



3.3 NEW CLUB AFFILIATION POLICY

Purpose of Policy

MSABC encourages the development and access to recreational and competitive swimming opportunities for adult swimmers in British Columbia, and invites applications for affiliation to MSABC from any adult (18+ years of age) swim clubs or groups that operate within the province.

MSABC will consider all applications for the creation of new clubs according to the principles and conditions as set out in this policy.

Policy

1. General Principles

a. Application criteria for new club affiliation with MSABC are:

- i. Demonstrate a commitment to the development of adult swimmers, of all ability levels, who are in the 'Active for Life' phase described in the SNC Long-term Athlete Development Strategy.
- ii. Demonstrate a commitment to the values of MSABC and MSC:
 1. Fun, Friendship & Fitness For Life (MSABC)
 2. Fun and Friendship, Health and Wellness, and Participation and Achievement (MSC)
- iii. Demonstrate a commitment to remain a club in good standing with MSABC, MSC, Swim BC, and Swimming Canada.
- iv. Demonstrate a willingness to offer support to the Masters swimming community by hosting swim meets, developing a base of qualified officials, or in some other way contributing to the Masters swimming community in British Columbia.
- v. Demonstrate evidence of co-operation and offer minimal interference with the operation of existing clubs and/or other community groups in the setup and operation of the new club.
- vi. Demonstrate evidence of a plan for long-term financial viability.
- vii. Demonstrate a willingness to enact a governance and operational framework that is appropriate for the proposed club. The preference, especially for larger clubs, would be to seek societal or incorporated status under the BC Society Act, however MSABC also recognizes alternative frameworks may be appropriate and/or required in order ensure long-term viability of the proposed club, such as operating in collaboration with or under the management of other community groups or community centers.



2. Administrative Requirements

- a. Application for affiliation with MSABC must include the following documentation:
 - i. General Club Information – to be submitted using the MSABC affiliation application form, which can be found on the MSABC website.
 1. Proposed club name and abbreviation/code
 2. Mission Statement
 3. Name and address of pool(s) utilized by the proposed club
 4. Description of governance and operational structure
 5. Proposed annual operating budget, if applicable
 - ii. Personal Information – to be submitted through the established routine registration process
 1. Names, addresses, phone numbers, and email addresses of all individual registered members of the proposed club.
 2. Names, addresses, phone numbers, email addresses, and positions held for all members of proposed club's Board of Directors, if applicable.
 3. Names, addresses, phone numbers, email addresses, work experience, and NCCP certification levels achieved or in-progress for all coaches of the proposed club.

3. Timelines

- a. Applications for affiliation with MSABC must be received no less than 30 days prior to the scheduled meeting of the MSABC Board of Directors at which the application is to be considered.
- b. The applicant will be advised of the decision of the MSABC Board of Directors, in writing, within 15 days of the board meeting at which the application was considered.
- c. Applications considered incomplete by the MSABC Board of Directors will be returned to the applicant for completion and re-submission.
- d. Once the MSABC Board of Directors approves an application for affiliation, the new club may begin operations immediately.

4. Other Submissions

- a. Representatives of a proposed new club, and other existing clubs or community groups that may be affected by the MSABC Board's decision to approve an application, may make written or in-person submissions to the Board in support of, or in opposition to, an application that is being considered.
- b. The MSABC Board reserves the right to limit the amount of time permitted for each group to deliver in-person submissions, as long as each represented club or community group is afforded equal time.



- c. Requests for time to make in-person submissions must be made to MSABC at least 14 days prior to the meeting at which an application is to be considered. Written submissions must be received by MSABC at least 7 days prior to the meeting at which an application is to be considered.

5. Right of Waiver

The MSABC Board of Directors reserves the right, in its sole discretion, to waive, expand, or modify any of the above criteria or timelines, if it deems it appropriate and in the best interest of Masters swimming within the province of British Columbia.

Applicants will be notified, in writing, of any such changes, and will be provided with a revised list of criteria and timeline for compliance.

Review of this policy

This policy shall be reviewed by the MSABC Board of Directors as required.

Adopted and in effect – 03-February-2018

Last reviewed – 12-January-2019