



## **Policy and Procedure for Approval of a New Member Club**

### **Article I. Application Process**

All applications for membership of a new club shall be submitted to the Executive Director of Swim Natation Manitoba (SNM). The application package shall include the following documents.

- 1) Completed Club Affiliation Form:
  - a) As found on page 21, of the SNM Policy and Procedures Manual. Click on “Registration Package” at the following link: <http://swimmanitoba.mb.ca/downloads.aspx>
- 2) Club Information:
  - a) Club Name (proposed)
  - b) Club Call Letters (proposed)
  - c) Contact information for the Club
  - d) Contact information for the Administrators.
- 3) Proof of Incorporation.
- 4) Sound Operating Practices:
  - a) By-Laws
  - b) Policies and Procedures
    - i) Code of Conduct (Harassment policy)
    - ii) Audit / AGM
    - iii) Financial Reporting (Accountability)
    - iv) Conflict of Interest
    - v) Appeal
    - vi) Complaints & Discipline
  - c) Other information (e.g. Code of Conduct for swimmers, parents, chaperones).
- 5) Qualified Coaching Staff:
  - a) All coaches coaching SNM members MUST be properly registered with SNM, Swimming Canada (SNC), and the Canadian Swim Coaches and Teachers Association (CSCTA).
  - b) The Head Coach - in compliance with the SNM/SNC Coach Registration Policy, must be registered within the context of the highest ability level of the athletes they intend to coach.

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- c) Assistant Coaches - must be trained at a minimum of Fundamentals Coach if coaching SNM competitive registered swimmers who attend sanctioned competitions.
  - d) Assistant Coaches - must be certified at a minimum of NCCP Swimming Teacher for coaching SNM competitive registered swimmers not attending sanctioned competitions.
  - e) Any coaches classified as “in-training” by SNM/SNC are accepted, provided they are supervised by a qualified coach as referenced above in items 5c, 5d, 5e.
- 6) A business plan:
- a) A document that provides the following:
    - i) A budget outlining:
      - (1) The ability to provide a financially stable environment for coaches and athletes.
      - (2) The applicant’s ability to meet monthly financial obligations.
    - ii) Projections for growth & development including:
      - (1) Pool time
      - (2) Programming
- 7) Training and Development plans:
- a) Practices in adherence to the principles of Swimming Natation Canada’s Long Term Athlete Development Strategies.
  - b) Athlete and Programme Development (athlete periodization for competitive clubs)
  - c) Annualized Training Plan (for competitive swim clubs)
  - d) Club Meet Schedule (for competitive swim clubs)
- 8) Primary Club Focus/Mandate/Target Market:
- a) private swim school
  - b) competitive club
  - c) affiliate of an educational institution (e.g. university, college, technical school )
  - d) Recreational institution (e.g. YMCA)
- 9) Projected athlete registration numbers, including :
- a) Projected ratio of actual new SNM members to those transferring from other Clubs.
  - b) Forecasted Age Group breakdown.
  - c) Coach to swimmer ratio for each practice group.
- 10) Proof of benefit to swimming and community.
- 11) Payment of SNM Club Affiliation fee.

## Article II. Evaluation and Approval Procedure

SNM, through the Sport Committee and any other experts deemed necessary by the Executive Director, will conduct a formal review within 30 days of receipt of all documents requested in Article I.

- 1) The review and evaluation will include:
  - a) A study to determine if new pool time and contracts infringe materially on schedules and or pool contracts of existing Member Clubs in the area.
    - i) Infringement will be determined by SNM staff in conjunction with submissions received by current members and partners.
  - b) A formal meeting/interview with the applicant to discuss the application in detail.
- 2) The Sport Committee, through the Executive Director, will then make a recommendation to the SNM Board of Directors on acceptance on a probationary basis.

### Key Responsibilities in this Section

Responsibility Action Application Club	Prepare all requested documentation and attend the formal interview/meeting as outlined in Article II, section 1c above.
Sport Committee & Exec Dir	Receive copy of the application and distribute Review in the necessary time period Set interview/meeting with applicant Provide recommendation to the SNM Board
Board of Directors	Review the Sport Committee recommendation in the necessary time period Make a decision on acceptance.

## Article III. Acceptance and Probationary Period

- 1) 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 SNM's By-Laws, Policies, Procedures and Codes of Conduct.
- 2) If at any time during the probationary period the club is found not to be in compliance with SNM Bylaws, Policy or Procedures the club will be immediately suspended from competition, pending a review by the Sport Committee
  - a) The Club will be given a reasonable amount of time as determined by the Executive Director to correct the infractions to regain "active competitive status"

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- 3) At the end of the probationary period, the Executive Director of SNM, and separately, the Sport Committee and any other experts deemed necessary by the Executive Director, will each conduct a review to ensure:
  - a) Compliance with documentation submitted in the New Club Application as detailed in Article I
  - b) Compliance with SNM's Bylaws, Policies and Procedures.
  - c) That the club is in "good standing" with relation to both financial and other (i.e. reporting) obligations to SNM.
  - d) Any other aspect of membership deemed appropriate by the SNM Board of Directors.
- 4) The results of this review will be shared with the SNM Board of Directors along with a recommendation on membership.
  - a) The Executive Director and separately the Sport Committee, must provide a written recommendation for one of the following to the SNM Board:
    1. Grant full Member Club standing
    2. Extend Probationary Club standing for another 12 months
    3. Refuse Member Club standing.
      - i. In this case, the impacted club may appeal the decision in writing to SNM in accordance with the appeals policy.
      - ii. During the appeal period, the club's right to compete and run programming will be withdrawn.
- 5) The SNM Board has 30 days to affirm the recommendation.

**Key Responsibilities in this Section**

Responsibility Action Application Club	Prepare any additional documentation as requested by SNM.
Sport Committee & Exec Dir	Conduct a review of the probationary club in the necessary time period and provide a recommendation to the SNM Board
Board of Directors	Review the Sport Committee & ED recommendations in the necessary time period and make a decision on affirmation.