

**AFFILIATION OF A NEW CLUB POLICY AND PROCEDURE
2008 09 19**

Policy Support

This procedure will define how a club can become a member within the organization. The policy indicates that while no demographic license is given existing clubs, Swim Ontario's goal is to ensure that fragmentation in our clubs does not occur. As well Swim Ontario would like to ensure that the nature of the new club is such that it demonstrates support and compliance for existing policies and organizational direction.

Procedure

Responsibility for approval or denial of club affiliations and changes to club names and/or call letters rests with the Executive Committee of the Board of Directors of Swim Ontario, following consideration of the recommendation of the submitting Region and subject to ratification of the Board of Directors.

Policy Regulations

1. All applications for affiliation of a new Member Club or change to a current Club name and/or call letters shall be submitted simultaneously to the appropriate Regional Director and the Executive Director of Swim Ontario.
2. ***Application Period.*** Applications for affiliation of a new Club or changes to Club name and/or call letters shall only be received during the period March 1 – May 15, in any given calendar year.
3. ***Review Period.*** The Regional Director shall initiate a review of the application for affiliation of a new Member Club or name/call letter changes, upon receipt of same, according to the Procedure(s) stated below. The Regional Director shall make a recommendation to the Executive Committee no later than June 15.
4. ***Approval Period.*** The Executive Committee shall initiate a review of all Regional recommendations and arrive at a decision no later than July 15.
5. ***Commencement.*** All changes and commencement of new club operations, approved by the Executive shall take effect no sooner than August 15th of the same year.

Procedure for Affiliation of a New Member Club

- A. All applications for affiliation of a new club shall be submitted simultaneously to the appropriate Regional Director and the Senior Administrative Assistant of Swim Ontario. Applications for affiliation of a new Club or changes shall only be received during the period March 1 – May 15.

The application package shall include but not be restricted to the following documentation:

1. Completed "New Club Affiliation Form." This form includes, but is not limited to,
 - 1) Club Information
 - i. Club Name (proposed)
 - ii. Club Call Letters (proposed)
 - iii. Contact information for the Club
 - iv. Contact information for the Administrators.
 - 2) Coaching Information.
 - 3) Pool Facility Information.

2. Intent to affiliate and operate one Club only and in one Region only.
3. Proof of incorporation.
4. Sound operating practices
 - 1) By-Laws
 - 2) Policies and Procedures
 - 3) Other information (e.g. code of conduct for swimmers, parents, chaperones).
5. Sound business practices
 - 1) Business Plan
 - 2) Projected forecasts (swimmer, financial).
6. Qualified Coaching Staff (all must be Members of Swim Ontario)
 - 1) All coaches/support staff volunteer or employed/contracted to be working with Swim Ontario members, must complete a security clearance check. (These security clearance checks are subject to the evaluation of the Swim Ontario policy regarding Risk Management and the procedure of Police checks for Swim Ontario BOD & Staff).
 - 2) Head Coach certified at a minimum of Level 2* and with MED
 - 3) Assistant Coaches certified at a minimum of Skills Coach for coaching competitive registered swimmers and attending sanctioned competitions
 - 4) Assistant Coaches certified at a minimum of Swimming Teacher or "I Can Swim" for coaching non-competitive registered swimmers and not attending sanctioned competitions.
 - 5) Note that any coaches-in-training are excepted provided they are supervised by a qualified coach as referenced above in 6.2, 6.3 or 6.4.
7. Training and Development practices in adherence to the principles of Swim Ontario's and Swimming Natation Canada's Long Term Athlete Development Strategies.
8. Athlete and Programme Periodization/Development
 - 1) Annualized Training Plan
 - 2) Meet Schedule.
9. Primary Club Focus/Mandate/Target Market (may be included with business plan)
 - 1) Private swim school
 - 2) Competitive club
 - 3) Non-competitive club
 - 4) Affiliate of an educational institution (e.g. university)
 - 5) Recreational institution (e.g. YMCA).
10. Projected athlete registration numbers, including
 - 1) Ratio of actual new Swim Ontario Members to those transferring from other Clubs
 - 2) Forecasted Age Group breakdown
 - 3) Coach to swimmer ratio for each practice group.
11. Pool time schedules and contracts do not infringe on those of existing Member Clubs.
12. Preparedness to develop a base of qualified officials and to host competitions.
13. Proof of benefit to Swim Ontario and existing member club community.
14. Affiliation fee.

*The Region may recommend affiliation of a new Club with a Head Coach, who is Skills Coach qualified, but not Level 2, provided that the application presents an acceptable plan, complete with timeline (maximum of one year), to attain Level 2 certification.

Incomplete or insufficient applications may be returned to the applicant.

- B. Upon receipt of an application for affiliation, the Regional Director shall:
1. Initiate the Approval Procedure so as to arrive at a decision on or before June 15.
 2. Notify all Member Clubs in the Region and invite written responses.
 3. Obtain the advice of the Executive Director of Swim Ontario.
 4. At a subsequent meeting of the Region's Board, the Regional Director shall ensure the Board's consideration of the application.
 5. Interview (in person or by teleconference) the applicant, when deemed appropriate.
- C. The Regional Director shall inform both the applicant and Swim Ontario in writing, within 15 days of the Regional Board Meeting of the Regional Board's recommendation to approve or deny the affiliation request. Minutes of the meeting and the decision shall accompany the response and in the event of a recommendation to deny, the reason(s) therefore.
- D. The Executive Committee of the Board of Directors of Swim Ontario shall meet and validate the recommendation of the Region. Final approval or denial of an application may only be undertaken after the receipt of the Regions response. The Executive Committee's final response shall be communicated to all parties following ratification by the Board of Directors. Where the Executive Committee reverses a Region recommendation a copy of the meeting minutes shall be included in the response.

Probationary Membership

Newly approved clubs will be granted probationary status for a period of 12 months and be required to sign an agreement to abide by all of Swim Ontario's By-Laws, Policies and Procedures. At the end of the 12-month probationary period the Regional Director and the Executive Director of Swim Ontario, or their designates, shall conduct a review to ensure compliance with,

- Club submission
- Swim Ontario By-laws, Policies and Procedures
- Financial accountability and assurance the club is "in good standing"
- Any other aspect of membership consideration deemed appropriate

Both reviews shall be filed jointly or separately with the Executive Committee which has 15 days to affirm the recommendation. The reviews, with written consideration, may only recommend to the Executive that Swim Ontario:

1. Grant full Member Club standing
2. Extend probationary Club standing for another 12 months. This may be recommended only once.
3. Refuse Member Club standing.

Both the Swim Ontario and Regional reviews must agree upon the course of action. Inconsistent reviews will automatically extend probationary status for an additional 12 months.

A Regional recommendation to extend the probationary period or deny membership status must be forwarded, complete with a copy of any report to both the Applicant and Swim Ontario, by the Executive Committee by September 1.

Procedure for Change of Club Name and/or Call Letters

A. Change Criteria

1. Proposed changes must not infringe on the identity and operations of other Member Clubs.
2. Proposed new names and call letters must not duplicate those of other Member Clubs in the country.

3. Rationale for proposed change(s) must be clearly expressed.

B. Change Procedure

1. Clubs shall make application, including proposed change(s) and supporting rationale, simultaneously to the Regional Director and the Senior Administrative Assistant of Swim Ontario, a minimum of 30 days prior to consideration by the Region's Board of Directors.
2. Upon receipt of an application the same procedure, outlined above, for New Club Affiliation Applications will be undertaken.