

SWIM NATATION MANITOBA (SNM)

Determination of Eligible Candidates Policy

Approved April 8, 2013

Updated May 17, 2021

Introduction

- a) Candidates for election to the Board of Directors (Board) of SNM are qualified and skilled persons capable of, and committed to, providing effective leadership to SNM.
- b) The Executive Committee is responsible for promoting interest in nominations, and for recruiting qualified and skilled individuals as candidates for election to the Board.
- c) The Executive Committee is responsible for ensuring a full slate of candidates each year.

Purpose

This policy provides the authority for the selection of nominees for candidacy for election to the Board of SNM.

Eligibility

Individuals are determined eligible as candidates for election to the Board if they are:

- a) 18 years or older
- b) A resident of Manitoba as defined below:
 - (1) **“Resident”** means a person who is legally entitled to be in Canada, makes his or her principle residence in Manitoba, and is physically present in Manitoba for at least six months in a calendar year.
- c) Meet the “Qualifications and Core Competencies” in Schedule “A”.
- d) To satisfactorily complete the Screening Disclosure form Schedule “B”

Individuals are not eligible as candidates for election to the Board if they are an employee, or have an employment contract with SNM, Manitoba Swim Coaches Association, Manitoba Swim Officials Association, Masters Swimming Manitoba, or a Manitoba swim club.

Application

The application of this policy is the responsibility of the Executive Committee. The Executive Committee must ensure nominees are qualified and there is a full slate of candidates for election to the Board each year.

An appeal of a decision of the Executive Committee regarding the eligibility of a nominee may be brought under the SNM Appeals Policy.

Responsibility

Executive Committee

- a) Conduct an unbiased recruitment of skilled persons.
- b) Accept, review and present to the Annual Meeting, all nominations that satisfy the eligibility criteria. Information presented will include biographical information, affiliations and memberships, nominee's statement and contact information.

Executive Director

- a) Provide support to the Executive Committee in the preparation and distribution of notices, the recruitment of candidates and in the receipt of nominations.

Nominees Notified of Exclusion

- a) Are responsible for the initiation of any appeal of a decision regarding the eligibility of a nominee made by the Executive Committee.

References

Article 5, Sections 5.03, 5.04 and 5.05 of the Bylaws

Review and Approval

This policy was reviewed and approved by the Board on April 8, 2013 and shall be reviewed every two years by the Board.

Reviewed, and amended by board resolution May 17, 2021

Schedule “A”

Board of Directors shall be members of SNM, residents of Manitoba and of legal age.

Candidates shall be independent, meaning that once elected they may not hold any elected or employment position with a Class 1 or 2 member of SNM, nor hold any employment position with SNM, the Manitoba Swim Coaches Association, the Manitoba Swim Officials Association, or Masters Swimming Manitoba.

The Candidate, if elected, agrees to abide by the Board & Committee Code of Conduct.

In recruiting candidates, the Executive Committee will have regard to the regional and ability diversity of the membership of SNM, and will strive for gender balance.

Candidates will be recruited based upon their demonstrated ability to contribute significantly to the leadership of SNM.

The core competencies that ideally will be reflected in the Board are:

- a) Swimming background and knowledge as an athlete, coach, official, administrator or volunteer leader;
- b) Knowledge of strategic and business planning;
- c) Knowledge of human resources management;
- d) Knowledge of legal and risk management;
- e) Business and corporate experience, including expertise in financial management, law, and marketing;
- f) Demonstrated leadership skills in non-profit including revenue generation or other endeavours.
- g) Knowledge of policy development

Schedule B – Screening Disclosure Form

Name: _____
First Middle Last

Other Names you have used: _____

Current permanent address:

Street City Province Postal

Date of Birth: _____
Month/Day/Year

E-Mail: _____ Phone: _____

1. **Have you ever been convicted of a crime for which a pardon has not been granted?** Yes _____ No _____
If yes, please describe below for each conviction:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

2. **Are criminal charges or any other sanctions, including those from a sport body, governing 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: _____

Further Explanation: _____

3. Has any civil court made a finding, judgment or ruling against you, or have you entered into an out of court settlement relevant to acting as a director, the sport of swimming or any other sport? Yes _____ No _____ If yes, please describe each finding, judgment or ruling below:

Civil Court Finding: _____ Out of Court Settlement: _____

Type of Offense or Finding: _____

Year of Offense or Settlement: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

4. Have you ever been the subject of a decision of a court, tribunal or governing body that might reflect adversely on your profession or your position as a director? Yes _____ No _____ If yes, please describe below:

Type of Offense: _____

Year of Decision: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

5. Have you ever been dismissed from a position due to allegations of ethical or moral misconduct?

Yes _____ No _____ If yes, please describe below:

Name of applicable Organization: _____

Date of Dismissal: _____

Reason for Dismissal: _____

6. Have you ever been disciplined or sanctioned by an international sport body, by a sport governing body outside Canada, by Swimming Canada, or by any other body within Canada that governs the sport of swimming or any other sport?

Yes _____ No _____ If yes, please describe below:

Name of applicable Organization: _____

Date of Discipline or Sanction: _____

Reason for Discipline or Sanction: _____

7. Have you ever been disciplined or sanctioned by an independent body (sport body, private tribunal, governing body, government agency, etc.) for which a pardon has not been granted?

Yes _____ No _____ If yes, please describe below:

Name or Type of Offense: _____

Name and Independent Body: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

8. Have you ever been in the status or currently in the status of bankruptcy?

Yes _____ No _____ If yes, please describe below:

Further Explanation: _____

Attach additional page(s) as necessary.

Certification

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

I further certify that I will immediately inform Swim Manitoba 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: _____

Return completed form to:

Swim Manitoba Executive Committee
ATT: Executive Director swim.ed@sportmanitoba.ca