

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

|                   |                      |                       |                    |
|-------------------|----------------------|-----------------------|--------------------|
| <b>Type:</b>      | Membership           | <b>Policy Number:</b> | M-1.1              |
| <b>Name:</b>      | New Club Affiliation | <b>Date Approved:</b> | May 29, 2010       |
| <b>Authority:</b> | Board of Directors   | <b>Date Revised:</b>  | 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;

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.