

**Definitions**

1. The following terms have these meanings in this Policy:
  - a) *Board* – the Board of Directors of Synchro Alberta.
  - b) *Registrant* - Any individual, including but not limited to, coach, athlete, official, volunteer, director, committee member, parent/guardian, employee or contractor affiliated with a club and has agreed to abide by Synchro Alberta's Bylaws, policies, procedures, rules and regulations.

**Preamble**

2. Synchro Alberta is continually looking to increase membership and provide more opportunities for participation in synchronized swimming. To further this goal, Synchro Alberta is open to affiliating with new clubs and developing synchronized swimming throughout the province of Alberta. This Policy will assist the Board of Directors, as well as potential new club members, with making decisions in the best interests of swimming in Alberta.

**Purpose**

3. The purpose of this Policy is to describe the application and approval process for new clubs wishing to affiliate with Synchro Alberta.

**MINIMUM REQUIREMENTS*****Administrative Documentation***

4. To be considered for registration, a club must submit:
  - a) An application in the manner prescribed by Synchro Alberta (available on the Synchro Alberta website);
  - b) Pay the required non-refundable application fee (\$250.00).
  - c) Provide a club name and call letters
  - d) Current bylaws which must be consistent with those of Synchro Alberta
  - e) All club policies and procedures which must be consistent with those of Synchro Alberta and as required by Synchro Alberta's Club Operations Policy
  - f) The name, address, phone number and NCCP training of at least one (1) coach
  - g) The names, addresses, and phone numbers of the Registrant athletes intending to register with the club (indicating new or existing swimmer)
  - h) A business plan complete with an operating budget and plan of action with specified timelines
  - i) A copy of the Letter of Notification that was sent to all existing clubs in the community (within a 50 km radius). The Letter of Notification must be sent to all local clubs at the same time that the new club is working with any conflicting facility to access pool time, and must describe the new club's intention to apply for membership with Synchro Alberta
  - j) The name and address of the pool(s) and facilities to be used or being used by the club
  - k) Proof of societal or incorporated status or a letter indicating the club's legal status if not a society or incorporation
  - l) Appoint an individual to act as the club's point of contact
  - m) Any other information requested by Synchro Alberta.

5. In addition to paragraph 4, to be considered for registration, a club must comply and adhere with the following requirements:
- a) Agree to comply with Synchro Alberta's governing documents (bylaws, policies, procedures, rules and regulations);
  - b) If the club was previously registered, the club must have been in good standing when its membership ceased, unless approved otherwise by the Synchro Alberta Board;
  - a) Register with Synchro Alberta all Registrants and submit the following information of such Registrants:
    - i. Designation (Athlete, Coach, Administrator, etc.)
    - ii. Name
    - iii. Address
    - iv. Telephone number
    - v. Date of Birth
    - vi. Gender

### **Timelines**

6. The following timelines shall apply:
- a) The club membership application must be received by August 1 for the application to be considered for the next competition season, usually commencing October 1<sup>st</sup>.
  - b) The applicant will be advised of the Synchro Alberta Board's decision, in writing, within fifteen (15) days of the Board meeting at which the application was considered
  - c) Should the Board consider the application to be incomplete, it shall return the application to the applicant for re-submission by a specific date prior to the next Board meeting.
  - d) Should the application be approved, the new club may immediately begin operation as an affiliated club of Synchro Alberta pursuant to Synchro Alberta's affiliation timelines and policy.

### **Decision**

7. The decision to admit or deny a club's registration request will be determined by the Board by way of Ordinary Resolution, upon their sole discretion, using the following as a guide in its decision making:
- a) The best interests of synchronized swimming in Alberta
  - b) A commitment to support Synchro Alberta's values, vision, mission and strategic directions
  - c) A commitment to by the policies, rules and regulations as approved by Synchro Alberta
  - d) A commitment to work closely with Synchro Alberta, ensuring that Synchro Alberta is included and kept apprised of decisions that will have a direct effect on the programs, services and operations of Synchro Alberta
  - e) A commitment to establish an annual operating budget
  - f) The name and call letters of the new club does not infringe upon the recognition of existing clubs within Alberta nor are they considered offensive or objectionable
  - g) The new club is offering sufficiently differentiated programs from other program offerings within the immediate area, region or province.
  - h) The new club contributes to the introduction of net new swimmers to Synchro Alberta
  - i) The new club contributes to the retention of existing Synchro Alberta swimmers
  - j) The new club increases synchronized swimming opportunities for athletes within the immediate area, region or province
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- k) The demographic size of the community is realistic for the existence of multiple clubs, if applicable
- l) The demonstration of cooperation with the operation of existing clubs, in regards to the allocation of facility time, athlete transfers, officials and coaches, or other issues
- m) The demonstration of sound business practices and evidence of long-term financial viability.

**Review**

- 8. If the club is granted affiliate status, Synchro Alberta's Executive Director shall conduct a review of the new club's operations at the end of each of the club's first two years of membership.

**Non-Transferable**

- 9. Club registration is non-transferable to any other party or entity.

**Exception**

- 10. In the case of a new club applying from a community where there are no programs affiliated with Synchro Alberta, Synchro Alberta reserves the right to adjust the timelines and approval of the application so long as the application meets the minimum requirements for membership as described in this Policy.

**Right of Waiver**

- 11. Synchro Alberta reserves the right, in its sole discretion, to waive or modify any or all of the above criteria or steps of procedure, if it deems that waiving or making modifications to this Policy is in the best interests of synchronized swimming in the province of Alberta.

**Interpretation**

- 12. In the event that this Policy conflicts or contradicts the Bylaws of Synchro Alberta, the Bylaws shall take precedence.

**Appeal**

- 13. Decisions made in accordance with this policy may be appealed in accordance with Synchro Albert's Appeal Policy.