responsible for the collection and submission of MAP grant applications and supporting documentation of MAP grant expenditures.

The Executive Director is responsible for the submission to Swimming Canada of registration fees collected on behalf of Swimming Canada. The Executive Director will assist clubs with the management of monies earned through participation in Swim-a-thon.

**Swim Saskatchewan Inc.**  
**BOARD OF DIRECTORS POLICIES**

**Type:** Governance  
**Name:** Registration Fees  
**Authority:** Board of Directors

**Policy Number:** G-8.1  
**Date Approved:** January 2003  
**Date Revised:** March '03, June '04, Oct '05,  
June '06, Jan '07, Jan'08, June '08,  
Oct '08, June '09, May 2010, July 2010,  
June 2012, June 2013, June 2014,  
Nov 2014, June 2015, Jan 2016,  
June 2017, June 2018, Jan 2019,  
June 2019, Jan 2021

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**Reference:** Swim Sask Bylaws Art. 5, Sect. 3; Board Policy G-8 and Swimming Canada National Registration Procedures and Manual.

Registration fees are non-refundable and non-transferable.

**Club Registration fees:**

Age Group Clubs:	\$ 100.00	
Summer Clubs:	\$ 60.00	(\$35 for Swim Sask Club Affiliation and \$25.00 for Summer Swimming Provincial Finals Individual High Point Awards)
Master Swim Clubs:	\$ 30.00	
University Varsity Teams:	\$100.00	

**Swimmer Registration fees:**

**Age Group Competitive Swimmers:** Fees will be based on the swimmer's age as of December 31 of the current swimming season

10 & under swimmers - \$80

11 & Over - \$130

Fees will be reduced by 50% for NEW swimmers who register on or after April 1. Reduced fee is not applicable to upgrades from Pre-Competitive to Competitive.

The above fees include the following Swimming Canada fees:

\$31 for 8 and under swimmers, \$51 for swimmers aged 9 and 10;

\$71 for swimmers aged 11 to 14 and \$91 for swimmers aged 15 & Over

**Age Group Pre-Competitive Swimmers:** \$25 (includes \$13 Swimming Canada fee)

This is for swimmers enrolled in sessional "Learn to swim" and "Fitness" type programs and Summer camp.

The Pre-Competitive swimmer fee will be applied towards payment of the Age Group Competitive Swimmer fee for a Pre-Competitive swimmer who upgrades to an Age Group Competitive Swimmer in the same season. If a Pre-Competitive swimmer upgrades after April 1, the registration fee is \$80 or \$130, less the \$25 Pre-Competitive fee.

Policy G-8.1 continued...

**Swimmer Registration fees continued:**

**Summer Swimmers:** \$30 effective Summer 2020 (includes \$2.25 Swimming Canada fee) This category is for summer swimmers who plan to ONLY compete in summer swimming sanctioned competitions.

**Summer-Open:** \$65 (includes \$14 Swimming Canada fee). This category is for summer swimmers who will compete in Sask Games and/or who wish to compete in Age Group club competitions, that permit swimmers registered in the Summer-Open category to compete during the applicable period of May 1 through to August 31.

**Varsity Swimmers:** \$50 (effective Sept 2019 and includes \$45.50 Swimming Canada fee). This is for swimmers who will only represent/compete at meets as a university varsity swimmer. This registration category is only valid from Sept 1 until April 30. After May 1, any Varsity swimmer that wishes to continue to swim must register through an age group club.

**Varsity-Open Swimmers:** \$ 80 (effective Sept 2019 and includes \$45.50 Swimming Canada fee). This is for Varsity swimmers who wish to dual register with both a University/Varsity Team and an Age Group Clubs so that they can either compete for their home club or their university team.

**Limited Event:** \$20.00 (includes \$10 Swimming Canada fee)  
The Limited Event registration is for a single competitive event registration into an external organization's event, which is sanctioned by Swimming Canada or for an Open Water Event.

**Masters Swimmers:** \$25.00 (includes \$10 Swimming Canada Fee).  
This category is for Masters Swimmers who wish to compete in sanctioned Masters competitions only. NOTE: Masters Registration categories are limited to swimmers aged 18 and over; age calculated as of date of registration.

**Masters-Open:** \$155 (Masters fee + Age Group Competitive 11 & Over fee)  
This category is for Masters Swimmers who wish to compete in sanctioned Masters competitions AND sanctioned Age Group Club competitions where the meet information package indicates that the competition is open to swimmers registered in Masters-Open category and therefore accept that the Swimming Rules of Swimming Canada preside over the competition.  
NOTE: Masters Registration categories are limited to swimmers aged 18 and over; age calculated as of date of registration.

**Coach Registration fees:**

**Coach:** \$45 effective; which includes Swimming Canada fee of \$27 payable to Swim Sask.  
NOTE: Coaches must also be members of the Canadian Swim Coaches Association (CSCA)  
**PLUS** pay the applicable fees **directly to the CSCA.**

CSCA registration fees are based on the category of membership they are registered in. Coaches attending Swimming Canada National Competitions (i.e. Western Can Champs, Junior Canadian Champs, Trials, Canadian Swimming Champs) must be registered in a category that includes Swimming Canada National Competitions.

No registration fees are required by Swim Sask for parents/guardians of swimmers, volunteers, officials, or any other individual members of Swim Sask as defined in Policy M-2.

**Swim Saskatchewan Inc.**

**BOARD OF DIRECTORS POLICIES**

**Type:** Governance

**Policy Number:** G-8.2

**Name:** Meet Assessment Fees

**Date Approved:** June 2000

**Authority:** Board of Directors

**Date Revised:** January 2016, June 2018

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**Reference:** Swim Sask Bylaws Art. 5, Sect. 3; Board Policy G-8

The following fees will be paid to Swim Sask by the club hosting any sanctioned swim meet:

1. \$35.00 per day for the Officials Education Fund; and
2. A swimmer assessment calculated as follows:

\$0.60 per individual swim and team relay entries

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-9
<b>Name:</b>	Board/Executive Director Relationship	<b>Date Approved:</b>	September 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	October 2005

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**Reference:** *Non-Profit Corporations Act* Div. IX, Sect. 88 and 109; Swim Sask Bylaws Art. 5, Sect. 3

The governance model of Swim Saskatchewan Inc. will be one of a policy focus, with the Board in partnership with the Executive Director. The following 7 principles will provide a framework for the relationship of the Board with the Executive Director:

1. The Board is accountable for both the governance and, in a broad way, the management of Swim Sask.
2. The Executive Director is designated the Chief Executive Officer (CEO) of Swim Sask.
3. The President is an elected volunteer and serves as Chair of the Board. The President is authorized by the Board to advise the Executive Director on its behalf.
4. The Board is responsible for determining all non-operational policies of Swim Sask; the Executive Director is responsible for determining all operational policies of Swim Sask.
5. The Board defines and approves a Code of Conduct for the Directors and a separate Code of Conduct for the Executive Director.
6. Four different monitoring options are available to the Board of Directors:
  - 1) Executive Director's report
  - 2) Program and Board Committee reports
  - 3) External reports
  - 4) Financial reports.
7. The Board of Directors completes an annual written appraisal of the Executive Director.

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-9.1
<b>Name:</b>	Code of Conduct -- Executive Director	<b>Date Approved:</b>	September 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	

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**Reference:** Swim Sask Bylaws Art 5, Sect. 3; Board policy G-9

The Executive Director of Swim Saskatchewan Inc. is expected to:

1. Act with honesty and integrity, avoiding actual or apparent conflicts between his or her personal, private interests and the interests of Swim Sask, including receiving improper personal benefits as a result of his or her position.
2. Perform responsibilities with a view to causing periodic reports filed with the Board of Directors to contain information which is accurate, complete, fair and understandable.
3. Comply with laws of federal, provincial, and local governments applicable to Swim Sask. and the rules and regulations of private and public regulatory agencies having jurisdiction over Swim Sask.
4. Act in good faith, responsibly, with due care and diligence, without misrepresenting or omitting material facts or allowing independent judgment to be compromised.
5. Respect the confidentiality of information acquired in the course of the performance of his or her responsibilities except when authorized or otherwise legally obligated to disclose. Refrain from using confidential information acquired in the course of the performance of his or her responsibilities for personal advantage.
6. Proactively promote ethical behavior among subordinates and volunteers.
7. Use corporate assets and resources employed or entrusted in a responsible manner and never for personal gain.
8. Comply in all respects with this Executive Director Code of Conduct.



## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-9.2
<b>Name:</b>	Job Description -- Executive Director	<b>Date Approved:</b>	Sept 2003, Jan 2007
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	June 2004, Jan 2009, Nov 2009, Nov 2012, Jan 2017, Jan 2020

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The Board has the sole authority to hire, fix the term and conditions of employment, set the remuneration and other benefits, and terminate the contract of the Executive Director. The President will conduct an annual appraisal of the work of the Executive Director and will provide a written summary of his/her appraisal to the Board for approval. Such summary will include areas for future accountability of the Executive Director, as well as commendations earned.

In general, the Executive Director will have the authority to manage the day to day operations of Swim Sask, within the constraints of the annual Budget. Management includes:

#### 1. Fiscal Management:

- Together with the Vice-President, Administration, the ED will prepare the annual Budget of Swim Sask for approval by the Board of Directors.
- The ED will prepare and maintain the books of Swim Sask, and will prepare financial statements, including variances from budget, for regular review by the Board on at least a quarterly basis.
- The ED will provide a copy of the audited financial statements of Swim Sask and of its Foundation for review by the general membership at the Annual General Meeting.
- The ED will make applications to external agencies for fiscal support of the operations or programs of Swim Sask and will prepare and submit any reports required in support of the disbursement of any monies received.
- The ED will ensure that clubs submit appropriate applications for MAP grants, and that they comply with the requirements to submit documentation of the disbursement of those grants.
- The ED will do any other thing that is necessary for the orderly financial management of Swim Sask.
- The ED will support the VP Admin in recommending an auditor to be appointed by the membership at the Annual General Meeting.

## 2. Personnel and Office Management:

- The ED will ensure that the office of Swim Sask maintains regular hours of operation so that the office and its services and support are accessible.
- The ED is responsible, within budgetary allocations, for all contracts, leases and other arrangements for the provision of adequate office space, and for the provision and maintenance of all ordinary office supplies and equipment.
- The ED has the authority to hire, define the job description(s) and hours of duty, fix the term of employment, set the remuneration and other benefits, evaluate, and terminate the contract of any staff necessary for the operations of the office and for the services of Swim Sask to its members.
- The ED will maintain an operation's manual.
- The ED will manage the correspondence of Swim Sask, whether by electronic or postal means. The ED has independent authority to respond to correspondence about any matter that is outlined in this policy as being within the ordinary jurisdiction or responsibility of the ED. The ED will refer any other matters to the President or the appropriate Director for response.

## 3. Record Management:

- The ED will provide administrative support to the Board, its Committees, and to any meetings of the general membership of Swim Sask.
- The ED may sit, ex officio, on all Swim Sask Program Committees and Ad Hoc Committees, and to serve as resource person to the Directors of Program Committees and other members of the Board of Directors.
- The ED will ensure that copies of all Minutes are kept in the offices of Swim Sask, and that the review, amendment, and approval of previous Minutes is duly noted at any meeting of the Board, its Committees, or the general membership.
- The ED will ensure that a copy of the current Bylaws, Policies and Procedures, and any other governance documents of Swim Sask is kept in the office of Swim Sask. The ED will ensure that copies of relevant governance documents are provided to the Board or its committees as and when required. The ED will ensure that the Board or its Committees complete the review of Policies as stipulated.
- Minutes, Bylaws, Policies, correspondence, membership records and other documents relating to the governance and administration of Swim Sask will be maintained in electronic format. The ED will ensure that an appropriate backup is made and is maintained in a secure place off-site or cloud.
- The ED will ensure that membership records are maintained and updated for all swimmers and clubs, that appropriate registration fees are collected, and that fees to Swimming Canada are submitted in a timely fashion on behalf of the swimmers and coaches.
- The ED will assist club registrars in the use of the national registration system and will ensure that Meet Managers are aware of the need to upload their meet package for sanctioning and upload meet results to national results systems in a timely fashion.
- The ED will ensure that Provincial records for Age Group, Summer and Masters swimmers are maintained and updated regularly. The ED has independent authority to use the results from sanctioned meets by downloading results from the national results system or a meet website (i.e. USA swimming).

4. Policy Management:

- The ED will assist the President of Swim Sask, or any Director or other person acting as Chair of a Committee, to prepare the agenda for any meeting of the Board, the membership, or a committee.
- The ED will receive any complaint of dispute or misconduct involving any member. Upon receipt of a complaint, the ED informs the President and together will conduct initial review of complaint to determine validity and next steps.
- If a complaint is determined valid, the ED will then contact Sask Sport Dispute Officer to request the appointment of a Case Manager and prepare all necessary documents for the Case Manager.

5. Relationship Management -- other Sport Governing Bodies:

- The ED will be the official representative of Swim Sask to Sask Sport and in any discussions or deliberations involving any of the sport governing bodies of amateur sport in Saskatchewan.
- The ED or designated staff person, will be the official representative of Swim Sask to the Western Canada Summer Games, the Canada Games, or any other council or agency representing organized competition in Saskatchewan.
- The ED will be the official representative of Swim Sask on any council of provincial ED's at Swimming Canada.
- The President, on behalf of the Board, may delegate the ED to carry a vote and/or a proxy in voting on behalf of Swim Sask at the AGM of Sask Sport or the AGM of Swimming Canada.
- The ED, or designated staff person, will work with agencies such as Special Olympics, indigenous sports, and disability organizations, to foster accessibility and the principles of equity in swimming.
- The ED will assist individual clubs or groups of clubs to develop an enhanced presence for university/college swimming in Saskatchewan.
- The ED will represent Swim Sask on the Man/Sask Committee.

6. Relationship Management -- Members of Swim Sask:

- The ED will facilitate the exchange of information between program committees and members of Swim Sask.
- The ED will not be responsible to mediate or resolve disputes between members, or to resolve breaches of the Policies of the Board or of its committees. The ED will inform the President or the chair of the appropriate committee of breaches by members of policies.
- The ED will provide any member, on request, with a copy of a policy or policies of the Board or its committees, to assist the member to comply with policy. The ED will refer any interpretation of policy to the President or to the Director or chair of the relevant committee.
- The ED will ensure regular communication with the members of Swim Sask and maintenance of the Swim Sask website.

7. Media and Image Management:

- The ED will be the public face of swimming to the media and the public on any matter other than policy or discipline.
- The ED will prepare and disseminate news bulletins regarding significant achievements by swimmers, clubs, or any other newsworthy item that will enhance the image of swimming to the public.
- The ED will assist the Swim Saskatchewan Foundation to raise funds through planned giving for the support of swim programs. The ED will assist the Foundation to determine where its support can best be directed.
- The ED will liaise with Swimming Canada to engage in promotional activities, or to obtain access to fiscal support for competitions or programs.
- The ED will bring to the attention of the Director, Community Programming, any fundraising opportunities or any opportunities to enhance the visibility of the sport of swimming.

# Swim Saskatchewan Inc.

## BOARD OF DIRECTORS POLICIES

**Type:** Governance  
**Name:** Screening  
**Authority:** Board of Directors

**Policy Number:** G-10  
**Date Approved:** June 9, 2019  
**Date Revised:**

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**Reference:** Swim Sask Bylaws Article 1 Section 3 and Art 5 Section 3, Swimming Canada Safe Sport Screening Guidelines and Coaching Association of Canada Screening Matrix

### **Definitions:**

The following terms shall have these meanings in this Policy:

- a) Member – All categories of membership as defined in Swim Saskatchewan Bylaws and policies, as well as all individual engage in activities with Swim Saskatchewan, including but not limited to Directors, Officers, Committee members, coaches, officials, volunteers and administrators.
- b) Criminal Record Check (CRC) – A search of the RCMP National Repository of Criminal records database to determine whether the individual has a criminal record. Also referred to as Police Record Check (PRC).
- c) Vulnerable Sector Check (VSC) – A secondary part of the CRC that is a detailed check for individual volunteering or working in a vulnerable sector (such as with minor athletes or persons with a disability), with also searches for the existence of any pardoned sex offences and/or charges. Also referred to as a Vulnerable Sector Verification (VSV) or Vulnerable Sector Search (VSS).
- d) Indictable Offense – the most serious category of criminal offences in the Canadian Criminal Code and would include murder, acts of terrorism, robbery, drug trafficking, certain types of sexual assault, and impaired driving causing death or bodily harm.

### **Purpose:**

Swim Saskatchewan understands that screening of personnel and volunteers in an important part of providing a safe sporting environment and has become a common practice among sport organization that provide programs and services to the community and specially to minors. Swim Sask is responsible to provide a safe and secure environment for participants in its programs, activities and events.

The purpose of screening it to identify individual within Swim Saskatchewan who pose a risk to its Members. Swim Sask requires its personnel who work closely with athletes to be vetted through a Police Information Check/Criminal Record Check with Vulnerable Sector Verification and a Screening Disclosure Form.

Policy G-10 continued.....

**Application of this policy:**

Swim Saskatchewan will identify from time to time, the Designated Categories of Personnel, who based on their role, require some level of screening. Not all individuals associated with Swim Sask will be required to undergo the same level of screening, as not all positions post a risk or are not every working directly with athletes.

1. All the following Designated Categories of Personnel shall be screened using CRC-VSV, from local police or RCMP, and a Screening Disclosure Form. There shall be no exceptions.
  - a. Coaches (aged 18 and over) either paid or volunteer of all clubs affiliated with Swim Saskatchewan, must submit a CRC and VSV every 3 years and complete the CSCA Screening Disclosure Form annually. Must be submitted within 14 days of commencing coaching duties.
  - b. Team Managers, Chaperones and Support Staff named to Swim Saskatchewan Provincial activities (camps, competitions, Teams) and Multi Sport Games Team, must submit a CRC-VSV every 3 years and complete the Swim Sask Screening Form annually, within 14 days of being named to a team.
  - c. Any employee of Swim Sask that may work closely with athletes on a provincial team. (i.e. Provincial Coach/Technical Coordinator, Program Coordinator, Executive Director). A Swim Sask Screening Form must be completed if not a registered coach, but if registered as a coach then the CSCA screening form.
2. Each individual is responsible for any cost. Swim Sask can provide a letter upon request, if needed.
3. Coaches that are minors (17 & under) must complete the CSCA screening annually, within 14 days of commencing coaching duties.
4. The following Designated Categories of Personnel must complete the complete the Swim Sask Screening Disclosure Form annually.
  - a. Swim Sask Board of Directors

**Policy**

5. Failure to participate in the screening process outlined in this policy shall result in the individual's ineligibility for the position sought or have their registration revoked (without a refund).
6. If a person in a designated position subsequently receives a conviction for, or is found guilty of, a '**relevant offence**', they shall report this circumstance immediately to Swim Sask.
7. Swim Saskatchewan is required to report any CRC-VSV which indicates an individual has been convicted of an indictable offense to Swimming Canada immediately.

8. If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated positions and maybe subject to further discipline in accordance with the Swim Sask's Discipline Policy.
9. The Screening Committee will review all flagged CRC and/or VSV and the screening disclosure form and will determine whether reveal a '**relevant offence**', as defined in this policy. Where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence a person can occupy a position in a designated category without adversely affecting the safety of Swim Sask, an athlete or member of Swim Sask, through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a person's participation in a designated category.

### **Executive Director and Screening Committee**

10. The implementation of this policy is the responsibility of the Executive Director and the Screening Committee, a committee of three - five persons appointed by, and at the sole discretion of, the Swim Sask Board of Directors. The Board of Directors of Swim Sask will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess PRCs, VSSs and Screening Disclosure Forms and render decisions under this Policy. A quorum for the Screening Committee will be three members.
11. The Board of Directors may, in its sole discretion, remove any member of the Screening Committee. Where a position on the Screening Committee becomes vacant, either because a member has been removed or because a member has resigned, the Board, in its sole discretion, shall appoint a replacement member.
12. The Screening committee will carry out its duties, in accordance with the terms of this policy, independent of the Board of Directors of Swim Sask.

### **Procedure**

13. Each person subject to this policy shall obtain and submit, at their own cost, a PRC and VSS from their local Police Service or for the case of a transfer from out of province or country, by using the Screening Disclosure Form and a letter of good standing from the person's previous competitive swimming organization in the case of a transfer from out of province or country to Saskatchewan.
14. All CRC, VSV and Screening Disclosure Form and letter of good standing, if required, shall be submitted to the Executive Director of Swim Sask, in an envelope marked "Confidential". Swim Saskatchewan will conduct an initial review of the disclosed document and will notify the Screening Committee if necessary.

15. Individuals who do not submit a CRC, VSV, Screening Disclosure Form and letter of good standing, if required, shall receive a notice to this effect and shall be informed that their registration and/or application will not proceed until such time as the CRC, VSV, Screening Disclosure Form and letter of good standing, if required, is or are received.
16. The Executive Director or Designate is responsible for receiving and reviewing all CRCs, VSV's and Screening Disclosure Forms. Based on such reviews and upon the determination of a conviction of a relevant offence, the Executive Director may engage the Screening Committee who shall make decisions regarding the appropriateness of individuals filling positions in designated categories within Swim Sask programs. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.
17. Subsequent to its review of a CRC, VSV, Screening Disclosure Form or letter of good standing, the Screening Committee, by majority vote, will:
  - i. Approve an individual's participation in a designated category; or
  - ii. Deny an individual's participation in a designated category; or
  - iii. Approve an individual's participation in a designated category subject to terms and conditions as the Screening Committee deems appropriate.
18. If an individual's CRC, VSV, Screening Disclosure Form or letter of good standing, if required, reveals a relevant offence; the Screening Committee shall render its decision and provide notice of its decision in accordance to paragraphs 16.
19. Where the Screening Committee denies an individual's participation in a designated category or approves an individual's participation in a designated category subject to terms and conditions, the reasons for such decision shall be provided, in writing, to the designated member, and a copy of this decision shall be provided to the Board of Directors of Swim Sask.
20. The decisions of the Screening Committee are final and binding and shall be effective upon notice being sent to the individual by registered mail to his/her last known address on record with Swim Sask.
21. Nothing in this policy shall prevent an individual from re-applying for a staff or volunteer position with Swim Sask at some point in the future, and submitting a new CRC, VSV and Screening Disclosure Form and letter of good standing, if required.
22. CRCs and VSSs are valid for a period of three years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Screening Committee may request that a staff person or volunteer in a designated category provide a CRC, VSV or Screening Disclosure Form to the Screening Committee for review and consideration. Such request shall be in writing and shall provide the reasons for such a request.
23. If a person has been screened and approved by a Swim Sask Club, the Swim Sask Club shall forward a copy and/or confirm in writing to the Executive Director such approval and will not require the individual to submit a second screening.



24. If a person has been screened and approved by a Swim Sask Club, the Swim Sask Club shall forward a copy and/or confirm in writing to the Executive Director such approval and will not require the individual to submit a second screening.

### **Relevant Offences**

For the purposes of this Policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:

- a) If imposed in the last five years:
  - i. Any offence involving the use of a motor vehicle, including but not limited to dangerous driving or impaired driving; or
  - ii. Any violation for trafficking and/or possession of drugs and/or narcotics.
  - iii. Any offence involving conduct against public morals;
- b) If imposed in the last ten years:
  - i. Any crime of violence including but not limited to, all forms of assault; or
  - ii. Any offence involving a minor or minors
- c) If imposed at any time:
  - i. Any offence involving the possession, distribution, or sale of any child-related pornography;
  - ii. Any sexual offence involving a minor or minors; or,
  - iii. Any offence involving theft or fraud.

### **Records**

Swim Sask shall retain copies of CRCs, VSV's and Screening Disclosure Forms at its head office.

### **Club Obligations**

This policy does not prevent any Swim Saskatchewan affiliated club from conducting their own additional screening mechanism and Swim Saskatchewan supports any additional club screening measure to ensure a safe and positive sporting environment.



**2. Are criminal charges or any other charges, including those from a sport body, private tribunal or government agency, currently pending or threatened against you?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain for each pending charge:

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Age When You Allegedly Committed the Crime: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

**3. Have you ever been convicted of a driving infraction for which a pardon has not been granted?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe below:

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Year and Age when Convicted: \_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Certification**

I hereby certify that the information and answers contained in this form are accurate, correct, truthful and complete.

I further certify that I will immediately inform Swim Saskatchewan of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership or removal as a director.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-11
<b>Name:</b>	Privacy Policy	<b>Date Approved:</b>	June 2004
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	Oct 2005, Nov 2009, May 2010, May 2012, Nov 2012, Jan 2021

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**Reference:** The Personal Information Protection and Electronic Documents Act (PIPEDA) and Swimming Canada Privacy Policy.

Swim Saskatchewan recognized members right to privacy with respect to their Personal Information. This policy describes the way that Swim Sask collects, uses, safeguards and discloses of Personal Information.

The Board of Swim Sask annually shall appoint a Chief Privacy Officer. The Chief Privacy Officer will be the Executive Director, unless otherwise appointed by the Board of Directors. The appointment of the Chief Privacy Officer shall be effective April 1 of each calendar year and shall terminate March 31 in the subsequent year.

The Chief Privacy Officer shall be responsible to manage the collection, use and disclosure of personal information about members, according to the following guidelines:

1. Collection: Swim Saskatchewan shall collect personal information about members (clubs or individuals) only as is required for the administration of any programs, benefits or services for which Swim Sask is responsible either directly or on behalf of Swimming Canada or Sask Sport. In collaboration with the Saskatchewan Swim Coaches Association, Swim Sask shall collect personal information about swim coaches who are registered with Swim Sask and Swimming Canada.

Personal information that may be collected includes:

- name, gender, birthdate, address(es), telephone number(s), email addresses(s), and club affiliation of individual members (swimmers, coaches and officials).
- Swimming Canada club codes, club contact information (postal, electronic and telephone)
- Swimming Canada registration numbers of swimming members
- records of payment of membership and other dues as set out in these Policies
- swim meet results, by individual swimmers and by team scores
- names and contact information for members of the Board of Directors of Swim Sask, members of Program committees of Swim Sask and members of swim club Boards.

Policy G-11 continued...

2. Use: Swim Saskatchewan shall use personal information about members only as is required for the orderly, efficient and fair administration of any programs, benefits or services for which Swim Sask is responsible either directly or on behalf of Swimming Canada or Sask Sport.

Acceptable uses include:

- confirmation of athlete registration and eligibility to compete
  - confirmation of insurance coverage for athletes, volunteers, Board and Committee members
  - confirmation of registration and NCCP (or equivalent) certification of coaches
  - determination of athlete eligibility for awards
  - maintenance of Provincial Records (by age, gender, and event as determined in program policy)
  - determination of athlete eligibility for funding assistance in any program area
  - determination of athlete eligibility for selection to the High Performance team, including but not limited to the High Performance Team as defined in High Performance Policies, or to any other team designated to compete on behalf of Swim Sask (e.g.: Canada Games, North American Indigenous Games, Sask Games).
  - maintenance of lists of qualified officials in compliance with the requirements of Swimming Canada.
  - any other purpose governed by the Policies of Swim Sask
3. Disclosure: Except as provided hereunder, Swim Sask may not disclose any nominal personal information that it has collected or received, without the written consent of the individual or club to whom the information relates. Swim Sask expressly forbids the sale or disclosure of any information about its members to any commercial entity for purposes of sales, advertising, or any other commercial enterprise. In the application of this policy, nominal personal information is any information that could identify the specific individual or group to whom the information relates.

Swim Sask shall:

- disclose any information in its possession about a member to that member upon the member's request
- disclose nominal registration information of individual athletes to the electronic data manager for national registration as designated by Swimming Canada. This function may be delegated to the Registrar (or similar designation) of the club with which athletes are registered.
- disclose nominal registration information of individual athletes to the appropriate designated volunteer/official (Referee, Meet Manager, Entries Chairperson, Results Chairperson) for purposes directly related to participation in sanctioned swim competitions (e.g.: verification of entries)
- disclose nominal and contact information about registered coaches to the President or designated responsible Board member of any registered club, for the purposes of confirming coaches' registration, or to the appropriate designated official (Meet Manager or Referee) for purposes related to the presence of the coach or coaches on deck at sanctioned swim competitions

- disclose nominal information regarding coaching certification to the Canadian Swim Coaches (CSCA) and/or the National Coaching Certification Program (NCCP) or any other body that is designated to have responsibility for coaching certification.
- disclose nominal information regarding athlete participation and performance to Swimming Canada or Sask Sport for purposes relating to athlete eligibility for awards, funding support, team selection or other programs administered by the national or provincial bodies
- disclose nominal and contact information about qualified swim officials to the appropriate volunteer/official (Referee, Meet Manager, Officials Chairperson) for the purpose of staffing sanctioned swim competitions, and to Swimming Canada.
- disclose information to its insurer for the purposes of registering clubs or individuals for insurance coverage, or for any purpose connected with the settlement of an insurance claim
- disclose any information that is required by law, or for which a search warrant or Subpoena ducum tenens has been executed.

Swim Sask may:

- publish on its website and in printed materials (internal or public) the tabulation of Provincial Records, including the name of the record holder. (Note that all provincial records are defined by age and gender and are dated as at the time the record was achieved.)
- publish on its website and in printed materials intended for internal or public circulation the achievements of individual athletes, by name, gender and age categories, and club of affiliation. Pictures of athletes may be included if they are non-identified and/or of groups, if they have been published previously in public documents or electronic media (TV, print media) or if the individual has consented to nominal publication of the picture. Verbal consent to such publication shall be sufficient.
- publish on its website and in printed materials intended for internal or public circulation the names and contact information for members of the Board of Swim Sask, members of its Program Committees and members of the Boards of swim clubs registered with Swim Sask.
- publish electronically or in printed materials intended for internal circulation to its members only, the names and contact information of coaches and lists of qualified officials

4. In addition to the foregoing, Swim Sask may collect, use and disclose non-nominal, aggregate data for purposes such as:
- compliance with reporting to Swimming Canada or Sask Sport
  - administrative tracking of programs and services
  - applications for funding for new or existing programs
  - support for submissions to external authorities, such as local, municipal or provincial governments, post-secondary institutions, etc.
  - publicity of the programs and services of Swim Sask

The Chief Privacy Officer shall ensure that all information in the possession of Swim Sask, whether maintained in electronic or printed format, is held securely and protected from unauthorized access. The Chief Privacy Officer shall log all requests for access to any information, and the disposition of the request. (A copy of written or electronic requests, annotated as to disposition and dated, shall be sufficient.) The Chief Privacy Officer shall receive any requests by members to amend or modify personal information held by Swim Sask and shall make such changes as are required.

Complaints regarding the collection, use or disclosure of personal information by Swim Sask shall first be directed to the Chief Privacy Officer. Any person aggrieved of a decision of the Chief Privacy Officer shall contact the Office of the Saskatchewan Information and Privacy Commissioner, #100, 1230 Blackfoot Drive, REGINA, SK. S4S 7G4. Phone (306) 787-8350, Fax (306) 798-1603.

**Swim Saskatchewan Inc.**

**BOARD OF DIRECTORS POLICIES**

<b>Type:</b>	Governance	<b>Policy Number:</b>	G-12
<b>Name:</b>	Swim Saskatchewan Foundation	<b>Date Approved:</b>	January 1997
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	

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**Reference:** Swim Sask Bylaws Art. 5, Sect. 3

Swim Saskatchewan Foundation Inc. (SSF) is a corporation created by Swim Sask for charitable purposes related to competitive swimming.

The Board of Directors of Swim Sask will appoint the Board of Directors of SSF.

SSF will prepare an annual financial statement and report for the Board of Swim Sask. The Board will table the financial statement and report at the annual general meeting of Swim Sask.

The fiscal year of SSF will be from April 1 to March 31.



## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Membership	<b>Policy Number:</b>	M-1
<b>Name:</b>	Club Membership	<b>Date Approved:</b>	September 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	Jan 2017, June 2018, Jan 2021, May 2021

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**Reference:** Swim Sask Bylaws Art. 2, Swimming Canada Bylaw 2.2 and Swimming Canadas National Registration Policy Procedures and Rules Manual.

Membership in Swim Sask is a prerequisite. Clubs must register with Swim Sask in order to compete in sanctioned competitions, to be eligible for any Swim Sask services, programs and/or awards, funding and for coverage under Swim Sask sport liability and accident insurance. Club must register all registrants of their club as members with Swim Saskatchewan.

The authority of Swim Sask over its members, and the rights and responsibilities of membership in Swim Sask are defined in the Bylaws and in these Policies.

To register with Swim Sask as a club, all clubs must be registered with Information Services Corporation (ISC). Additionally, to register as a club, a minimum of 5 swimmers must register with Swim Sask as members of the club. In addition, the club must pay the applicable registration fee, submit the required information on the Affiliation Forms. All Clubs must also submit the signed Swimming Canada National RTR Access/Compliance Declaration Form.

#### Responsibilities of Club Affiliation and Membership:

- Register all swimmers (this includes learn to swim, pool school, mini's etc.), coaches (including coaches of learn to swim) and officials annually.
- Pay all fees, dues, levies, assessment and charges in a timely manner.
- Adherence to and compliance with:
  - o Swim Sask Policies
  - o Swimming Canada Policies
  - o Swimming Canada Registration Procedures and Rules
  - o Swimming Canada Rules and Facility Rules
  - o Sask Sport Inc. Policies
- Submission of required documents that Swim Sask may request as either part of Affiliation or at any time throughout a season after affiliating.

Age Group Year-Round Swim Clubs - clubs registered to participate in the Winter/Age Group Year-Round Swim Program.

Summer Swim Clubs - clubs registered to participate in the Summer Swim Program

Master Swim Clubs - clubs registered to participate in the Master Swim Program.

Varsity Swim Teams – teams registered through a university to participate in U Sports Program.

**Swim Saskatchewan Inc.**  
**BOARD OF DIRECTORS POLICIES**

**Type:** Membership  
**Name:** New Club Affiliation  
**Authority:** Board of Directors

**Policy Number:** M-1.1  
**Date Approved:** May 29, 2010  
**Date Revised:** Nov 2014, Jan 2015

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**Reference:** Swim Sask Bylaws Art. 2

Due to lack of pool space in Regina, no new clubs of any type can be formed in Regina.

Swim Sask looks to increase membership and provide more opportunities throughout the province for participation in competitive swimming in swim clubs. To this end, the Board of Directors will make open and transparent decisions based on Swim Sask policy for new club membership, taking into account the best interests and goals of the organization.

This procedure defines how a club can become a member within the organization. Swim Sask will ensure that new clubs demonstrate support for and compliance with existing policies and organizational direction, all in the interest of promoting and developing the sport of speed swimming.

**New Club Membership Consideration/General Principles**

When considering applications for membership from new clubs, the Board of Directors shall consider the best interests of the sport of swimming, which includes that the club will:

- Demonstrate that the club will develop and support swimmers
- Provide training and development with a commitment to support the Swimming Canada Athlete Development Strategy/Policy (applicable to proposed new Year-Round Age Group Clubs only)
- Have a clear vision of your club demographics and your Long Term Athlete Development Pathway.
- Include a plan identifying official's development.
- Demonstrate a commitment to support and contribute to the activities of Swim Sask and the swimming community.

**Procedure for Affiliation of a new club**

Clubs seeking membership in Swim Sask shall submit an application to the Executive Director of Swim Sask.

The application shall include all of the following:

1. General Club Information
  - a. Proposed club name;
  - b. Proposed new club abbreviation/club code. Club code cannot be more than 5 letters and cannot be the same as an existing club in the country;
  - c. Type of club (Age Group Year Round, Masters, Summer or Varsity Team);
  - d. Mission Statement, purpose and goals of the club;

Policy M-1.1 continued....

General Club Information continued:

- e. Name of main contact person for the club and his/her contact information (mailing address, email, phone number etc.);
- f. Name of pool(s) where the proposed club intends to train and confirmation from the municipality/facility that there is pool time that they are going to provide to you.
- g. Provide an outline of weekly training schedules.

2. Proposed club structure:

- a. Projected total athlete registration
  - i. Provide projection for new swimmers and those that will be transferring from another club.
  - ii. How are you going to grow your membership/what is your recruitment strategy?
  - iii. What is your program going to bring that the other existing clubs/programs don't already offer? (i.e. Financial, time commitment etc.)

- b. Provide the names, mailing address, phone numbers, work experience and NCCP certification level of the coaches; both paid and volunteer.

NOTE: coaches must meet the minimum requirements and certification levels established by Swimming Canada and the Canadian Swim Coaches Association (CSCA) and found within Swim Sask policies. If the proposed new club is a Masters club or if the club intends to include a Masters component, then coaches must also meet the minimum requirements of Swimming Canada and Swim Saskatchewan.

- c. Anticipated coach to swimmer ratio for each training group within the club structure.
- d. Composition of Board of Directors (i.e. names of the various positions) and provide names, addresses, phone numbers for those that are potentially going to fill some of the positions at the start up.
- e. Proof of registration with Information Services Corporation either for profit or not for profit.

3. An estimated operating budget

4. Club Bylaws

5. Club Policies and procedures, including the following:
  - a. Member Code of Conduct
  - b. Harassment (note may just want to adopt Swim Sask Harassment Policy)
  - c. Complaints
  - d. Discipline Policy and Procedure
  - e. Investigation Committee
  - f. Appeals process
  
6. Payment of the club affiliation fee (see Swim Sask Board of Directors Policy G-8.1 for the current fee). Should the application not be approved then payment will be refunded.

**Timelines:**

- a) If starting an Age Group Year-Round or Masters club, the application must be received no later than April 1 and December 1 for Summer Clubs.
  
- b) Upon receipt of the application and all documentation, the Executive Director shall review and can either send back to the applicant for more information or can make a recommendation for consideration by the Board of Directors of Swim Sask.
  
- c) The Board of Directors will consider the recommendation at the January or June Board meeting.
  
- d) The Swim Sask Board has the authority to ask for further information and reconsider the application at a subsequent meeting or approve in principle requesting revisions to any policies by a certain date.
  
- e) Any decision of the Board of Directors shall be communicated to the applicant club within 15 days of the board meeting at which the application was considered. A decision to accept or to reject the application shall be communicated to the applicant and to other clubs in the province.
  
- f) Should the application be approved, the new club may only begin operation as a Member of Swim Saskatchewan at the start of the next season (Sept for Age Group and Masters Clubs, May for Summer Clubs) and upon receipt of signed Club Affiliation Form and Registration documents and shall comply with the applicable technical package and policies.

After approval by the board, the registration of the club is subjected to the requirement in policy M-1 of the registration of a minimum number of swimmers with Swim Sask.

After approval, Swim Sask Executive Director may conduct a review of the new club's operations at the end of each of the club's first two years of membership. This review may include a request for copies of financial statements (audited or not), Board Meeting minutes, AGM minutes, current Bylaws and policies.

**Swim Saskatchewan Inc.**  
**BOARD OF DIRECTORS POLICIES**

<b>Type:</b>	Membership	<b>Policy Number:</b>	M-2
<b>Name:</b>	Swimmers, Officials & Committee Members/Volunteers	<b>Date Approved:</b>	September 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	June '05, June '06, Jan '07, June '07, June '08, Aug '08, June '09, May '10, Feb '11, June '11, Jan '12, June '12, Nov '12, June '13, Nov '15, Jan '16, June '18

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Reference: Swim Sask Bylaws Art. 2 3 and Swimming Canada National Registration Procedures and Rules Manual

All swimmers that are a registrant/member of a Swim Sask affiliated club must be registered annually in one of the following categories. Membership with Swim Sask is a prerequisite for coverage under Swim Sask sport liability and accident insurance and to host a sanctioned competition. The authority of Swim Sask over its members, and the rights and responsibilities of membership in Swim Sask are defined in the Bylaws and in these Policies.

Individual swimmers must register with a club in order to compete in sanctioned meets, or to be eligible for any Swim Sask programs or awards.

An *Age Group Competitive* Swimmer is a swimmer who is registered with a Year-round Age Group Swim Club. The registration period for Age Group Swimmers is September 1 to August 31. Year-round Age Group swimmers may not compete in summer swimming or masters swimming program competitions.

A Year-round *Pre-Competitive* swimmer is either a swimmer in any Year-Round Age Group Club Introductory or Learn to Swim Program, I Can Swim, Summer camp or a swimmer that is swimming for Fitness. The registration period for a Pre-Competitive swimmer is September 1 to August 31.

Registered Pre-Competitive swimmers in a year-round age group club may compete as Exhibition in ONE sanctioned competition per swim year (September to August).

A *Summer* Swimmer is a swimmer who is registered with a Summer Swim Club. The registration period for Summer Swimmers is May 1 to August 31. Summer swimmers may only compete in the summer swimming program competitions.

Summer swimmers may register through their summer club as *Summer-Open* which would allow the summer swimmer to swim in both Summer Club meets and in any Year-round Age Group Swimming Competition, during the summer season of May 1 to August 31.

All swimmers wishing to register as either Age Group Competitive or Pre-Competitive must do so through a Year-round club and all swimmers wishing to register as a Summer Swimmer or Summer-Open must do so through a summer club.

A *Master Swimmer* is a swimmer aged 18 & Over who is registered to swim in the Masters Program with a Masters Swim Club or who is registered with Swim Sask as an independent in the Masters club called SAMS. The registration period for Master Swimmers is September 1 to August 31. Masters swimmers may not compete in summer or Year-round Age Group swimming program competitions.

Masters swimmers may register through their Masters Club as *Masters-Open* which would allow the Masters swimmer to swim in both Masters meets and in any Year-round Age Group Swimming Competition that the meet information package indicates that the competition is open to swimmers registered in the Masters-Open category. These swimmers must compete in the in the 15 & Over or Open/Senior age category. If the Age Group competition has qualifying standards to enter the competition, then those standards must be met. These swimmers must accept that the Swimming Rules of Swimming Canada, not the Masters Swimming Rules, preside over the competition.

A *Varsity* swimmer is a swimmer who is a member of a university/college swimming team. A Varsity swimmer may swim in any sanctioned competitions across the country until April 30 in each swim year. Any Varsity swimmer who wishes to swim in sanctioned competitions after May 1 must first be registered as a Year-Round Age Group competitive swimmer. A university/college swimmer may be registered simultaneously with a university/college swimming team and with Swim Sask as an age group competitive swimmer in the *Varsity-Open* category or with a university/college swimming team.

Limited Event Registration is for a swimmer who wishes to participate as a single competitive opportunity into an external organization's event (i.e. North American Indigenous Games, World Police and Fire Games) which is sanctioned by Swimming Canada. It may also be used for a mass participation Open Water Event which is sanctioned by either Swimming Canada or Swim Sask. The swimmer is registered for the single event to provide swimmer accident insurance only and cannot compete in a regular Year-round Age Group, Summer or Masters competition sanctioned by Swim Sask.

Special Olympic swimmers that are members of a 'Games' team (i.e. Western Canada Games, Canada Games) must be registered as an Age Group Competitive Swimmer.

All committee members, volunteers, executives, employees, directors, officers, managers, officials, and parents and legal guardians of swimmers, while acting for or on behalf of the organization, are members of Swim Sask.

Officials must register annually through the Swimming Canada registration system as per policy M-2.2

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Membership	<b>Policy Number:</b>	M-2.1
<b>Name:</b>	Coach Registration, NCCP Training & Certification and Compliancy	<b>Date Approved:</b>	June 2013 (previously part of M-2)
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	June 2014, Nov 2015, Jan 2017, June 2018, June 2019

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**Reference:** Swim Sask Bylaws Article 2, Swim Sask Screening Policy G-10, Sask Sport Policies, Swimming Canada National Registration Procedures and Screening and Safe Sport policy.

**Purpose:** Swim Sask is committed to creating a sport environment in which all individuals are treated with respect and dignity. Coaches have a responsibility to create a sporting environment that is free of harassment, abuse, bullying and neglect.

All Coaches in Saskatchewan must meet the following minimum requirements and standards:

1. All coaches must be a minimum of 15 years of age to actively coach with an affiliated club in Canada.
2. All coaches must register annually as a Coach with Swim Sask, Swimming Canada and the CSCTA, through the Swimming Canada Registration, Tracking and Results (RTR) system, prior to becoming active in a coaching position. The registration period is from September 1 to August 31.
3. All coaches must complete the CSCTA Screening questions on a yearly basis within 14 days of commencing coach duties.

**Each of the following must be completed for all coaches in Saskatchewan within 14 days of commencing coaching duties:**

4. All coaches aged 18 and older must submit a Police/Criminal Record Check **and** a Vulnerable Sector Search to Swim Sask every 3 years.
5. All coaches must have completed the online Respect in Sport (RiS) certification as required by Sask Sport Inc.
6. All Age Group and Masters club coaches must meet the minimum NCCP training and certification requirements as outlined in the most current version of the Swimming Canada document titled: "*National Registration Procedures and Rules Manual.*" Found at: <https://swimming.ca/en/national-registration-policy-procedures/>

*Summer Club coaches minimum NCCP Training and Certification requirements can be found on page 3*

**Enforcement:**

- Coaches that are not registered or have not completed any of the requirements listed above by the deadlines, and are therefore not compliant, are not eligible to act in a coaching capacity, which includes club practices and competitions (sanctioned or unsanctioned.)
- Swim Saskatchewan Executive Director and/or Program Coordinator will advise clubs of coaches that are not compliant.
- Clubs will remove any coach not meeting the requirements until such time that the necessary course or requirements are completed and verified by Swim Saskatchewan.
- Any affiliated club's non-compliance with this policy may result in further discipline as determined by the Board of Directors or in accordance with Swim Sask policy.

**NCCP and RiS Administration:**

Swim Sask Executive Director and Program Coordinator have administrative access to the NCCP Database; called "The Locker" and to the RiS database to oversee functions such as report generation and monitoring.

**Clubs have the duty to ensure that:**

- a) All coaches are members of Swim Sask, Swimming Canada and Canadian Swim Coaches and Teachers Association (CSCTA)
- b) That all coaches meet the minimum NCCP Training and certification requirements as outlined in the most current version of the Swimming Canada document titled: "*National Registration Policy Procedures and Rules Manual.*" Found at:  
<https://swimming.ca/en/national-registration-policy-procedures/>
- c) All coaches hold a valid Respect in Sport (RiS) certification within 14 days of commencing coaching duties.
- d) Swim Sask highly encourage that clubs have a contract/agreement with all coaches and that all of the minimum requirements and standards are included.



**Summer Swimming NCCP Training and Certification Requirements**

**Summer Coaches**

- Summer Club Coaches that have taken the Swimming 101 course are eligible to coach at sanctioned competitions on his/her own.
- Coaches that have taken the Community Coach Course or have completed one of the Swimming Teacher Applications, may only attend sanctioned competitions while being supervised at the competition by a certified coach that is Fundamentals coach certified or above.

**Summer Club Requirements for First Year Coaches**

Summer Cubs with a Swimming 101 Trained Coach

- first year Summer club coaches have until June 15<sup>th</sup> or the date of the first swim meet, whichever is earlier, to complete the Community Coach Course, OR Swimming 101 Pre-Course workbook OR complete the Swimming Teacher Red Cross WSI Application OR I Can Swim Teacher Application.

Summer Clubs without a minimum Trained Swimming 101 Coach

- first year Summer Club coaches must complete the Community Coach Course, OR Swimming 101 Pre-Course workbook OR complete the Swimming Teacher Red Cross WSI Application OR I Can Swim Teacher Application by May 1<sup>st</sup>

**Summer Club Requirements for Returning Coaches**

- Returning Summer Club coaches that are Swimming Teacher candidates must be fully certified by June 15<sup>th</sup> of their 2<sup>nd</sup> year.
- Returning Summer Club coaches that are Swimming 101 Candidates must take the Swimming 101 course by May 31<sup>st</sup> of their 2<sup>nd</sup> year and during their 2<sup>nd</sup> season, must work on their post course tasks and have their on-deck assessment done. They must then be fully certified by May 1<sup>st</sup> of their 3<sup>rd</sup> year (i.e. a coach that starts coaching in the 2014 summer season must complete the Swimming 101 pre-course workbook by June 14, 2014. Then take the Swimming 101 course by May 31, 2015 and then must be fully Level 1 Fundamentals Coach 'certified' by May 1, 2016).

**Swim Saskatchewan Inc.**

**BOARD OF DIRECTORS POLICIES**

<b>Type:</b>	Membership	<b>Policy Number:</b>	M-2.2
<b>Name:</b>	Officials Registration & Membership	<b>Date Approved:</b>	Nov 2015
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	Jan 2017

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**Reference:** Swim Sask Bylaws Article 2 and Swimming Canada National Registration Policy, Procedures & Rules Manual

All Club Officials must be registered annually through the Swimming Canada RTR system by a Club Officials Administrator or Provincial Officials Administrator.

The Registration period for all Officials is September 1 to August 31

All Officials must be registered annually within two weeks (14 days) of commencing activity as an Official.

# Swim Saskatchewan Inc.

## BOARD OF DIRECTORS POLICIES

**Type:** Membership  
**Name:** Suspension of Membership  
**Authority:** Board of Directors

**Policy Number:** M-2.3  
**Date Approved:** June 2011  
**Date Revised:**

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**Reference:** Swim Sask Bylaws Article 2

Any Member (see definition of Members in Policies M-1, M-2, M-2.1 & M-2.2) of Swim Saskatchewan may be suspended by the Swim Saskatchewan Board of Directors. Members may be suspended for;

- (i) Non-payment of Swim Saskatchewan fees, dues, levies, assessments and charges; or,
- (ii) Cause.

"Cause" shall include, but shall not be limited to, the following:

- (a) Disqualification for unethical or unsportsmanlike behaviour in a regional, provincial, national or international competition;
- (b) Failure to comply with the rules of Swim Saskatchewan, including the Member Code of Conduct (Policy M-3) and any other internal policies and procedures of Swim Saskatchewan
- (c) Suspensions by any of the following:
  - Canadian Center for Ethics in Sport (CCES)
  - Coaching Association of Canada (CAC)
  - FINA, (the International governing body for all aquatic Sports),
  - The Aquatic Federation of Canada (AFC)
  - Swimming Canada
  - Canadian Swim Coaches and Teachers Association (CSCTA)
  - Sask Sport (the provincial sport federation that all provincial sport governing bodies in Saskatchewan belong to)
  - Coaches Association of Saskatchewan (CAS)
  - Saskatchewan Swim Coaches & Teachers Association (SSCA)
  - Other Provincial Sport Governing Bodies (PSGB) in Saskatchewan
  - Other Swimming Provincial Sections or
  - Swim Saskatchewan and its Member clubs.

Suspension imposed or endorsed by CCES, CAC, FINA, AFC, Swimming Canada, CSCTA, Sask Sport, CAS, SSCA, other Saskatchewan PSGB's, other Swimming Provincial Sections or Swim Saskatchewan and its Member clubs shall be recognized, honoured and upheld by Swim Saskatchewan and by all Members Clubs.

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Membership	<b>Policy Number:</b>	M-3
<b>Name:</b>	Code of Conduct and Harassment	<b>Date Approved:</b>	June 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	Sept 2003, Oct 2005, Jan 2008, May 2010, May 2016

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**Reference:** Swim Sask Bylaws Art. 5, Sect. 3 and *Canadian Bill of Rights*, Part 1, Par. 14 and Swimming Canada Harassment Policy

Swim Saskatchewan Inc. has adopted the Sask Sport Code of Conduct policy as required by Sask Sport Inc.

The behavior of all competitors, coaches, volunteers, officials and spectators at Swim Saskatchewan Inc. events will conform to the following Code of Conduct. Breaches in this Code will result in the penalties expressed in this policy.

The Rulebook of Swimming Canada will govern the conduct of all swim competitions sanctioned by Swim Sask and for Masters Competitions, the FINA Masters Rules will supervene where applicable.

#### Definitions

1. The following terms have these meanings in this Code:
  - a) “*Association*” – Swim Saskatchewan Inc.
  - b) “*Individuals*” – All categories of membership defined in the Association’s Bylaws, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
  - c) “*Harassment*” – Behaviour that constitutes harassment is defined in Section 7(b)
  - d) “*Workplace Harassment or Workplace Violence*” – Behaviour that constitutes workplace harassment and workplace violence is defined in Section 7(c)
  - e) “*Sexual harassment*” – Behaviour that constitutes sexual harassment and workplace violence is defined in Section 7(d)

#### Purpose

2. The purpose of this Code is to ensure a safe and positive environment by making Individuals aware that there is an expectation of appropriate behaviour consistent with this Code. The Association supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

#### Application of this Code

3. This Code applies to Individuals’ conduct during the Association’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the Association’s activities, the Association’s office environment, and any meetings.

Policy M-3 continued...

4. This Code also applies to Individuals' conduct outside of the Association's business, activities, and events when such conduct adversely affects relationships within the Association and/or its Members (and its work and sport environment) and is detrimental to the image and reputation of the Association. Such jurisdiction will be determined by the Association at its sole discretion.
5. An Individual who violates this Code may be subject to sanctions pursuant to the Association's *Discipline and Complaints Policy*.
6. An employee of the Association found to have breached this Code will be subject to appropriate disciplinary action subject to the terms of the Association's Human Resources Policy, as well as the employee's Employment Agreement, as applicable. Violations could result in a warning, reprimand, access restrictions, suspension and other disciplinary actions up to and including termination of employment/contract.

### **Responsibilities**

7. Individuals have a responsibility to:
  - a) Maintain and enhance the dignity and self-esteem of the Association members and other individuals by:
    - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
    - ii. Focusing comments or criticism appropriately and avoiding public criticism of Individual or the Association
    - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
    - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
    - v. Consistently treating individuals fairly and reasonably
    - vi. Ensuring adherence to the rules of the sport and the spirit of those rules
  - b) Refrain from any behaviour that constitutes harassment. Types of behaviour that constitute harassment include, but are not limited to:
    - a. Written or verbal abuse, threats, or outbursts
    - b. The display of visual material which is offensive or which one ought to know is offensive
    - c. Unwelcome remarks, jokes, comments, innuendo, or taunts
    - d. Leering or other suggestive or obscene gestures
    - e. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
    - f. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
    - g. Any form of hazing
    - h. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing

- i. Unwelcome sexual flirtations, advances, requests, or invitations
  - j. Physical or sexual assault
  - k. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
  - l. Retaliation or threats of retaliation against an individual who reports harassment
- c) Refrain from any behaviour that constitutes Workplace Harassment or Workplace Violence, where workplace harassment is defined as conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; and where workplace violence is defined as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workplace matters should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment or workplace violent include, but are not limited to:

*Workplace Harassment*

- i. Bullying
- ii. Repeated offensive or intimidating phone calls or emails
- iii. Inappropriate touching, advances, suggestions or requests
- iv. Displaying or circulating offensive pictures, photographs or materials
- v. Psychological abuse
- vi. Discrimination
- vii. Intimidating words or conduct (offensive jokes or innuendos)
- viii. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning

*Workplace Violence*

- ix. Verbal threats to attack a worker
- x. Sending to or leaving threatening notes or emails
- xi. Making threatening physical gestures
- xii. Wielding a weapon
- xiii. Hitting, pinching or unwanted touching which is not accidental
- xiv. Blocking normal movement or physical interference, with or without the use of equipment
- xv. Sexual violence
- xvi. Any attempt to engage in the type of conduct outlined above

- d) Refrain from any behaviour that constitutes Sexual Harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
  - i. Sexist jokes
  - ii. Display of sexually offensive material
  - iii. Sexually degrading words used to describe a person
  - iv. Inquiries or comments about a person's sex life
  - v. Unwelcome sexual flirtations, advances, or propositions
  - vi. Persistent unwanted contact
- e) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Association adopts and adheres to the Canadian Anti-Doping Program. The Association will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Association or any other sport Association.
- f) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
- g) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- h) Refrain from consuming alcohol, tobacco products, or recreational drugs while participating in Association programs, activities, competitions, or events. In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Association's events
- i) Respect the property of others and not willfully cause damage
- j) Adhere to all federal, provincial, municipal and host country laws
- k) Comply, at all times, with the Association's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
- l) When driving a vehicle with an Individual:
  - i. Not have his or her license suspended
  - ii. Not be under the influence of alcohol, illegal drugs or substances
  - iii. Have valid car insurance
- m) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.

### **Board/Committee Members**

8. In addition to section 7 (above), Association's Directors and Committee Members will have additional responsibilities to:
  - a) Function primarily as a member of the board and/or committee(s) of Association; not as a member of any other particular member or constituency
  - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Association's business and the maintenance of Individuals' confidence
  - c) Ensure that the Association's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
  - d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of Association
  - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
  - f) Behave with decorum appropriate to both circumstance and position
  - g) Keep informed about the Association's activities, the provincial sport community, and general trends in the sectors in which they operate
  - h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Association is incorporated
  - i) Respect the confidentiality appropriate to issues of a sensitive nature
  - j) Respect the decisions of the majority and resign if unable to do so
  - k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
  - l) Have a thorough knowledge and understanding of all Association governance documents
  - m) Conform to the bylaws and policies approved by Association

### **Coaches**

9. In addition to section 7 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:
  - a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
  - b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
  - c) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
  - d) Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate
  - e) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs



- f) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- g) Act in the best interest of the athlete's development as a whole person
- h) Comply with the Association's *Screening Policy, if applicable.*
- i) Report to the Association any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
- k) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- l) Dress professionally, neatly, and inoffensively
- m) Use inoffensive language, taking into account the audience being addressed
- n) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- o) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- p) Refrain from using their power or authority to coerce another person to engage in or tolerate sexual or harmful activities.
- q) Refrain from conduct that causes physical or emotional harm to Individuals
- r) Prevent the use of power or authority in an attempt, successful or not, to coerce another person to engage in or tolerate sexual activity.

### **Athletes**

10. In addition to section 7 (above), athletes will have additional responsibilities to:
- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill their carded athlete requirements
  - b) Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
  - c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
  - d) Adhere to the Association's rules and requirements regarding clothing and equipment
  - e) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
  - f) Dress in a manner representative of the Association; focusing on neatness, cleanliness, and discretion
  - g) Act in accordance with the Association's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

Policy M-3 continued...

## **Officials**

11. In addition to section 7 (above), officials will have additional responsibilities to:
- a) Maintain and update their knowledge of the rules and rules changes
  - b) Work within the boundaries of their position's description while supporting the work of other officials
  - c) Act as an ambassador of the Association by agreeing to enforce and abide by national and provincial rules and regulations
  - d) Take ownership of actions and decisions made while officiating
  - e) Respect the rights, dignity, and worth of all individuals
  - f) Not publicly criticize other officials or any club or the Association
  - g) Act openly, impartially, professionally, lawfully, and in good faith
  - h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings
  - i) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
  - j) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or the Association at the earliest possible time
  - k) When writing reports, set out the true facts
  - l) Dress in proper attire for officiating

## **Parents/Guardians and Spectators**

12. In addition to paragraph 7 above, Parents/Guardians and Spectators at events will:
- a) Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence
  - b) Condemn the use of violence in any form
  - c) Never ridicule a participant for making a mistake during a performance or practice
  - d) Provide positive comments that motivate and encourage participants continued effort
  - e) Respect the decisions and judgments of officials and encourage athletes to do the same. Feedback on competition performances is provided by officials only to the coaching staff, so parents are encouraged to discuss any questions with your athlete's coach
  - f) Recognize that officials, executives and staff act in good faith, and in the best interests of the athletes and sport as a whole.
  - g) Respect the decisions and judgments of officials, and encourage athletes to do the same
  - h) Never question an officials' or staffs' judgment or honesty
  - i) Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm
  - j) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
  - k) Refrain from the use of bad language, nor harass competitors, coaches, officials, parents/guardians or other spectators

**Swim Saskatchewan Inc.**

**BOARD OF DIRECTORS POLICIES**

**Type:** Membership  
**Name:** Conflict of Interest  
**Authority:** Board of Directors

**Policy Number:** M-4  
**Date Approved:** May 27, 2016  
**Date Revised:**

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**Reference:** Swim Sask Bylaws Art. 5 Section 4 and Board Code of Conduct Policy (G-4)

**Definitions**

1. The following terms have these meanings in this Policy:
  - a) *“Association”* – Swim Saskatchewan Inc.
  - b) *“Conflict of Interest”* – Any situation in which an Individual’s decision-making, which should always be in the best interests of the Association, is influenced or could be influenced by personal, family, financial, business, or other private interests.
  - c) *“Individuals”* – All categories of membership defined in the Association’s Bylaws, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
  - d) *“In writing”*- A letter, fax or email sent directly to the Association.
  - e) *“Pecuniary Interest”* - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
  - f) *“Non-Pecuniary Interest”* - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.

**Background**

2. Individuals who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of the Association. For example, in not-for-profit organizations, Directors are required, by law, to act as a trustee (in good faith, or in trust) of the Association. Directors, and other stakeholders, must not put themselves in positions where making a decision on behalf of the Association is connected to their own “pecuniary” or “non-pecuniary” interests. That would be a conflict of interest situation.

**Purpose**

3. The Association strives to reduce and eliminate nearly all instances of conflict of interest at the Association – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Individuals will conduct themselves in matters relating to conflict of interest and will clarify how Individuals shall make decisions in situations where conflict of interest may exist.
4. This Policy applies to all Individuals.

Policy M-4 continued...

### **Obligations**

5. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between an Individual's personal interest and the interests of the Association, shall always be resolved in favour of the Association.
6. Individuals will not:
  - a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the Association, unless such business, transaction, or other interest is properly disclosed to the Association and approved by the Association.
  - b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment.
  - c) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise.
  - d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Association, if such information is confidential or not generally available to the public.
  - e) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the Association, or in which they have an advantage or appear to have an advantage on the basis of their association with the Association.
  - f) Without the permission of the Association, use the Association's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Association.
  - g) Place themselves in positions where they could, by virtue of being an Association Individual, influence decisions or contracts from which they could derive any direct or indirect benefit.
  - h) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being an Association Individual.

### **Disclosure of Conflict of Interest**

7. On an annual basis, all the Association's Directors, Officers, Employees, and Committee Members will complete a **Declaration Form** (page 5) disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by the Association.
8. Individuals shall disclose real or perceived conflicts of interest to the Association's Board immediately upon becoming aware that a conflict of interest may exist.
9. Individuals shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, officer or director.

### **Minimizing Conflicts of Interest in Decision-Making**

10. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by an Individual will be considered and decided with the following additional provisions:
  - a) The nature and extent of the Individual's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted.
  - b) The Individual does not participate in discussion on the matter.
  - c) The Individual abstains from voting on the decision.
  - d) For board-level decisions, the Individual does not count toward quorum.
  - e) The decision is confirmed to be in the best interests of the Association.
  
11. For potential conflicts of interest involving employees, the Association's Board will determine whether there is there a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. The Association will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with the Association or give rise to a conflict of interest.

### **Conflict of Interest Complaints**

12. Any person who believes that an Individual may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the Association's Board who will as quickly as possible decide appropriate measures to eliminate the conflict.
  
13. The Association's Board decision as to whether or not a conflict of interest exists will be governed by the following procedures:
  - a) Copies of any written documents to be considered by the Board will be provided to the Individual who may be in a conflict of interest situation
  - b) The Individual who may be in a conflict of interest situation will be provided an opportunity to address the Association's Board orally or if granted such right by the Association's Board, in writing
  - c) The decision will be by a majority vote of the Association's Board
  
14. If the Individual acknowledges the conflict of interest, the Individual may waive the right to be heard, in which case the Association's Board will determine the appropriate sanction.

### **Decision**

15. After hearing and/or reviewing the matter, the Association's Board will determine whether a conflict of interest exists and, if so, the sanctions to be imposed.

### **Sanctions**

16. The Board may apply the following actions singly or in combination for real or perceived conflicts of interest:
  - a) Removal or temporary suspension of certain responsibilities or decision-making authority.
  - b) Removal or temporary suspension from a designated position.
  - c) Removal or temporary suspension from certain teams, events and/or activities.
  - d) Expulsion from the Association.
  - e) Other actions as may be considered appropriate for the real or perceived conflict of interest.
17. Any person who believes that an Individual has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the Association to be addressed under the Association's *Discipline and Complaints Policy*.
18. Failure to comply with an action as determined by the Board will result in automatic suspension from the Association until compliance occurs.
19. The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

### **Enforcement**

20. Failure to adhere to this Policy may permit discipline in accordance with the Association's *Discipline and Complaints Policy*.



# Swim Saskatchewan Inc.

## BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Membership	<b>Policy Number:</b>	M-5
<b>Name:</b>	Discipline and Complaints	<b>Date Approved:</b>	January 1998
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	Sept 2003, June 2016

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**Reference:** *Non-Profit Corporations Act* Div. X, Sect. 119; Swim Sask Bylaws Art. 5, Sect. 3

### Definitions

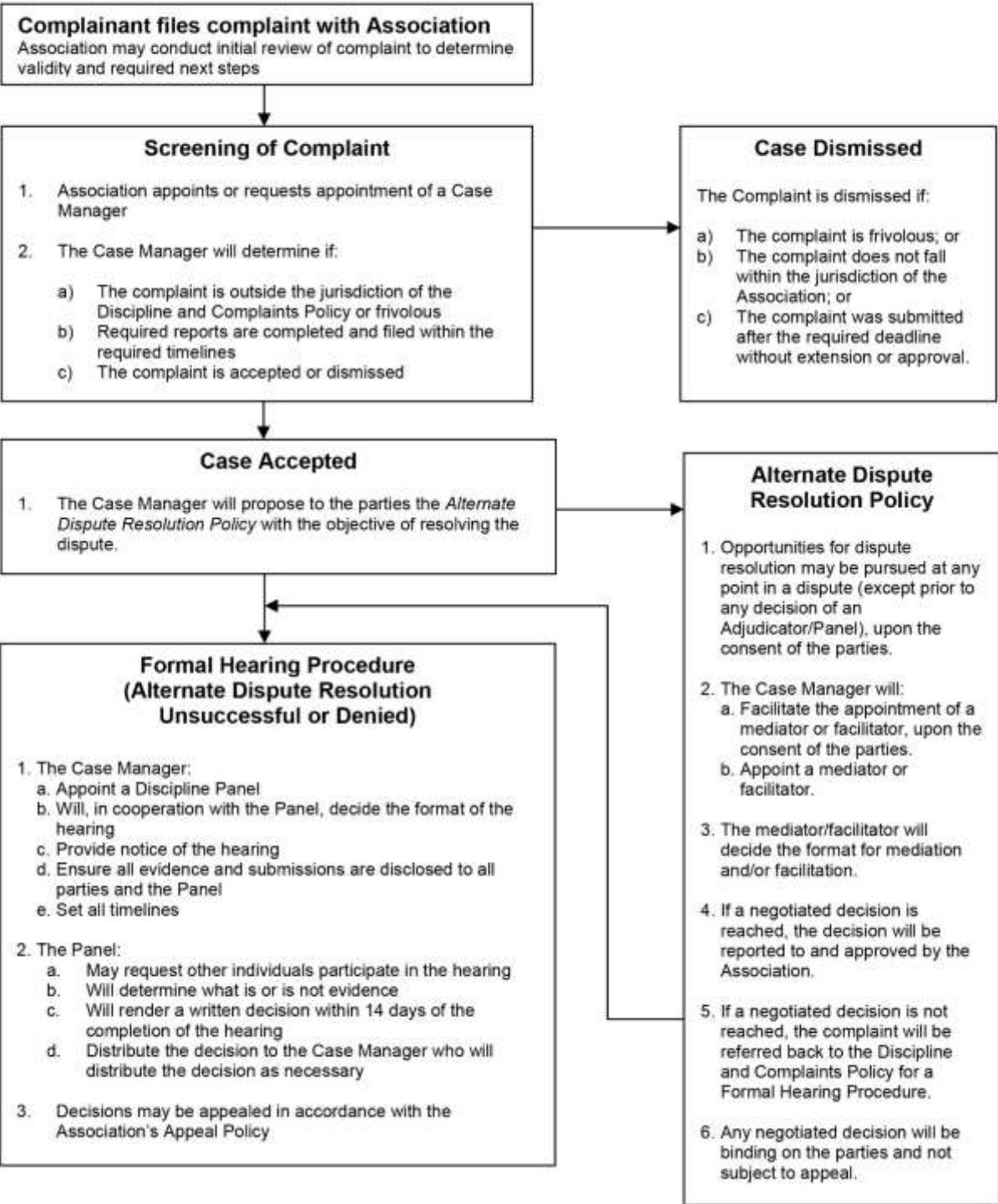
1. The following terms have these meanings in this Policy:
  - a) “*Association*” – Swim Saskatchewan Inc.
  - b) “*Case Manager*” – An individual appointed by the Association, who need not be a member or affiliated with the Association, to administer this Discipline and Complaints Policy. The Case Manager will comply with the position description described in Appendix “A”.
  - c) “*Complainant*” – The Party alleging an infraction
  - d) “*Days*” – Days including weekend and holidays
  - e) “*Individuals*” – All categories of membership defined in the Association’s Bylaws, including clubs, teams, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
  - f) “*In writing*”- A letter, fax or email sent directly to the Association.
  - g) “*Respondent*” – The alleged infracting Party

### Purpose

2. Individuals and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with Association’s policies, bylaws, rules and regulations, and *Codes of Conduct*. Non-compliance may result in sanctions pursuant to this Policy.



# Discipline and Complaints Policy Flowchart



### **Application of this Policy**

3. This Policy applies to all Individuals relating to matters that may arise during the course of Association's business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Association activities, and any meetings.
4. This Policies also applies to Individuals' conduct outside of the Association's business, activities, and events when such conduct adversely affects relationships within the Association (its work and/or sport environment) or is detrimental to the image and reputation of the Association. The jurisdiction of this Policy will be determined by the Association at its sole discretion.
5. This Policy does not prevent discipline from being applied, during a competition or event. Further discipline may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only.
6. An employee of the Association found to have to be a Respondent will be subject to appropriate disciplinary action subject to the terms of the Association's *Human Resources Policy*, as well as the employee's Employment Agreement, as applicable. Violations may result in a warning, reprimand, restrictions, suspension or other disciplinary actions up to and including termination of employment.

### **Reporting a Complaint**

7. Any Individual may report any complaint to the Association. A complaint must be in writing and must be filed within 21 days of the alleged incident. Complaints should be submitted to:

Swim Saskatchewan Executive Director  
2205 Victoria Ave. Regina, Sask S4P 0S4  
Fax: 306 525-4009 [marjwalton@swimsask.ca](mailto:marjwalton@swimsask.ca)

8. A Complainant wishing to file a complaint outside of the 21 days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept or deny the complaint outside of the Swim Sask 21-day timeframe will be at the sole discretion of the Case Manager. This decision may not be appealed.
9. At the Association's discretion, the Association may act as the complainant and initiate the complaint process under the terms of this Policy. In such cases, the Association will identify an individual to represent the Association.
10. Resignation or lapsing of membership after a complaint is filed does not preclude disciplinary proceedings being pursued under this policy.
11. Upon receiving a complaint, the Association will review the complaint to determine validity and required next steps.

## **Case Manager**

12. Upon the receipt and review of a complaint, the Association may appoint or request the appointment of an independent Case Manager to manage and administer complaints submitted in accordance with this Policy and such appointment is not appealable. Case Manager services will be accessible through Sask Sport from an external firm or pool of individuals with knowledge and expertise in dispute resolution.
13. The Case Manager has a responsibility to:
  - a) Determine whether the complaint is within the jurisdiction of this Policy or frivolous
  - b) Propose the use of the Association's Alternate Dispute Resolution Policy
  - c) Appoint the Discipline Panel, if necessary
  - d) Coordinate all administrative aspects and set timelines
  - e) Provide administrative assistance and logistical support to the Panel as required
  - f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding.

## *Procedures*

14. If the Case Manager determines the complaint is:
  - a) Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately.
  - b) Not frivolous and within the jurisdiction of this Policy, the Case Manager will notify the Parties the complaint is accepted and the applicable next steps.
15. The Case Manager's decision to accept or dismiss the complaint may not be appealed.
16. The Case Manager will establish and adhere to timeframes that ensure procedural fairness and that the matter is heard in a timely fashion.
17. After notifying the Parties that the complaint has been accepted, the Case Manager will first, propose the Association's Alternate Dispute Resolution Policy with the objective of resolving the dispute. If the dispute is not resolved or the parties refuse the Alternate Dispute Resolution Policy, the Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.
18. The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing, which may involve direct communications with the Parties, an oral in-person hearing, an oral hearing by telephone or other telecommunications, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:

- a) The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing, an oral hearing by telephone or other telecommunications
  - b) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing and/or decision rendered
  - c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
  - d) The Discipline Panel may request that any other individual participate and give evidence at the hearing
  - e) The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
  - f) The decision will be by a majority vote of the Discipline Panel
19. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate disciplinary sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.
20. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
21. If a decision affects a 3<sup>rd</sup> party to the extent that the 3<sup>rd</sup> party would have recourse to a complaint or an appeal in their own right, that 3<sup>rd</sup> party will become a party and a part of the complaint procedure to the complaint in question and will be bound by the decision.
22. In fulfilling its duties, the Panel may obtain independent advice.

### **Decision**

23. After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Association. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

### **Sanctions**

24. The Panel may apply the following disciplinary sanctions, singularly or in combination:

- a) Verbal or written reprimand
- b) Verbal or written apology
- c) Service or other contribution to the Association
- d) Removal of certain privileges
- e) Suspension from certain teams, events, and/or activities
- f) Suspension from all Association activities for a designated period of time
- g) Withholding of prize money or awards
- h) Payment of the cost of repairs for property damage
- i) Suspension of funding from the Association or from other sources
- j) Expulsion from the Association
- k) Any other sanction considered appropriate for the offense

25. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in automatic suspension until such time as compliance occurs.

26. Infractions that result in discipline will be recorded and records will be maintained by the Association.

### **Suspension Pending a Hearing**

27. The Association may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of the criminal process, a hearing or a decision of the Panel.

### **Criminal Convictions**

28. An Individual's conviction for a *Criminal Code* offense, as determined by the Association, will be deemed an infraction under this Policy and will result in expulsion from the Association. Criminal Code offences may include, but are not limited to:

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of physical violence
- d) Any offence of assault
- e) Any offence involving trafficking of illegal drugs

### **Confidentiality**

29. The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Discipline Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

### **Timelines**

30. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Panel may direct that these timelines be revised.

### **Records and Distribution of Decisions**

31. Other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, Sask Sport Inc., etc., may be advised of any decisions rendered in accordance with this Policy.

### **Appeals Procedure**

32. The decision of the Panel may be appealed in accordance with the Association's *Appeal Policy*.

**Appendix A**  
**CASE MANAGER POSITION DESCRIPTION**

**Purpose**

1. In some of its policies, the Association requires the appointment of a Case Manager. This Position Description outlines the role, identity, responsibilities and tasks of the Case Manager.

**Policies**

2. The following Policies require the appointment of a Case Manager:
  - a) Discipline and Complaints
  - b) Appeal
  - c) Alternate Dispute Resolution Policy

**Identity**

3. The Case Manager, whether or not appointed by the Association at its sole discretion, should be experienced with the management of disputes in an unbiased manner. The individual should not be connected in any way to the issue being disputed (and/or the outcome of the dispute) but does not necessarily need to be an independent third-party not connected with the Association – though the guaranteed independence and neutrality of a third-party is preferred. The individual does not need to be a Member of the Association.
4. The Case Manager's identity does not need to be approved by any of the parties involved in the dispute, excluding the Association.

**Discretion - Complaints**

5. When a complaint is filed, the Case Manager is required to:
  - a) Determine whether the complaint is frivolous and within the jurisdiction of the Discipline and Complaints Policy
  - b) Propose the use of the Association's Alternate Dispute Resolution Policy
  - c) Appoint the Panel, if necessary
  - d) Coordinate all administrative aspects and set timelines
  - e) Provide administrative assistance and logistical support to the Panel as required
  - f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

**Discretion - Appeals**

6. When an appeal is filed, the Case Manager is required to:
  - a) Propose the use of the Association's Alternate Dispute Resolution Policy
  - b) Determine if the appeal falls under the scope of the Appeal Policy
  - c) Determine if the appeal was submitted in a timely manner
  - d) Decide whether there are sufficient grounds for the appeal
  - e) Appoint the Panel, if necessary
  - f) Coordinate all administrative aspects and set timelines
  - g) Provide administrative assistance and logistical support to the Panel as required
  - h) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

7. When determining if there are sufficient grounds for appeal, the Case Manager is not acting as the Panel and determining the merits of the appeal, but instead determining whether the Appellant has properly shown that an error, as described in the Appeal Policy, has been properly argued. The Case Manager will need to carefully consult the Association's policies and procedures, and analyze the process that contributed to the decision, to determine whether there are appropriate grounds.

### **Discretion – Alternate Dispute Resolution**

8. When the parties agree to the jurisdiction of the Alternate Dispute Resolution Policy, the Case Manager maybe required to:
  - a) Appoint the mediator or facilitator
  - b) Coordinate all administrative aspects and set timelines
  - c) Provide administrative assistance and logistical support to the mediator or facilitator as required

### **Hearing Format - Discretion**

9. If necessary, the Case Manager is required to exercise their discretion to determine the format of the hearing. Hearings typically take the following forms, but are not limited to:
  - a) In person
  - b) Conference call
  - c) Written submissions
  - d) Conference call plus written submissions
10. In determining the format of the hearing, the Case Manager should consider:
  - a) The distance between the parties
  - b) The animosity between the parties
  - c) The time commitment and location of the Panel
  - d) The timelines for a decision
  - e) The language barriers between the parties
  - f) The gravity of the complaint/appeal

### **Panel Appointment**

11. The Case Manager is required to appoint a Panel of one person, or three in extraordinary circumstances, to decide the issue. The individual(s) should have the following characteristics:
  - a) Experience in dispute resolution
  - b) Experience with sport disputes
  - c) No connection to either party
  - d) Preferably no connection with the Parties
  - e) Decisive
12. The Case Manager should remind the Panel to adhere to the powers given to the Panel by the applicable policy. For example, if the policy does not permit the Panel to suspend the respondent indefinitely, then the Panel cannot sanction the respondent in this manner.



### **Communication**

13. Especially when the hearing is to be held by written submissions, the Case Manager is required to communicate swiftly, clearly, and decisively with each party. The parties must adhere to the deadlines set by the Case Manager or by the applicable policy and the process must move forward even if a party misses a deadline.
14. When coordinating an oral hearing, the Case Manager should first consider the schedule of the Panel, then the schedule of the complainant, and then the schedule of the respondent in an attempt to find a suitable time for everyone.

### **Suggested Procedure**

15. The Case Manager may implement the following procedure to facilitate the Discipline and Complaints Policy or the Appeal Policy:
  - a) Receive the written complaint or appeal
  - b) Communicate with the Complainant/Appellant that you have been appointed the Case Manager and that their complaint/appeal will be disclosed to the Respondent and Panel. Also determine if there is additional evidence or written submissions to follow, if so, provide a deadline for receipt. (After this step, the Complainant/Appellant may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel)
  - c) Determine whether the complaint is within the jurisdiction of the applicable Policy.
  - d) Notify the Respondent that you are the Case Manager and are in receipt of a complaint/appeal. Communicate to the Respondent that any submissions will be provided to the Complainant/Appellant and Panel. Provide the Respondent with a reasonable timeframe to submit their response document and any applicable evidence. (After this step, the Respondent may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel).
  - e) The Case Manager may wish to provide the Complainant/Appellant to submit a rebuttal, but the rebuttal must be limited to issues raised by the Respondent and is not an opportunity to provide new evidence. The Panel may exclude such new evidence.
  - f) Appoint the Panel
  - g) Conduct a hearing either via written documentation, teleconference, in – person, or a combination of these techniques.
  - h) Ensure the Panel renders a written decision within a prescribed timeline.

# Swim Saskatchewan Inc.

## BOARD OF DIRECTORS POLICIES

**Type:** Membership  
**Name:** Alternate Dispute Resolution  
**Authority:** Board of Directors

**Policy Number:** M-6  
**Date Approved:** June 2004  
**Date Revised:** May 2016

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**References:** Swim Sask Bylaws Art. 5, Sect. 3, Member Code of Conduct & Harassment Policy (M-3), Discipline & Complaints Policy (M-5), Appeals Policy (M-7), and Swimming Canada Dispute Resolution Policy.

### Definitions

1. The following terms have these meanings in this Policy:
  - a) "*Association*" – Swim Saskatchewan Inc.
  - b) "*In writing*"- A letter, fax or email sent directly to the Association.

### Purpose

2. The Association supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes.
3. The Association encourages all individuals and parties to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. The Association believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques.

### Application of this Policy

4. This Policy applies to all disputes within the Association when all parties to the dispute agree that such a course of action would be mutually beneficial.

### Facilitation and Mediation

5. If all parties to a dispute agree to Alternate Dispute Resolution, a mediator or facilitator shall be appointed by the Association and/or the Case Manager to mediate or facilitate the dispute.
6. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated.
7. The final decision will be communicated by the mediator or facilitator to the parties and the Association.
8. Should a negotiated decision be reached, the decision shall be reported to, and approved by the Association.

Policy M-6 continued...

[Board Policy M-6 page 2]

9. Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute shall be considered under the appropriate section of Association's *Discipline and Complaints Policy* or *Appeal Policy*.
10. The costs of mediation and facilitation will be shared equally by the parties or paid by the Association upon the Association's sole discretion.

**Final and Binding**

11. Any negotiated decision will be binding on the parties. Negotiated decisions may not be appealed.
12. No action or legal proceeding will be commenced against Association or its Individuals in respect of a dispute, unless the Association has refused or failed to provide or abide by its governing documents.

# Swim Saskatchewan Inc.

## BOARD OF DIRECTORS POLICIES

**Type:** Membership  
**Name:** Appeals Policy  
**Authority:** Board of Directors

**Policy Number:** M-7  
**Date Approved:** June 2004  
**Date Revised:** June 2016

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**References:** Swim Sask Bylaws Art. 5, Sect. 3.6, Discipline & Complaints Policy (M-5), Alternate Dispute Resolution Policy (M-6), and Swimming Canada Appeals Policy

### Definitions

1. The following terms have these meanings in this Policy:
  - a) “*Appellant*” – The Party appealing a decision
  - b) “*Appeals Panel*” – A single person, or in extraordinary circumstances and at the discretion of the Case Manager, three persons, who will hear and decide the appeal.
  - c) “*Association*” – Swim Saskatchewan Inc.
  - d) “*Case Manager*” – An individual appointed by the Association, who need not be a member or affiliated with the Association, to administer this Appeal Policy. The Case Manager will comply with the position description described in Appendix “A”.
  - e) “*Days*” – Days including weekend and holidays
  - f) “*In writing*”- A letter, fax or email sent directly to the Association.
  - g) “*Individuals*” – All categories of membership defined in the Association’s Bylaws, including clubs, teams as well as, all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
  - h) “*Respondent*” – The body whose decision is being appealed

### Purpose

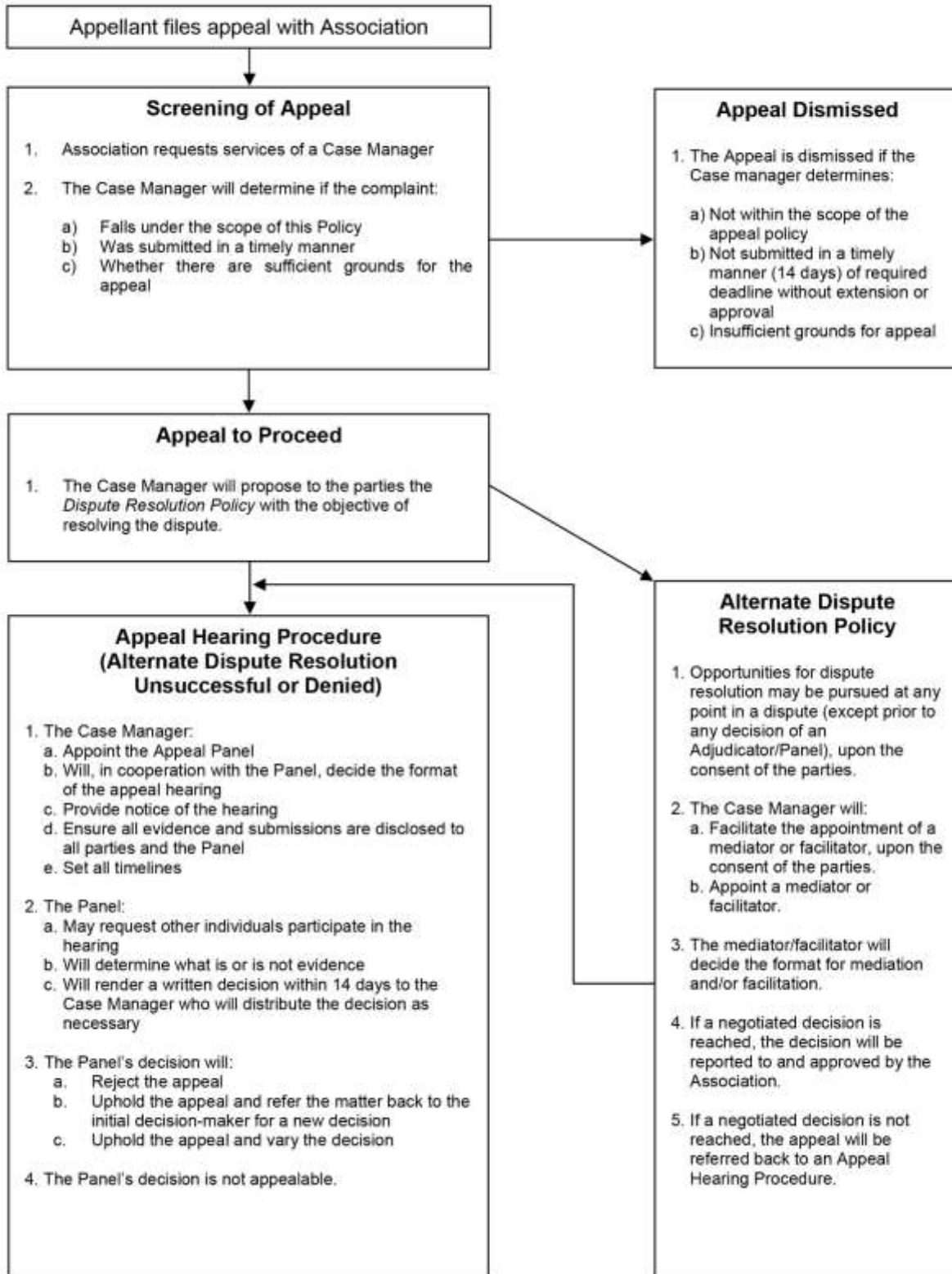
2. The Association provides Individuals with this *Appeal Policy* to appeal certain decisions made by the Association.

### Scope and Application of this Policy

3. Any Individual who is directly affected by an Association decision will have the right to appeal that decision; provided the appeal falls within the jurisdiction of this Policy and there are sufficient grounds for the appeal under the ‘Grounds for Appeal’ section of this Policy.

Policy M-7 Continued...

# Appeal Policy Flowchart



Policy M-7 Continued...

4. This Policy **will not apply** to decisions relating to:
  - a) Employment
  - b) Infractions for doping offenses
  - c) The rules of the sport
  - d) Budgeting and budget implementation
  - e) Operational structure and committee appointments
  - f) Volunteer appointments and the withdrawal of termination of those appointments
  - g) Decisions rendered by entities other than Association (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by Association at its sole discretion)
  - h) Commercial matters
  - i) Decisions made under this Policy

### **Timing and Conditions of Appeal**

5. Individuals who wish to appeal a decision have fourteen (14) days from the date on which they received notice of the decision to submit, in writing to the Association, the following:
  - a) Notice of the intention to appeal
  - b) Contact information and status of the Appellant
  - c) Name of the Respondent and any affected parties, when known to the Appellant
  - d) Date the Appellant was advised of the decision being appealed
  - e) A copy of the decision being appealed, or description of decision if written document is not available
  - f) Grounds for the appeal
  - g) Detailed reasons for the appeal
  - h) All evidence that supports the appeal
  - i) Requested remedy or remedies
  - j) An appeal fee of five hundred dollars (\$500) which will be refunded if the appeal is successful or forfeited if the appeal is denied. Appeal Fee of \$500 must be made payable to Swim Saskatchewan Inc and must accompany the appeal. Payment made be made via certified cheque or money order or an email transfer (please call 780-9238 for instructions).
6. An Individual who wishes to initiate an appeal beyond the fourteen (14) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the fourteen (14) day period will be at the sole discretion of the Case Manager and may not be appealed.
7. Appeals should be submitted to:

Executive Director Swim Saskatchewan Inc.  
2205 Victoria Ave. Regina, SK S4P 0S4  
Fax: 306 525-4009 or email: [marjwalton@swimsask.ca](mailto:marjwalton@swimsask.ca)

### **Case Manager**

8. Upon the receipt of an appeal, the Association will appoint an independent Case Manager to manage and administer appeals submitted in accordance with this Policy and such appointment is not appealable. Case Manager services will be accessible through Sask Sport from an external firm or pool of individuals with knowledge and expertise in dispute resolution.

### **Grounds for Appeal**

9. An appeal may only be heard if there are sufficient grounds for appeal, as determined by the Case Manager. Sufficient grounds only include the Respondent:
  - a) Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents)
  - b) Failed to follow its own procedures (as set out in the Respondent's governing documents)
  - c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
  - d) Made a decision that was grossly unreasonable
10. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the 'Grounds for Appeal' section of this Policy.

### **Alternate Dispute Resolution**

11. Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), the Appeal Panel may suggest, and the Parties may consent, the appeal to be heard under the Association's *Alternate Dispute Resolution Policy*.
12. Appeals resolved by mediation under the Association's *Alternate Dispute Resolution Policy* will cause the administration fee to be refunded to the Appellant.

### **Screening of Appeal**

13. Should the appeal not be resolved by using the *Alternate Dispute Resolution Policy*, the Case Manager will have the following responsibilities:
  - a) Determine if the appeal falls under the scope of this Policy
  - b) Determine if the appeal was submitted in a timely manner
  - c) Decide whether there are sufficient grounds for the appeal
14. If the appeal is denied on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant and the Association will be notified, in writing, by the Panel of the reasons for this decision. This decision may not be appealed.

Policy M-7 Continued...

15. If there are sufficient grounds for an appeal, the Case Manager will appoint an Appeal Panel (the "Panel") which shall consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Case Manager will appoint three Panel members and designate one of the appointees to serve as the Chair.
16. The Case Manager will establish and adhere to timeframes that ensure procedural fairness and that the matter is heard in a timely fashion.

### **Procedure for Appeal Hearing**

17. The Case Manager, in cooperation with the Panel, shall then decide the format under which the appeal will be heard. This decision may not be appealed.
18. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone/telecommunications or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:
  - a) The hearing will be held within a timeline determined by the Case Manager or the Panel
  - b) The Parties will be given reasonable notice of the day, time and place of the hearing, in the case of an oral in-person hearing, an oral hearing by telephone or other telecommunications
  - c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
  - d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
  - e) The Panel may request that any other individual participate and give evidence at the hearing
  - f) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
  - g) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome
  - h) The decision to uphold or reject the appeal will be by a majority vote of the Panel.
19. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
20. In fulfilling its duties, the Panel may obtain independent advice.



### **Appeal Decision**

21. The Panel shall issue its decision, in writing and with reasons, after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:
  - a) Reject the appeal and confirm the decision being appealed
  - b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
  - c) Uphold the appeal and vary the decision
  
22. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Association within 14 days of the hearing's conclusion. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

### **Confidentiality**

23. The appeals process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

### **Final and Binding**

24. The decision of the Panel will be binding on the Parties and on all the Association's Individuals.
  
25. No action or legal proceeding will be commenced against the Association or Individuals in respect of a dispute, unless the Association has refused or failed to provide or abide by the appeal process as set out in this Policy.

## Appendix A

### CASE MANAGER POSITION DESCRIPTION

#### Purpose

1. In some of its policies, the Association requires the appointment of a Case Manager. This Position Description outlines the role, identity, responsibilities and tasks of the Case Manager.

#### Policies

1. The following Policies require the appointment of a Case Manager:
  - a) Discipline and Complaints
  - b) Appeal
  - c) Alternate Dispute Resolution Policy

#### Identity

2. The Case Manager, whether or not appointed by the Association at their sole discretion, should be experienced with the management of disputes in an unbiased manner. The individual should not be connected in any way to the issue being disputed (and/or the outcome of the dispute) but does not necessarily need to be an independent third-party not connected with the Association – though the guaranteed independence and neutrality of a third-party is preferred. The individual does not need to be a Member of the Association.
3. The Case Manager's identity does not need to be approved by any of the parties involved in the dispute, excluding the Association.

#### Discretion - Complaints

4. When a complaint is filed, the Case Manager is required to:
  - a) Determine whether the complaint is frivolous and within the jurisdiction of the Discipline and Complaints Policy
  - b) Propose the use of the Association's Alternate Dispute Resolution Policy
  - c) Appoint the Panel, if necessary
  - d) Coordinate all administrative aspects and set timelines
  - e) Provide administrative assistance and logistical support to the Panel as required
  - f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

#### Discretion - Appeals

5. When an appeal is filed, the Case Manager is required to:
  - a) Propose the use of the Association's Alternate Dispute Resolution Policy
  - b) Determine if the appeal falls under the scope of the Appeal Policy
  - c) Determine if the appeal was submitted in a timely manner
  - d) Decide whether there are sufficient grounds for the appeal
  - g) Appoint the Panel, if necessary
  - h) Coordinate all administrative aspects and set timelines
  - i) Provide administrative assistance and logistical support to the Panel as required
  - j) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

[Board Policy M-7 Page 8]

6. When determining if there are sufficient grounds for appeal, the Case Manager is not acting as the Panel and determining the merits of the appeal, but instead determining whether the Appellant has properly shown that an error, as described in the Appeal Policy, has been properly argued. The Case Manager will need to carefully consult the Association's policies and procedures, and analyze the process that contributed to the decision, to determine whether there are appropriate grounds.

#### **Discretion – Alternate Dispute Resolution**

7. When the parties agree to the jurisdiction of the Alternate Dispute Resolution Policy, the Case Manager maybe required to:
  - a) Appoint the mediator or facilitator
  - b) Coordinate all administrative aspects and set timelines
  - c) Provide administrative assistance and logistical support to the mediator or facilitator as required

#### **Hearing Format - Discretion**

8. If necessary, the Case Manager is required to exercise their discretion to determine the format of the hearing. Hearings typically take the following forms:
  - a) In person
  - b) Conference call
  - c) Written submissions
  - d) Conference call + written submissions
9. In determining the format of the hearing, the Case Manager should consider:
  - a) The distance between the parties
  - b) The animosity between the parties
  - c) The time commitment and location of the Panel
  - d) The timelines for a decision
  - e) The language barriers between the parties
  - f) The gravity of the complaint/appeal

#### *Panel Appointment*

10. The Case Manager is required to appoint a Panel of one person, or three in extraordinary circumstances, to decide the issue. The individual(s) should have the following characteristics:
  - a) Experience in dispute resolution
  - b) Experience with sport disputes
  - c) No connection to either party
  - d) Preferably no connection with the Parties
  - e) Decisive

11. The Case Manager should remind the Panel to adhere to the powers given to the Panel by the applicable policy. For example, if the policy does not permit the Panel to suspend the respondent indefinitely, then the Panel cannot sanction the respondent in this manner.

#### *Communication*

12. Especially when the hearing is to be held by written submissions, the Case Manager is required to communicate swiftly, clearly, and decisively with each party. The parties must adhere to the deadlines set by the Case Manager or by the applicable policy and the process must move forward even if a party misses a deadline.
13. When coordinating an oral hearing, the Case Manager should first consider the schedule of the Panel, then the schedule of the complainant, and then the schedule of the respondent in an attempt to find a suitable time for everyone.

#### **Suggested Procedure**

14. The Case Manager may implement the following procedure to facilitate the Discipline and Complaints Policy or the Appeal Policy:
  - a) Receive the written complaint or appeal
  - b) Communicate with the Complainant/Appellant that you have been appointed the Case Manager and that their complaint/appeal will be disclosed to the Respondent and Panel. Also determine if there is additional evidence or written submissions to follow, if so, provide a deadline for receipt. (After this step, the Complainant/Appellant may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel)
  - c) Determine whether the complaint is within the jurisdiction of the applicable Policy.
  - d) Notify the Respondent that you are the Case Manager and are in receipt of a complaint/appeal. Communicate to the Respondent that any submissions will be provided to the Complainant/Appellant and Panel. Provide the Respondent with a reasonable timeframe to submit their response document and any applicable evidence. (After this step, the Respondent may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel).
  - e) The Case Manager may wish to provide the Complainant/Appellant to submit a rebuttal, but the rebuttal must be limited to issues raised by the Respondent and is not an opportunity to provide new evidence. The Panel may exclude such new evidence.
  - f) Appoint the Panel
  - g) Conduct a hearing either via written documentation, teleconference, in – person, or a combination of these techniques.
  - h) Ensure the Panel renders a written decision within a prescribed timeline.

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Competition	<b>Policy Number:</b>	C-1
<b>Name:</b>	General	<b>Date Approved:</b>	June 1998
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	June '05, Oct '05, June '06 June '09, May 2010, June 2012, June 2014, Jan 2016, June 2018, Jan 2020, May 2020

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**Reference:** Swim Sask Bylaws Art. 5, Sect.3 and Swimming Canada National Registration Policy, Procedures and Rules Manual

Athletes 6 years of age and under will not swim in any sanctioned competitions. Swimmers must have their 7<sup>th</sup> birthday on or before the first day of competition for year-round age group swimmers, or on or before April 30 for summer swimming, to be eligible to swim in a sanctioned competition. In Masters swimming, only athletes who are 18 years of age and older as of December 31 may swim in sanctioned competitions.

Coaches must be members of Swim Sask, Swimming Canada and Canadian Swim Coaches Association (CSCA) and be a minimum of 15 years of age.

Coaches must complete the Respect in Sport Online Training, and submit a Criminal Record Check and Vulnerable Sector Search every 3 years, and must also meet the minimum NCCP Training and Certification requirements as per policy M-2.1

Class I and II Time Trials may not be run over more than one day.

It is mandatory for all Meet Managers to be familiar with the document: *Facility Rules & Guidelines of Swimming Canada* and the following rules which pertain to pool depth and starting platforms: FR 2.3; CFR 2.3.1; CFR 2.3.2 and FR 2.7

Swim meet will not be sanctioned unless a pool survey has been received and is on file with Swim Sask. If the survey requirements are not satisfied in accordance with the Facility Rules and Guidelines of Swimming Canada, then swim Sask will inform Meet Management of any limitations on use of facilities.

Meet Managers may allow exhibition swims in a sanctioned competition, in accordance with the Swimming Canada Rules, provided that they do not add to the length of a meet or interfere with the normal progress of the meet.

No swim meet may have events scheduled to end after 10:00 p.m.

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

**Type:** Competition  
**Name:** Registration  
**Authority:** Board of Directors

**Policy Number:** C-2  
**Date Approved:** May 1979  
**Date Revised:** Sept 2003, June '08,  
Aug '08, June 2018, May 2020

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**Reference:** Swim Sask Bylaws Art. 2

All swimmers will be registered with Swim Sask or with another provincial section or with a FINA associated body governing the sport of speed swimming before participating in a sanctioned swim meet. Swimmers may not compete unless they are registered. Meet Managers will not accept any entries without a valid registration number.

Swim Sask will not register any swimmer until payment is received. All registrations must be submitted in the national registration online system, (known as RTR). Swim Sask will not recognize the registration or permit competition by the swimmer until payment has been received, and the account has a status of '*registered*' in the RTR. All entries for sanctioned swim meet must be done through the RTR.

In the event that a Competitive swimmer, whose fees have not been received by Swim Sask, competes in a sanctioned swim competition, the times for the swimmer will not be official and could void the sanction, which means no times for any swimmer will be official.

Registration of a swimmer in the Age Group Pre-Competitive category may compete in ONE sanctioned competition per swim year.

Swimmers are not insured until registration and payment is received and processed by Swim Sask.

A minimum of two working days prior to the entry deadline is required for processing of registrations.

**Swim Saskatchewan Inc.**

**BOARD OF DIRECTORS POLICIES**

**Type:** Competition

**Policy Number:** C-3

**Name:** Records

**Date Approved:** January 1997

**Authority:** Board of Directors

**Date Revised:**

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**Reference:** Swim Sask Bylaws Art 5, Sect. 3

Provincial records will be kept for each of the Year-round Age Group, Summer and Masters swim programs.

Records will be kept in accordance with the policies set by each program area.

# Swim Saskatchewan Inc.

## BOARD OF DIRECTORS POLICIES

<b>Type:</b>	Competition	<b>Policy Number:</b>	C-4
<b>Name:</b>	Competition/Meet Sanctions	<b>Date Approved:</b>	September 2003
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	October 2005, June 2018, May 2021, April 2022

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**Reference:** Swimming Canada Rule CGR 1.1.1; Swim Sask Bylaws Art. 5, Sect. 3

Swimming Canada grants to its Provincial Sections the authority to sanction all swim competitions held within their provincial boundaries.

The President, on behalf of the Board of Directors will appoint a Sanctions Chairperson, who will sanction all swim competitions in accordance with the Rulebook of Swimming Canada and with the FINA Masters Swimming Rules. If any rule of competition is adjusted or varied, there must be specific notice in the meet package. Applications for sanctioning of a swim meet will comply with the requirements stated in the technical packages of the relevant program area, as well as any other Swim Sask published documents pertaining to competitions.

During, and following a Provincial, Municipal, or Civil Emergency, Swim Sask will require host clubs to include additional information and protocols for sanctioning purposes (i.e. pandemic safety measures) as prescribed in other documents until such time as Swim Sask deems no longer applicable.

The Meet Manager will submit applications for sanctioning to the Sanctions Chairperson, in the form and manner prescribed. All applications for sanctions must be complete and must include a copy of the meet package. Sanction applications must be received by the Sanctions Chairperson no later than 5 weeks prior to the date of the meet.

The Sanction Chairperson will review all applications for completeness and for compliance with the rules of competition and with the technical requirements of the program. If there are any contraventions of the rules, the Sanctions Chairperson will notify the Meet Manager to have the problem rectified. Any discrepancies in interpretation of the rules will be adjudicated by the Meet Referee, or failing that, by the Director of Officials or by the Master & Senior Officials Committee Coordinator, Officials. Any deficiencies in the meet package must be rectified before the sanction will be granted.

Meet packages will not be distributed or made public until the sanction application has been approved and a sanction number has been assigned to the competition. The Sanctions Chairperson will notify the Meet Manager that the application has been approved and will provide the Meet Manager with the sanction number. The sanction number must be prominently displayed in the meet package.

Any club that hosts a sanctioned competition that is deemed to have not followed the safety measures as laid out in their sanctioned meet package, may be subject to sanctions/disciplinary measures by the Swim Sask Board of Directors (some examples, but not limited to, may include: pay a penalty, not be allowed to host their next scheduled competition within the same swim season).



**Swim Saskatchewan Inc.**

**BOARD OF DIRECTORS POLICIES**

**Type:** Competition  
**Name:** Billeting  
**Authority:**

**Policy Number:** C-5  
**Date Approved:** June 2001  
**Date Revised:** June 2009, June 2017

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**Reference:** Swim Sask Bylaws Art 5, Sect. 3

Swim Saskatchewan does not require clubs to billet when hosting a swim meet.

Clubs who choose to make their own arrangements with another club do so knowing that Swim Saskatchewan has no responsibility (e.g. liability, financial etc.) for any of these arrangements.

Individual families who chose to make their own arrangements with another swimming family do so at their own risk.

**Swim Saskatchewan Inc.**

**BOARD OF DIRECTORS POLICIES**

**Type:** Administration  
**Name:** Accountability  
**Authority:** Board of Directors

**Policy Number:** A-1  
**Date Approved:** June 2002  
**Date Revised:**

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**Reference:** Swim Sask Bylaws Art. 5, Sect 3 and Art. 6

The Board of Directors of Swim Saskatchewan delegates responsibility for the development of program policies and technical packages to each program area, with final approval to be given by the Board of Directors.

The Board of Directors will have responsibility to create and implement programs and policies for the governance of Swim Sask.

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

**Type:** Administration  
**Name:** Expense Reimbursement  
**Authority:** Board of Directors

**Policy Number:** A-2  
**Date Approved:** June 1997  
**Date Revised:** Jan 2004, Jan 2006,  
Jan 2008, June 2011, Jan 2015,  
Jan 2019, May 2022

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**Reference:** Swim Sask Bylaws Art. 5, Sect 3

Swim Saskatchewan will pay the following rates for eligible expenses while on swimming business.

Automobile Travel: \$0.45 per kilometer

**Swim Saskatchewan expects that persons from the same area will arrange car-pooling to attend all meetings.**

Those travelling on Swim Saskatchewan business are encouraged to take the most economical means of travel, which includes looking into renting a vehicle instead of taking their own vehicle.

Airfare: Economy air fare rate. Receipts must be submitted.

Lodging: Basic hotel rate. Receipts must be submitted.  
**Swim Saskatchewan expects that whenever and wherever possible shared accommodation is preferred.**

Meals:	Breakfast -	\$10.00
	Lunch -	\$15.00
	Supper -	\$25.00
		<hr/>
	Total per diem	\$50.00

Telephone calls: Actual charges on long distance telephone bill. Copy of telephone bill must be submitted.

Postage: Actual charges of postage. Copies of receipts must be submitted.

# Swim Saskatchewan Inc.

## BOARD OF DIRECTORS POLICIES

**Type:** Administration  
**Name:** Policy Review Schedule  
**Authority:** Board of Directors

**Policy Number:** A-3  
**Date Approved:** September 2003  
**Date Revised:** Oct 2005, June 2007, June 2013, Jan 2021

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**Reference:** Swim Sask Bylaws Art. 5, Sect. 3, Par. 3.2

The Board of Directors delegates to each program area the responsibility to review all policies and procedures within the areas of each Program Committee at least annually. Each Program Committee will have a schedule set in policy that determines when the policies of that committee are to be reviewed.

The Board of Directors reserves the right to review any or all policies within a program area.

The Board of Directors will review all Board of Directors policies and procedures to govern the operation of Swim Saskatchewan according to the following schedule:

### **Governance Policies**

G-1 to G-7.2	Review yearly at a Spring meeting.
G-8.0 to G-8.2	Review yearly at the January meeting when the next fiscal year budget is approved.
G-9 to G-11	Review yearly at the first Board meeting in a new swim year

### **Membership Policies**

M1 to M7	Review yearly at a spring meeting. Revisions effective in next swim year.
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### **Competitions Policies**

C-1 to C-5	Review yearly at the meeting held in conjunction with the AGM
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### **Administration Policies**

A-1	Review yearly at the meeting held in conjunction with the AGM
A-2	Review yearly at the January meeting when the next fiscal year budget is approved.
A-3	Review yearly at the meeting held in conjunction with the AGM
A-4	Review yearly at the meeting held in conjunction with the AGM

## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

**Type:** Administration  
**Name:** Critical Incident Reporting  
**Authority:** Board of Directors

**Policy Number:** A-4  
**Date Approved:** June 2006  
**Date Revised:** May 2010

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**Reference:** Swim Sask Bylaws Art. 7, Swim Sask Board Policy M-1, the Facility Rules & Guidelines of Swimming Canada, and Swimming Canada Competition Warm-up Safety Procedures

The Bylaws limit the liability of and/or indemnify the Board of Directors and its agents from civil responsibility in prescribed situations. The Bylaws require Swim Sask to purchase such insurance as may be prudent to protect Swim Sask and its members from civil liability in other situations.

Swim Sask maintains on its behalf and on behalf of its members, sport liability and accident insurance for personal injury and other losses that may occur during swim training, competition, and other activities. As a condition of access to this insurance, Swim Sask requires its members to notify Swim Sask of any incident which may create the potential risk of exposure to civil liability. Incidents which carry the potential risk of liability include personal injury, breach of personal boundaries (including indecent exposure, voyeurism or sexual touching) or loss, theft or damage to personal property or facilities.

Club presidents will notify Swim Sask of any incident to which emergency responders (police, fire, ambulance, first responders) have been called. In addition, club presidents should report any other situation which, in the judgment of the club president, may constitute risk for the club or for Swim Sask. The ED of Swim Sask will be responsible to follow up reports and facilitate access to insured benefits, and to advise the President of Swim Sask of any unresolved situations.

Reports will be submitted using the critical incident reporting form which is appended to this policy. Reports should be submitted within 48 hours of any situation that required emergency response, or within 7 working days of any other situation.



**Critical Incident Report Form**  
Completed forms to be submitted to the Swim Saskatchewan Office

**Date of Incident:** \_\_\_\_\_ **Time of Incident:** \_\_\_\_\_

**Location of Incident:** \_\_\_\_\_

**Type of Incident:** Property Loss/Theft \_\_\_\_\_ Property Damage \_\_\_\_\_ Personal Injury \_\_\_\_\_ Other \_\_\_\_\_

**Name of Person Reporting:** \_\_\_\_\_

**Title/responsibility of Person Reporting:** \_\_\_\_\_

**INCIDENT:**

(Please be as specific as possible) What happened? Who was involved? Names of any witnesses?

**Please indicate if appropriate/able to assess:**

- Accident, during normal use of equipment/facility or as an unintentional consequence of normal/appropriate activities
- Accident, during unusual/inappropriate use of equipment/facility or as unintentional consequence of inappropriate behaviour (horseplay)
- Willful or deliberate personal injury
- Willful or deliberate loss of property (theft) or damage to property
- Consequence of unforeseeable circumstance (e.g. power failure)

**INVESTIGATION:**

Were emergency personnel (Fire, Ambulance, Police) notified? Yes \_\_\_\_\_ No \_\_\_\_\_

Did emergency personnel attend at time of incident? Yes \_\_\_\_\_ No \_\_\_\_\_

If incident involved personal injury, was immediate medical attention obtained on or off site? Yes \_\_\_\_\_ No \_\_\_\_\_

**Describe:** Direct observations, evidence of damage, discussions with witnesses, safety precautions that were in place at the time of the incident, etc. (Who, why, what, when, how)

**Approximate cost of the loss/damage to property, if known:** \$ \_\_\_\_\_

\_\_\_\_\_  
Date submitted

\_\_\_\_\_  
Signature of Person Reporting

\_\_\_\_\_  
Date Received by Swim Sask      Signature of SSI Executive Director



## Swim Saskatchewan Inc.

### BOARD OF DIRECTORS POLICIES

**Type:** Administration **Policy Number:** A-5  
**Name:** Membership Assistance Program (MAP) **Date Approved:** November 2009  
**Authority:** Board of Directors **Date Revised:** May 2010, Jan 2012

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**Reference:** Swim Sask Bylaws Art 5, Section 3, Par. 3.2 and Sask Sport Policies

The Membership Assistance Program was developed through the combined efforts of Sask Sport Inc. and the Provincial Sport Governing Bodies. Funding for the Membership Assistance program is provided through the *Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation* which is derived from the proceeds of lottery ticket sales in Saskatchewan. The program was established in response to requests to Sask Sport from the Provincial Sport Governing Bodies for increased funding to enable them to provide direct financial assistance to their membership.

#### Purpose:

The purpose of the Membership Assistance Program (hereinafter called MAP) is to provide financial assistance to Swim Sask Affiliated clubs so that they may operate programs that will encourage and promote membership for their clubs.

Ideally clubs should use the MAP Grant as a way to increase membership or to foster the development of the club and their members. Some suggestions, but not limited to, for use of MAP funds are: coach education and professional development courses, dry-land equipment (i.e. medicine balls, tubing), Hytek Team Manager or Meet Manager software, swimming resource materials (i.e. swimming videos/DVD's, underwater camera, video camera), hosting of officials clinics/mass clinic day, swimming equipment that swimmers need but the facility won't purchase or would like you to help purchase (i.e. backstroke flags, kick boards, pull buoys, starting blocks).

#### Eligibility:

Funds will be made available to those clubs which are members in good standing of Swim Saskatchewan Inc. Clubs must have paid the club affiliation fee to Swim Sask and must have a minimum of 5 swimmers properly registered and fees paid to Swim Sask by the Map Grant Spending Plan application deadline date.

#### Promotion of MAP:

Swim Sask affiliated clubs that receive MAP funding are asked to acknowledge and publicly recognize the *Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation* and the proceeds from lottery ticket sales in Saskatchewan as a source of support for their club and programs.

Spending Plan Application and Procedures:

Application forms; called Map Grant Spending Plan, will be sent out to each club once they have registered and paid the necessary club affiliation fee each year. These forms must be completed, signed and returned to Swim Sask prior to the deadline date. The deadline date for Age Group and Masters Clubs will be October 31 each year and Summer Clubs June 30 each year. Late applications will not be accepted. The funds that were to be allocated to a club whose application is not received by the deadline or does not have a minimum of 5 swimmers registered and paid, by the Spending Plan Application Deadline date will be allocated to the other eligible clubs.

The Spending Plans are subject to approval and clubs should await the approval before spending the anticipated dollars. The Executive Director will review the Spending Plans and approve the plans if the project and expenses are considered eligible expenses within the Sask Sport Guidelines. If the project does not fall within the Sask Sport Guidelines, the Executive Director will work with the club to find a project that does fall within the guidelines. Clubs will be informed and an approval letter, along with the Follow-Up Report, will be sent advising the approved amount and the deadline date for the completed Follow-Up Reports.

The project that the Map Grant is to be used for must be completed during the current swim season. Masters and Age Group Club projects must be completed by March 15 of each year and the Summer Clubs projects by August 31 each year.

Payment of Grants:

After completion of the project/event, the club must complete the Map Grant Follow Up report and return it, along with receipts to verify the costs incurred, to Swim Sask. The Follow-Up Report must be signed by the club. The deadline date for Age Group and Masters Clubs to submit their Follow-Up reports shall be no later than March 15 of each year and Summer Clubs September 30 of each year. The Executive Director will review and then forward the approved amount of funds to the club.

Funding Amount:

The Executive Director has the discretion to determine the funding amounts for each club, based upon the overall amount MAP funding Swim Sask receives from Sask Sport on an annual basis.

The funding formula will be:

- 1) Each club to receive a base amount. The base amount for Year-round Age Group Clubs shall be higher than Master and Summer clubs due to their operating 12 months of the year and their higher level of operational expenses.
- 2) Each club shall receive an amount per registered swimmer. Age Group clubs to receive amount for registered competitive swimmers only. Amount for Competitive swimmers to be higher than Master and Summer Club swimmers due to the much higher registration fee that they pay. Swimmer registration numbers are based on the previous year's season ending statistics as at August 31.

New Clubs will be given a Map Grant in their first year of operation equal to that of the base club amount.



Ineligible Expenditures:

Expenditures within the following categories are ineligible:

1. Any construction, upgrading, maintenance or operating costs of facilities.
2. Expenditures for which other grant dollars have been used. Two different grants cannot be used to pay the same dollar expense, whether the grant comes from the Saskatchewan Lotteries Trust Fund or any other granting agency.
3. Head Coach wages; if club has athletes considered high-performance.
4. Out of Province Travel
5. Provincial or University CIS expenses
6. Cash prizes
7. Social Events (barbecues, lunches, etc.)
8. Alcoholic beverages
9. Research projects or feasibility studies
10. Any other expenses as deemed ineligible by the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation or Swim Sask.