



## Club Policy

**Section:** Swim BC Sport Development Policies      **Date of Approval:** January 22, 2025  
**Approved by:** Board of Directors      **Next Review:** January, 2027

### Policy Statement

Swim BC requires any individual or group of individuals seeking to attain Class “A” membership to complete an application process as determined by the Swim BC Board of Directors. When Class “A” membership status is approved, such members are required to maintain annual membership with Swim BC based on an accountability framework and adhere to rules designed to promote suitable standards of operations, risk management and fiduciary responsibility.

### Policy Purpose

The purpose of this policy is to promote a culture of respect and collaboration across all members while maintaining and strengthening the broader infrastructure of club membership within Swim BC.

### Application of this Policy

1. Swim BC Registered Class A Members are Clubs whose primary application for membership has been approved by the Swim BC Board of Directors and whose membership is required to be confirmed by registration with Swim BC on an annual basis. A registered Club of Swim BC is responsible for organizing and administering swimmer development, club volunteer development, official’s development, and other areas of activity within the facility(s) determined through the procedures described in this policy. Where applicable, a club is also responsible for the conduct of Swim BC and Swimming Canada programs and competitions.
2. MSABC is a Class B Member (Special Interest Association) of Swim BC. Registered Masters Only clubs are constituents of MSABC requiring registration with Swim BC to ensure adherence to membership requirements as described in this policy.

### Definitions

3. The following terms have these meanings in this Policy:
  - a) “Club” – any Age Group, Varsity or Masters group of persons associated for the purpose of swimming, and registered with Swim BC.
  - b) “MSABC” – The Masters Swimming Association of British Columbia
  - c) “Fiscal year” – Swim BC fiscal year is April 1 to March 31.
  - d) “Team” – any Varsity swimming program as described in this policy.

### New Club Application Process

4. Individuals seeking to acquire Club status with Swim BC must provide to the Executive Director an application document before April 1 of the prior competitive season in which the club wishes to begin operation.
5. The following criteria must be presented to Swim BC as an application document;
  - a) The facility(s) (name, address) in which the club will be practising and hosting competition;
  - b) A comprehensive weekly schedule of pool time available to the club, as verified by the facility named in (a) above;
  - c) Representation of the geographic residential location(s) of the majority of the athletes initially expected to register with the club (e.g. neighbourhood and or community maps; school district catchment, regional district boundaries)
  - d) Overview of the clubs programming, showing:
    - i. alignment to the Swimming Canada Long Term Athlete Development Program;
    - ii. proposed training hours / days by swimmer level;



- iii. proposed annual competition planning including club hosted competitions;
- iv. proposed financial plan including a proposed annual budget;
- v. coaching roles and responsibilities including initial coaching structure and hiring strategy;
- vi. officiating capacity planning and leadership.
- e) Proposed governance structure including draft bylaws; Board of Directors composition; proposed Club committee structure and outline of proposed club policies.
- f) BC Government Societies Online "name request reservation number", OR copy of BC Registry Services business "name request application".
- g) Provision of a \$500.00 performance bond.

### **Annual Club Registration**

- 6. Clubs must meet and complete the registration requirements as described and published annually in the Swim BC Registration Manual.
- 7. Clubs with accounts in arrears to Swim BC will not be permitted to register until all Swim BC accounts are balanced. These accounts include, but are not limited to, annual club registration fees, outstanding meet sanction fees, Provincial Team fees, Swim BC program participant fees, membership registration fees, officiating supplies, or any other monies payable to Swim BC.
- 8. Clubs not duly registered are not considered to be a member in good standing and are therefore not permitted to register swimmers, coaches, or officials with Swim BC.
- 9. A Club may not retain membership with Swim BC without conducting a regular swimming training program, or where they have no registered swimmers, accredited coaches, or officials.
- 10. Club registration expires annually on August 31.

### **Club Facility Declaration**

- 11. The declared facility(s) of a registered club will be used to determine the prioritization of facility use, and to permit an existing club fair control over the competitive swimming access to a declared facility(s). Any new club application made to Swim BC will be screened to assess facility conflict, if any, with an existing member club as per the Club Facility Declaration procedure (Appendix "A"). Where a conflict is identified by a current registered Club, Swim BC will investigate the efforts of the Club to utilize available pool space or training time, and at Swim BC's sole discretion, determine whether a new club applicant may suitably co-exist with a proposed new club. Swim BC will assess pool time based on reasonable and sustainable training hours, frequency of training time as it correlates to swimmer development, and other such measures that suitably describe the needs of a Swim BC club.
- 12. Where a current registered Swim BC club seeks to access pool time in a facility declared by another Swim BC registered club, the club seeking pool time must receive, in writing, approval to proceed by the existing registered club. An existing club in a declared facility may not rightfully withhold approval if substantial time is available to permit a club to function. Where a club has a history of facility access a club may not rightfully withhold approval.
- 13. Resolution of all facility declaration issues must first be attempted at the club level. Where no resolution is available, clubs may request Swim BC review as per the *Swim BC Dispute Resolution Policy*.

### **Masters Swimming**

- 14. Master's Only clubs are required to register as a Master category club with Swim BC to receive member benefits and to permit Swim BC to ensure the administrative compliance and minimum requirements, as described in this policy, are adhered to. Master's club registration fees are set out in the Swim BC Registration Manual. All Master's clubs must be authorized by MSABC prior to Swim BC registration.



### **Varsity Team / Varsity Club**

15. A Varsity Team is a Varsity program as per Swimming Canada registration rules and must be recognized by an accredited regulatory scholastic sport governing body (U Sport or NCAA). A Varsity Team operates September 1 - April 30. A Varsity Team must register with Swim BC and must pay such fees as described in the Swim BC Registration Manual. Once registered, a Varsity Team is a voting member of Swim BC.
16. A Varsity Club is a Varsity program wishing to operate in a year-round environment and whose members are scholastically eligible to attend the related post-secondary institution. A Varsity Club may also be recognized as a Varsity Team. A Varsity Club registers with Swim BC and must pay the Club Registration fee as described in the Swim BC Registration Manual; the policy compliance of Club registration as described in this policy are amended for Varsity Clubs. Once registered, a Varsity Club is a voting member of Swim BC.
17. Where a Varsity Team is also registered as a Varsity Club, the entity utilizes a singular club code and carries only one vote as a member of Swim BC. Further, where a Varsity Club also is registered as a Varsity Team, only the Varsity Club fee is paid to Swim BC.

### **Rights and benefits of Swim BC membership**

18. Club membership with Swim BC brings specific rights and benefits to the Club and its members. These benefits include, but are not limited to:
  - a) The right for registered members to compete as registered swimmers, when qualified, at all Swim BC and Swimming Canada sanctioned meets;
  - b) The opportunity to benefit from the governance, administration, technical and educational resources of Swim BC;
  - c) The benefit of commercial general liability insurance; Directors and Officers Liability insurance; Accidental Death and Dismemberment insurance; and Emergency out of province medical expenses insurance.

### **Withdrawal or Termination of Membership**

19. Any Club that wishes to withdraw from Swim BC membership must give notice in writing to the Swim BC Executive Director.
20. Any Club may be sanctioned, suspended or expelled from Swim BC in accordance with Swim BC bylaws, and those policies and procedures relating to the discipline of Members;
21. Failure to pay membership fees or any other fees owed to Swim BC may result in suspension of the Club, loss of rights and benefits of membership, and deemed not in good standing. All outstanding fees and monies owed to Swim BC from previous membership years must be paid prior to membership renewal.
22. A Club may not withdraw from Swim BC membership when that Club is subject to disciplinary investigation action by Swim BC.

### **Minimum Requirements**

23. Club members must comply with the following minimum requirements to maintain membership in good standing with Swim BC:

#### *General Membership Requirements*

- a) Annually appoint an individual to act as the point of contact between Swim BC and the Club;
- b) Complete the Swim BC Club Registration procedure;
- c) Provide all required information and documentation as requested / required by Swim BC;
- d) Provide Swim BC with updated contact information (club address, telephone numbers, email addresses) of the Club including a complete list of Directors (Officers) & Head Coach



#### *Registration of Members*

- a) Annually register with Swim BC all participants and swimmers, coaches, and officials affiliated with the Club in accordance with Swimming Canada's National Registration Policy, Swim BC's related registration policies and as represented on the Swimming Canada online registration system.
- b) Clubs must ensure all swimmers are registered within two (2) weeks of commencing swimming activities.

#### *Compliance with Policies and Bylaws*

- a) Agree and adhere to all Swim BC's governing documents, policies, and procedures, including but not limited to:
  - i. Swim BC bylaws
  - ii. Swim BC policies
  - iii. Swimming Canada National Registration Policy and Procedures
  - iv. Competition sanctioning policies
- b) Agree to cooperate fully with Swim BC in matters of investigations, complaints, discipline, appeals and other issues as determined by Swim BC.

#### *Change of Status*

- a) Any change to the 'corporate' status of a Club must be reported to Swim BC. Swim BC has the sole authority and discretion to request a Club re-apply for membership throughout this policy if the change is deemed to be significant by Swim BC, in its sole discretion. Significant change includes but is not limited to: Purpose of the Club; Government of BC (corporate or society) Registered status of the Club; Change of Name.



## Appendix "A"

### Club Facility Declaration Form

As a duly registered member club of Swim BC, the \_\_\_\_\_ (enter legal name of member club) declares the following facilities to be training and/or competition venues. We understand where duplicate facility declarations between clubs exist, Swim BC may initiate an investigation to determine the primary occupant, and whether there is mutual consent to share a facility. Where multi-use facilities exist at the inception of this policy, the use by two or more existing member clubs will not elicit an investigation. Pool management may be consulted to verify facility utilization.

#### Facility 1:

Name of Facility: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Current Lane hours / week (avg): \_\_\_\_\_

#### Facility 2:

Name of Facility: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Current Lane hours / week (avg): \_\_\_\_\_

#### Facility 3:

Name of Facility: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Current Lane hours / week (avg): \_\_\_\_\_

#### Facility 4: (if more than 4 facilities, please add an addendum)

Name of Facility: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Current Lane hours / week (avg): \_\_\_\_\_

\_\_\_\_\_  
Club Head Coach signature

\_\_\_\_\_  
Club President signature