SECTION	**MEMBERSHIP – NEW CLUBS**	**PROCEDURE #**	M-001-09
RESPONSIBILITY	**EXECUTIVE DIRECTOR**		
SUBJECT	**AFFILIATION OF A NEW CLUB**	**EFFECTIVE**	Jan 2015
AUTHORIZED BY	Board of Directors	**REVISED**	March 2016

Policy Support

A Swim Ontario goal is to promote competitive swimming in the province. Swim Ontario would like to ensure that member clubs are continuing Swim Ontario best practices and compliance standards on an annual basis. New clubs seeking entry into Swim Ontario must demonstrate a net benefit to the organization. New clubs must adhere and comply to Swim Ontario minimum standards of expectations through Swim Ontario's bylaws, policies and procedures.

Procedure

In accordance with SO Bylaw Article II Membership Section 2.03 Admission of Members, the Board of Directors extends the authority for managing the process of new club admissions and the power to grant membership, to the New Club Application Review Panel. The membership of the panel will be defined and approved by the Board of Directors.

Any issue arising herein is governed by the Complaint and Appeals procedure (O-002-005).

The New Club Application Review Panel may request and receive input and consideration from any impacted clubs into which the geographic area a new club will be located and where it may be granted permission to operate.

The New Club Application Review Panel may share

- Club name
- Pool and permit information
- Coaching information
- Any other information as deemed necessary

Regulations

1. All applications for affiliation of a new member club must submit a non-refundable $750.00 fee.
2. All applications for affiliation of a new Member Club must be submitted to the offices of Swim Ontario.

If accepted, the new club will adhere to the affiliation procedure in September and submit all forms and required documents including applicable fees.

Application Period

- Applications must be submitted between March 1 and the last business day in March at 12:00pm.
- Applications for affiliation of a new Club will follow a cycle within which a review, approval and commencement will occur. The process will only begin with the receipt of application materials.
- The review process will only take place once each year beginning April 1.
- Only complete submissions will be reviewed.

Review Period

The New Club Application Review Panel will undertake a review of the application focusing specifically on but not limited to:

a. Club name and call letters
    i. Swim Ontario and the applicant have the responsibility to ensure that their club name and call letter submission is not in conflict with any existing Canadian club. Swim Ontario staff can assist in this preliminary research.
    ii. Coaching accreditation and swimmer coverage
b. Expectation of minimum standards as defined by Swim Ontario
    i. Formal review from CSCTA and SO staff and other professional organizations (if required)
    ii. Submission of Vulnerable Sector Security Checks for all Coaches
    iii. Pool time contracts and comparative measured impact on surrounding clubs
c. Review for net benefit to Swim Ontario
    i. Zero impact is ideal but if there is encroachment, it must be measured and not be to the material detriment of existing clubs. This includes but is not limited to,
        1. Permit applications should not cause adversity with existing clubs. New pools and new pool times are ideal.
        2. The introduction of new swimmers is preferred to transferring current swimmers.
        3. Sport integration and congruence. Letters of support from surrounding member clubs demonstrating awareness of the application and recognition of integration is preferred
d. Sound Business practices
    i. The new club must be able to demonstrate sound business fundamentals lasting beyond the first year of operation.

Understanding each element above is the responsibility of the applicant. This review process is subject to submitted documents only.

Decision of the New Club Application Review Panel for approved new clubs will be communicated to the Swim Ontario Community. Clubs not approved for admission will be contacted individually. Communication will occur within 60 days of application unless extended with the agreement of the applicant.

Guiding the Content of Submission of a Proposed New Member Club

All submissions for application of a new club shall be submitted to the Executive Director of Swim Ontario. The application package shall include but not be restricted to the following documentation:

Section A - **Club Information**

Complete "New Club Application Form." This form includes, but is not limited to,

i. Club Name (proposed)
ii. Club Call Letters (proposed)
iii. Contact information for the Club (as per minimum club requirements)
iv. Contact information for the Club Board Members.
v. Incorporation Number and documents
vi. Region of Operation
vii. Business Plan – to include focus/mandate/target market
viii. Club By-Laws
ix. Club Policies and Procedures
x. Club Code of Conduct for members
xi. Projected financial forecasts
xii. Other Club Operation documents

Section B – **Coach Information**

1) Head Coach and all assistant coaches name, contact information, NCCP #, Certification
2) All coaches volunteer or employed/contracted to be working with Swim Ontario members must comply with the Swim Ontario screening procedure for coaches.
3) All Coaches submitted must be trained or certified at a minimum organization requirement as per SO procedures for coaches.
   i. Head Coaches be certified at a minimum of level 2 with "Making Ethical Decisions" (MED) module.
   ii. Assistant Coaches be certified at a minimum of Fundamentals Coach for coaching competitive registered swimmers and attending sanctioned competitions
   iii. Assistant Coaches be certified at a minimum of Swimming Teacher or "I Can Swim" for coaching non-competitive registered swimmers and not attending sanctioned competitions.

Section C – **Program Information**

Police Reference Checks will be required for key personnel as indicated in the Swim Ontario screening procedure for Club Personnel. Documents detailing Athlete Program (projected forecast, Age Group breakdown, Coach to swimmer ration for practices)

- Annualized Training Plan
- Competition Schedule
- Ratio of new swimmers/transferring swimmers

Section D – **Pool Facility Information**

Pool locations, contact information, including pool contracts (please note that no non-contracted times ie. Open lane swims will be accepted) and a pool depth certificate shall be provided for each pool to be used. Pool time and contracts should not infringe materially on existing Member Clubs.

Section E – **Officials**

Name and contact information for Officials Chair. Plan to develop a base of qualified officials and to host competitions.ie. Timelines, dates, projected number of officials

Section F - **Application fee** - Non Refundable

Note: **INCOMPLETE APPLICATIONS WILL BE DENIED**

Probationary Membership

Newly approved clubs will be granted probationary status for a minimum period of 12 months and be required to sign an agreement to abide by all of Swim Ontario's By-Laws, Policies, Procedures and Codes of Conduct.

If at any time during the probationary period the club is found not to be in compliance with Swim Ontario bylaws, policy or procedure the club may be immediately suspended by the Swim Ontario staff under the authority of the Executive Director.

At any time during the probationary period and at the end of the probationary period the Executive Director of Swim Ontario, or designates, will 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

The Executive Director may:

1. Grant full Member Club standing
2. Extend probationary Club status.
3. Refuse full Member Club standing.

Probationary status review will take place by August 31st of every year.

Responsibility	***Action***
Application Club	Prepare all required documentation and non-refundable fee and submit by the deadline
Staff	Review Submission Search for name/call letter infringement New Club Application Review Panel provides decision If approved, submission of necessary information to place club within Swimming Canada Registration System
Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.	