

PROCEDURE MANUAL

RESPONSIBILITY	EXECUTIVE DIRECTOR	
SUBJECT	AFFILIATION OF A NEW CLUB	EFFECTIVE
AUTHORIZED BY	Board of Directors	REVISED

Policy Support

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

Procedure

Authority for managing the process of new club admissions is assigned to the Executive Director of SwimPEI.

Authority for approving a new club admission is the responsibility of the Board of Directors.

Any issue arising herein is governed by the Complaint and Appeals procedure.

The Executive Director 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.

Regulations

1. All applications for affiliation of a new member club must submit a non-refundable \$250.00 fee.
2. All applications for affiliation of a new Member Club must be submitted to the Executive Director of SwimPEI

Note:

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 by August 1st.
- 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 prior to August 31st.
- Only complete submissions will be reviewed.

Review Period

The Executive Director will undertake a review of the application focusing specifically on but not limited to:

- a. Club name and call letters
 - i. SwimPEI 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.
 - ii. Coaching accreditation and swimmer coverage
- b. Expectation of minimum standards as defined by SwimPEI
 - i. Formal review from CSCTA 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. Zero impact is ideal but if there is encroachment, it must be measured and not be to the material detriment of existing clubs.
- d. Introduction of new swimmers to SwimPEI
 - i. The transfer of swimmers from an existing SwimPEI club to a new club is not recommended however it should be included in the new club census as a separate statistic
- e. 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 Board for approved new clubs will be communicated to the SwimPEI Community via the SwimPEI website . Clubs not approved for admission will be contacted individually.

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 SwimPEI. 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 SwimPEI members must comply with the SwimPEI screening procedure for coaches.
- 3) All Coaches submitted must be trained or certified at a minimum organization requirements
 - 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 .

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 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 F - Application fee of \$250 - 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 SwimPEI'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 SwimPEI bylaws, policy or procedure the club may be immediately suspended.

At any time during the probationary period and at the end of the probationary period the Executive Director of SwimPEI will conduct a review to ensure compliance with,

- Club submission
- SwimPEI By-laws, Policies and Procedures
- Financial accountability and assurance the club is "in good standing"
- Any other aspect of membership consideration deemed appropriate

After the review, The Board 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.

<i>Responsibility</i>	<i>Action</i>
Application Club	Prepare all required documentation and non-refundable fee and submit by the deadline
Staff	Review Submission Search for name/call letter infringement Executive Director 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 SwimPEI staff for any assistance or additional information.	

NEW CLUB APPLICATION FORM
(INCOMPLETE APPLICATIONS WILL BE DENIED)

Section A - Club Information

Club Name _____ Call Letters _____
(Name and call letters must not be in conflict with existing clubs)

Club Address _____

City _____ Postal Code _____

Club Phone _____ Club Fax _____

Club Email _____ Club Web Site _____

Incorporation # _____ Region of Operation _____

The following must be included with application:

- Business Plan (focus/mandate/target market)
- Club By-Laws
- Club Policies & Procedures
- Club Code of Conduct for members
- Projected forecasts – financial
- Incorporation Documents
- Other Club Operation documents

Submitted

Reviewed by SwimPEI

President Name _____ Email _____

Address _____

City _____ Postal Code _____

Res. Phone _____ Bus. Phone _____

Please list all Club Board Members (Attach separate list for additional Board Members)

Name _____ Position _____

Email _____ Phone # _____

Name _____ Position _____

Email _____ Phone # _____

Name _____ Position _____

Email _____ Phone # _____

Name _____ Position _____

Email _____ Phone # _____

Section B - Coach Information

Head Coach Name _____ Vulnerable Sector Search (VSS)
(Attach documents)

If previous name different from above (ie. Maiden) _____

NCCP # _____ Certification Level _____

Address _____ Email _____

City _____ Postal Code _____

Res. Phone _____ Bus. Phone _____

Please list all Coaches (Attach separate sheet for additional coaches)

Name _____ Vulnerable Sector Search (VSS)
(Attach documents)

NCCP # _____ Certification Level _____

Address _____ Email _____

City _____ Postal Code _____

Res. Phone _____ Bus. Phone _____

Name _____ Vulnerable Sector Search (VSS)
(Attach documents)

NCCP # _____ Certification Level _____

Address _____ Email _____

City _____ Postal Code _____

Res. Phone _____ Bus. Phone _____

Name _____ Vulnerable Sector Search (VSS)
(Attach documents)

NCCP # _____ Certification Level _____

Address _____ Email _____

City _____ Postal Code _____

Res. Phone _____ Bus. Phone _____

Section C - Program Information

Please attach the following:

- | | Submitted | Reviewed by SwimPEI |
|--|--------------------------|--------------------------|
| • Athlete Program
(projected forecast, Age Group breakdown, Coach to swimmer ratio for practice) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Annualized Training Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| • Competition Schedule | <input type="checkbox"/> | <input type="checkbox"/> |
| • Ratio of new swimmers/
Transferring swimmers | <input type="checkbox"/> | <input type="checkbox"/> |

Please be sure to attach all documents as needed.

Section D - Pool Facility Information

(Please attach list of any additional pool)

SwimPEI must have a completed Pool Depth Certificate for each pool used.

Pool _____

Pool Depth Certificate
(confirm there is a certificate on file at SwimPEI)

Pool Rental Contract
(attach)

Facility Contact Person _____

Address _____ Phone # _____

Pool _____

Pool Depth Certificate
(confirm there is a certificate on file at SwimPEI)

Pool Rental Contract
(attach)

Facility Contact Person _____ Email _____

Address _____ Phone # _____

Pool _____

Pool Depth Certificate
(confirm there is a certificate on file at SwimPEI)

Pool Rental Contract
(attach)

Facility Contact Person _____ Email _____

Address _____ Phone # _____

Pool _____

Pool Depth Certificate
(confirm there is a certificate on file at SwimPEI)

Pool Rental Contract
(attach)

Facility Contact Person _____ Email _____

Address _____ Phone # _____

Section E - Agreement

We agree to abide by the By-Laws of SwimPEI (SNC) and the policies, rules and regulations of SwimPEI. The club executive understands fully the implications of being a member club of SwimPEI.

Date _____

Name of club representative _____

Position _____

Signature _____

Office Use only:

Date Rec'd _____

Application fee \$250.00 Non-refundable Rec'd _____