



Swimming New Brunswick
General club membership policy
And
New club affiliation policy

Preamble

1. Swimming New Brunswick By-Laws define membership to mean: ‘Membership in Swimming New Brunswick/Natation Nouveau-Brunswick Inc. shall be restricted to registered swimming clubs, amateur individuals and swimming coaches within the designated jurisdiction of Swimming New Brunswick. (SNB Bylaws Article 2)
2. Swimming New Brunswick By-Laws define a club as ‘Any organization of swimmers which has at least three executive members and has paid the prescribed registration fee. ‘ (SNB Article 2)
3. Club membership in Swimming New Brunswick follows a September 1 to August 31 cycle; all memberships regardless of when during the year a member club joins expires on August 31 of each year.
4. Swimming New Brunswick recommends that all clubs be incorporated.

Swimming New Brunswick By-Laws- please note every attempt has been made to keep references to By-Laws up to date. Please refer to the current By-Laws document if in doubt.

Rights and Benefits

5. A member club’s formal affiliation with Swimming New Brunswick brings specific rights and benefits to the club and to its members. These are as follow:
 - a. The right for its members to compete as registered amateur swimmers at all SNC and FINA sanctioned swim meets and to earn points, prizes and awards for themselves and for the Club;
 - b. To have the times achieved recognized as official times for the purposes of entering other FINA competitions and having records, if set, duly recognized;
 - c. The opportunity to benefit from the administrative, technical and educational resources of the Association
 - d. The benefit of general liability insurance and AD&D coverage for its swimmers whenever they are competing or training.

Duties and Responsibilities

6. A Member Club’s formal affiliation with Swimming New Brunswick brings with it a number of duties and responsibilities for the club and for its members. These are:

- a. The commitment to abide by the Constitution and By-Laws of Swimming New Brunswick
- b. The obligation to pay such dues and fees as may be determined by Swimming New Brunswick
- c. The obligation to administer and adhere to the Swimming New Brunswick programs of athlete, coaching, official and volunteer development;
- d. The obligation to actively support the goals of Swimming New Brunswick
- e. The responsibility to recognize that Swimming New Brunswick is an association of volunteers committed to excellence in competitive swimming and that its success depends on the voluntary contribution of time and energy by its parent members;
- f. The responsibility to ensure that its Coaches are qualified to the minimum certification level as required by Swimming Canada.(See the National Registration Policy and Procedures manual)
- g. The responsibility to perform due diligence with respect to the screening of swimming coaches and to provide documentation of screening as determined by Swimming New Brunswick.
- h. The responsibility to provide adequate training facilities and equipment to enable its swimmers to develop in the sport;
- i. The obligation to assist swimming New Brunswick with the conduct of competitions by hosting swim meets and/or by developing qualified officials;
- j. The duty to contribute to the affairs of Swimming New Brunswick by ensuring that members attend the Annual General meeting and /Special meetings of Swimming New Brunswick

Voting Membership

7. Registered member clubs in good standing are entitled up to three (3) votes at member meetings. Clubs will be entitled to vote by proxy and therefore may exercise more than one vote up to the maximum provided the club has a minimum of one (1) delegate present at the meeting. (Please refer to SNB bylaws article 3.10)

New Club affiliation Policy

8. Swimming New Brunswick encourages the development of competitive swimming opportunities through club growth and new club affiliations. Swimming New Brunswick is open to receiving applications for new swim club affiliations and will review such applications to ensure that such new club affiliations are in the best interest of Swimming New Brunswick

General Principals

9. Application criteria for new club affiliations with Swimming New Brunswick are:
 - a. Demonstrate commitment to support the SNC Athlete development Policy
 - b. Demonstrate a committed athlete base.
 - c. Show evidence of developing and supporting swimmers at all levels.
 - d. Demonstrate a commitment to hosting swim meets, developing a base of qualified officials, and fully participating in the activities of the swim community.

- e. Offer minimal interference with the operation of existing clubs, displaying evidence of co-operation in the allocation of facility time and other issues.
- f. Demonstrate evidence of financial viability
- g. The club affiliation will be granted only to the principle operators stated on the initial application by the club. The affiliation cannot be transferred to any other party without prior written approval of the Swimming New Brunswick Board of Directors.

Administrative Documentation

10. Applications for affiliations must contain the following documentation:
 - a. Proposed club name and abbreviation code
 - b. A mission statement, purpose and goals of the club, name and address of the pool(s) utilized by the club
 - c. Outline of proposed weekly training schedules (water time) supported in writing by the aquatic facility management.
 - d. Names of the proposed swimmers registering with the club. Must have a minimum of five(5)swimmers registered with the club.
 - e. Names addresses, phone numbers and email of the proposed Board of Directors
 - f. Names, addresses, phone numbers, work experience, and NCCP certification level of the coaches. Coaches must meet minimum certification level as required by SNC
 - g. Coach screening documentation. A current copy of a criminal record check and a vulnerable sector check.
 - h. Swimming New Brunswick strongly recommends that clubs be incorporated.

Timeline

11. The application for affiliation must be received no less than 30 days prior to the scheduled meeting of the Swimming New Brunswick Board of Directors at which it will be considered.
12. The Board of Directors will advise the Chair of the President's council of the application for affiliation within 7 days of receipt of the application.
13. The applicant will be advised of the decision of the Swimming New Brunswick Board of Directors, in writing, within 15 days of the Board meeting at which the application is considered.
14. Should the Board consider the application to be incomplete, it will be returned to the applicant for re-submission.
15. Should the application be approved, the new club may begin operation immediately.
16. The Executive Director of Swimming New Brunswick will conduct a review of the new club's operations at the end of the first year of operations.
17. If a new club, in its first year of operation ceases to adhere to the original application for affiliation the Swimming New Brunswick Board shall have the authority, upon notice to the club, to suspend that club.
18. Notwithstanding the above, Swimming New Brunswick reserves the right to adjust the above mentioned timelines for approval of the application as long as the application meets the minimum standards for membership as described in this policy.

Written Submissions

19. Representatives of existing clubs affected by the application may provide written submissions to the Swimming New Brunswick Board of Directors. Application for such submissions must be made 7 days prior to the Swimming New Brunswick Board meeting.

Right of Waiver

20. The Swimming New Brunswick Board reserves the right, in its sole discretion, to waive or modify any or all of the above criteria or steps of procedure, if they deem it to be in the best interests of swimming in the province of New Brunswick. Applicants will be notified in writing of any such amendments to criteria or procedure, and will be provided an amended timeline for compliance with the amendments.