

SWIM NOVA SCOTIA CLUB AFFILIATION POLICY

Definitions

1. These terms shall have these meanings in this policy:
 - a) “*Member*”- All categories of membership defined in the SNS Bylaws, as well as all individuals engaged in activities with SNS, including but not limited to, directors, officers, committee members, coaches, officials, volunteers, and administrators.
 - b) “*SNS*” – Swim Nova Scotia
 - c) “*SNC*”- Swimming/Natation Canada

Purpose

2. The purpose of this policy is to describe the concept of Club Affiliation in SNS.

Swim Nova Scotia welcomes new clubs committed to increasing membership, accessibility and participation in year round swimming. Our goal is to maximize the profile of swimming through well-run clubs with high quality coaching.

Groups requesting affiliation with SNS must adhere to specific criteria. Our process is structured to ensure new clubs understand and support the policies, procedures, programs and goals of SNS and SNC.

General Principles

SNS will consider new club affiliations, which meet the following:

- a) Demonstrate a commitment to support the SNC Athlete Development Policy.
- b) Demonstrate a committed athlete base, which is substantial in relation to the size of the club’s community.

And are committed to the following:

- c) Demonstrate a commitment to hosting swim meets, developing a base of qualified officials and to fully participate in the activities of the swim community.
- d) Offer minimal interference with operation of existing clubs, displaying evidence of co-operation in the allocation of facility time and other issues.
- e) Demonstrate evidence of long-term financial viability.

Procedure for Affiliation of a New Club

Clubs seeking membership in SNS must submit in writing an application to the Executive Director of SNS.

The application shall include the following:

- I.
 - a) Proposed club name.
 - b) Proposed new club abbreviation/club code. Club code cannot be more than five letters and cannot be the same as an existing club in the Country.
 - c) Type of Club (Year Round, Summer, Masters, Varsity)
 - d) Mission Statement, purpose and goals of the Club
 - e) Name of the main contact person for the Club and his/her contact information.
 - f) Name of facility where the proposed club intends to train.
 - g) Proof of societal or incorporated status

II.

- a) Projected total athlete registration
- b) Name, contact information, NCCP Certification level of the Coaches (both paid and volunteer)

III.

- a) Club By-Laws
- b) Club Policies & Procedures

IV.

- a) Payment of SNS Club Affiliation Fees

Admission of Clubs

3.

- i. All Clubs applying for Year Round affiliation must meet the following criteria:

- a) The program must operate on a full-season, competitive and developmental basis
- b) A minimum of 10 swimmers is required
- c) Written confirmation of sufficient pool time from an adequate facility is required
- d) All Coaches must have a minimum NCCP swimming certification as determined by SNS.
- e) The applicant must have a proposed Officials program and contribute to meets sanctioned by SNS.

- ii. All Clubs applying for Masters or Summer affiliation must meet the following criteria:

- a) A minimum of 5 swimmers is required
- b) Written confirmation of sufficient pool time from an adequate facility is required
- c) All Coaches must have a minimum NCCP swimming certification as determined by SNS.

The Executive Director of SNS will provide the initial review of the application and determine if more information is required.

Clubs in the vicinity will be advised of the application in order that they may assess the impact on their resources. They may have an opportunity to provide input to SNS on the proposal.

The Executive Director of SNS shall make a recommendation for consideration by the Board of Directors of SNS. Any decision of the Board of Directors shall be communicated to the applicant Club via the Executive Director of SNS. A decision to accept or reject the application shall be communicated to the other clubs in the community.

After approval by the Board, the Club is subjected to adhere to the SNS Membership policy.