

NEW CLUB MEMBERSHIP POLICY

PURPOSE

ASSA is continually looking to increase membership and provide more opportunities for participation in competitive swimming. To further this goal, ASSA is open to affiliating with new clubs and developing swimming throughout the province of Alberta. This Policy will assist the Board of Directors and potential new club members with making decisions in the best interests of summer swimming in Alberta. In the event that this policy conflicts or contradicts the Bylaws of ASSA, Policies of Swim Alberta, the ASSA Bylaws and Swim Alberta Policies shall take precedence

NEW CLUB MEMBERSHIP CONSIDERATIONS

ASSA will consider affiliating with new clubs that display the following:

- a) A commitment to support Swimming Canada's Athlete Development Policy
- b) A committed athlete base, which is substantial in relation to the size of the club's community
- c) Evidence of developing and supporting athletes at all levels of swimming
- d) A commitment to hosting swim meets, developing qualified officials, and fully participating in the activities of the swimming community in the region
- e) Evidence of cooperation with the operation of existing clubs, in regards to the allocation of facility time, athlete transfers, officials and coaches, or other issues.
- f) Evidence of long-term financial viability

Club membership will only be granted to the principle operators stated on the club's initial application. Membership cannot be transferred to any other party without the written approval of ASSA's Board of Directors.

ASSA will only affiliate with new clubs that complete the appropriate application and submit the required information as described in the Administration Documentation section of this Policy.

ADMINISTRATIVE DOCUMENTATION

Applications for club membership must contain the following documentation:

- a) General club information includes:
 - i. Club name and requested abbreviation
 - ii. A mission statement, purpose, and goals of the club
 - iii. Name and address of the pools and facilities used by the club
- b) An outline of weekly training schedules supported, in writing, by the pool manager at the facility being used
- c) The names, addresses, and phone numbers of the athletes registering or registered with the club
- d) The names, addresses, phone numbers and positions in the club for each of the Board of Directors
- e) The names, addresses, phone numbers, work experience, and NCCP training of the coaches (coaches must meet the minimum certification standards established by the Swimming Canada and described in Swim Alberta's Screening Policy)
- f) An operating budget
- g) Proof of societal or incorporated status
- h) A copy of the Letter of Notification that was sent to all existing clubs in the community. The Letter of Notification must be sent to all local clubs (ASSA, Year Round, Masters) at the same time that the new club is working with the facility to access pool time, and must describe the new club's intention to apply for membership with ASSA
- i) All new club applicants must adhere to all Rules, Regulations, Policies and Bylaws of the ASSA and Swim Alberta

During the ASSA board meeting at which the new membership application is being considered, representatives of the new club (and/or representatives of clubs potentially affected by the new club's membership with ASSA) may make oral submissions to the ASSA Board related to the application for membership. Presentations are limited to 15 minutes per club.

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Club representatives who wish to make an oral submission to the ASSA Board related to the application for membership must notify the board of their intention to make a presentation at least fifteen (15) days in advance of the board meeting.

A decision to bring on a new club will be based on the best interest of competitive swimming in the community.

TIMELINES

The following timelines shall apply:

- a) The club membership application must be received sixty (60) days prior to the scheduled meeting of the ASSA Board of Directors at which the application is to be considered
- b) The applicant will be advised of the ASSA Board's decision, in writing, within thirty (30) days of the board meeting at which the application was considered
- c) Should the ASSA Board consider the application to be incomplete, it shall return the application to the applicant for re-submission at a subsequent board meeting
- d) Should the application be approved, the new club may begin operation with in the swim season, from 1 May to 31 August as a Member of ASSA (pursuant to the club's compliance with article three of the ASSA's Bylaws which involve the admission of members and membership dues)
- e) If accepted, the club will be granted a probationary membership. Probationary membership entails full fees as required by the ASSA and Swim Alberta. The ASSA Board of Directors shall appoint a member who will provide technical assistance and guidance to the probationary member.
- f) ASSA's Executive shall conduct a review of the new club's operations no less than twelve months (12) but no more than twenty-four (24) months following its approval. The Directors shall either extend full membership privileges or renew the probationary period for a further twelve months.
- g) If a new club, in its first two years of operation, ceases to adhere to its original application for membership or, for any reason, ceases to be a Member in Good Standing, the ASSA Board of Directors shall notify the club that its membership privileges are suspended and that it is no longer a Member in Good Standing.



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In Alberta, ASSA reserves the right to adjust the timelines and approval of the application so long as the application meets the minimum standards for membership as described in this Policy.

In the case of a new club applying from a community where there are currently no programs affiliated with ASSA, ASSA reserves the right to adjust the timelines and approval of the application so long as the application meets the minimum standards for membership as described in this Policy.

The ASSA shall notify the new club of its decision in writing no more than 30 days after the meeting of the decisions.

APPLICATIONS OTHER ORGANIZATIONS

Swim Alberta:

All perspective clubs submitting an application under this policy are subject to the Swim Alberta New Club Policy requirements. The ASSA will submit the application for additional approval of Swim Alberta Board once there has been an initial approval from the ASSA Board of Directors.

RIGHT OF WAIVER

ASSA reserves the right, in its sole discretion, to waive or modify any or all of the above criteria or steps of the procedure if it deems that waiving or making modifications to this Policy is in the best interests of swimming in the province of Alberta.