

CLUB MEMBERSHIP POLICY

Purpose

1. The purpose of this Policy is to describe how new Clubs can affiliate with Swim Nova Scotia and how existing member Clubs can renew their membership.

Clubs

2. Swim Nova Scotia has two categories of Clubs, as described in the By-laws:
 - a) Year-Round Club Member – An organized swimming club operating on an annual basis (September 1 – August 31) consisting of at least ten (10) registered Year-Round Swimmer Members
 - b) Summer Club Member – An organized swimming club operating during the Spring and Summer Seasons (June 1st – August 31) consisting of at least five (5) registered Summer Swimmer Members
 - c) Masters Club Member - An organized swimming club operating on an annual basis (September 1 – August 31) consisting of at least ten (10) registered Masters Swimmer Members that are 18 years of age or older
 - d) Varsity Club Member – A member of a Nova Scotia University Swim Team
3. Both categories of Clubs must register with Swim Nova Scotia, meet the requirements of this Policy, and agree to abide by Swim Nova Scotia's By-laws, policies, rules and regulations.

New Clubs

4. New Clubs will be accepted into membership with Swim Nova Scotia if they meet general principles for membership and submit an application package.

General Principles

5. Swim Nova Scotia expects all Clubs to respect the following general principles:
 - a) Demonstrate a commitment to support Athletes
 - b) Demonstrate a committed Athlete base, which is substantial in relation to the size of the club's community
 - c) Demonstrate a commitment to hosting swim meets, developing a base of qualified officials, and fully participating in the activities of the swim community
 - d) Offer minimal interference with operation of existing clubs and display evidence of cooperation in the allocation of facility time and other issues
 - e) Demonstrate evidence of long-term financial viability

Application Package

6. Applications for new Club membership must include:
 - a) Statement affirming that the Club will respect the general principles described above
 - b) Statement affirming that the Club will agree to abide by Swim Nova Scotia's By-laws, policies, rules and regulations
 - c) Club name and club code/abbreviation (names, codes, and abbreviations must not be similar to an existing Club in Canada and abbreviations can be no longer than 5 letters)
 - d) Proof of incorporation status
 - e) Type of Club (Year-Round, Masters or Summer)
 - f) Mission statement, purpose, and goals of the Club

- g) The Club's Directors and/or contact person(s)
- h) Name and location of the facility where the Club intends to operate and written confirmation of adequate pool time available for the Club
- i) Projected Athlete registration numbers
- j) Names, contact information, and NCCP numbers of at least one (1) coach
- k) Proposed By-laws
- l) Proposed policies and procedures

Year-Round & Masters Clubs

7. As part of the Club's application package, if it intends to operate as a Year-Round Club, it must submit proof of registration (or intent to register) for at least 10 swimmers. The Club must also submit proof of a program for coach recruitment/development and a plan to develop officials.

Summer Clubs

8. As part of the Club's application package, if it intends to operate as a Summer Club, it must submit proof of registration (or intent to register) for at least 5 swimmers. The Club must also submit proof of a program for coach recruitment/development and a plan to develop officials.

Varsity Clubs

9. Must be accepted by the Atlantic University Sport as a member in good standing

Admission

10. Existing Clubs in the nearby geographical area to the new Club will be advised of the new Club's application and may be invited to make a submission related to the application.
11. Swim Nova Scotia's Executive Director will review the application package and may request more information. The Board of Directors (or designate, including but not limited to the Executive Director) will have the sole discretion to determine whether the Club is admitted as a member of Swim Nova Scotia.
12. New Clubs admitted as members are required to pay membership dues within 10 days of admission.

Existing Clubs

13. Clubs that are members of Swim Nova Scotia must complete an annual Club Affiliation Questionnaire, submit documents, and pay membership dues by deadlines specified by the Board of Directors (or designate).
14. Per the By-laws, each Club's membership term expires on August 31st every year. Club that wish to renew their membership with Swim Nova Scotia must submit the required information and documents, and pay the membership fee, by this date. Extensions may be granted at the sole discretion of the Board.
15. Clubs must submit the following information:
 - a) Club Name
 - b) Type of Club (Year-Round, Masters or Summer)
 - c) Society incorporation number
 - d) Date of last AGM

- e) Date By-laws were last updated
- f) Date of fiscal year end
- g) Acknowledgement that the Club will agree to abide by Swim Nova Scotia's By-laws, policies, rules and regulations
- h) Contact person(s) for the Club (individual's name, position, email address, and phone number)

16. Clubs must submit the following documents:

- a) Minutes of last AGM
- b) By-laws
- c) Discipline and Complaints Policy
- d) Appeal Policy
- e) Code of Conduct (which must include a definition of hazing and conduct standards for Athletes, coaches, and parents/guardians)
- f) Screening Policy
- g) Photograph Policy
- h) Conflict of Interest Policy
- i) Confidentiality Policy
- j) Coaches Job Description(s) and template employment agreement(s) in use by the Club (specific executed agreements with individuals are not required)

17. Swim Nova Scotia's Executive Director will review the membership renewal package and may request more information. The Board of Directors (or designate) will have the sole discretion to determine whether the Club is renewed as a member of Swim Nova Scotia.

Dues

18. Membership dues for all Clubs shall be determined annually by the Board of Directors (or designate) and shall be payable upon the date and timelines established by the Board of Directors (or designate).

Reciprocation

19. Clubs must provide copies of discipline and appeal decisions involving Athletes, coaches, parents/guardians, and officials to Swim Nova Scotia. Swim Nova Scotia may distribute these decisions to other Clubs, other amateur swimming organizations, and/or to Swimming Canada.

20. Clubs must enforce and respect any disciplinary sanctions rendered by Swim Nova Scotia and Swimming Canada.

Rights and Benefits of Membership

21. Membership with Swim Nova Scotia brings specific rights and benefits to the Club and its registered members:

- a) The right for registered members to compete as registered swimmers at eligible sanctioned activities as per the National Registration Policy of Swimming Canada and Swim Nova Scotia sanctioned activities, unless the registered swimmer is barred from competition for any reason
- b) The opportunity to benefit from the administrative, technical and educational resources of Swim Nova Scotia
- c) General liability insurance, Sport Accident and Directors/Officers Liabilities (Non-profit) as

may be provided by Swim Nova Scotia

Resignation and Removal

22. Per the By-laws, a Club may resign from membership by delivering written notice of such resignation to Swim Nova Scotia. Resignation will take effect upon delivery. A Club may not resign if it is subject to disciplinary investigation or action.

23. Per the By-laws, a Club may be removed from membership by special resolution of the voting members at a meeting of the members provided that the Club has been given fourteen (14) days written notice of the meeting and the opportunity to be present and heard the meeting.