

## CLUB OPERATIONS POLICY

### Purpose

1. The purpose of this policy is to outline the minimum requirements and standards of Synchro Alberta's Clubs to apply for club membership or maintain status as a member in good standing with Synchro Alberta.

### Application of this Policy

2. This policy applies to all Synchro Alberta Clubs and Synchro Clubs applying for membership within Synchro Alberta.

### Governance

3. All Synchro Alberta Clubs will abide by the By-Laws, policies, procedures and rules and regulations of Synchro Alberta.
4. All Synchro Alberta Clubs, whether incorporated or not, will have By-Laws which govern the structure and operation of the Club and including the following or membership with Synchro Alberta will not be accepted.
  - a. Name of the Club;
  - b. Membership in the Society: terms of admission, rights of obligation, conditions of withdrawal and expulsion;
  - c. The mode and time of calling general and special meetings and number constituting a quorum at any of those meetings and rights of voting;
  - d. The appointment and removal of directors and officers and their duties, powers and remuneration;
  - e. The audit of accounts and seal of the society;
  - f. The manner of making, altering and rescinding bylaws;
  - g. The preparation and custody of minutes of proceedings of meetings and of the directors, and other books and records of the Club;
  - h. Borrowing powers;
  - i. The time and place, if any, at which the books and records of the Club may be inspected by members;
  - j. Dissolution.
5. All clubs will minimally have the following approved policies as part of their operations:
  - a. Code of Conduct
  - b. Discipline and Complaints Policy
  - c. Privacy Policy
  - d. Confidentiality Policy
  - e. Conflict of Interest Policy
  - f. Screening Policy which includes police check and vulnerable sector checks for all coaches and chaperones.
6. All Synchro Alberta Clubs will:
  - a. Utilize the Synchro Alberta Registration Form for registration of Club swimmers;
  - b. Pay all fees and dues as required and requested by Synchro Alberta;
  - c. Submit a list, including name, address, telephone and email of all Club Directors, Coaches, Volunteers and Athletes.

### Coaches

7. Synchro Alberta Clubs will only utilize coaches that meet the guidelines and requirements of the Coach Certification Policy.
8. Coaches are not permitted to perform lifeguard duties while they are coaching or instructing any synchro program.

**Deck Privileges**

9. In order to ensure the safety of our members, it is strongly recommended that all parents and anyone considered to be a spectator be in designated viewing areas at all times during training sessions. It is further strongly recommended that their children do not accompany coaches on deck during their scheduled coaching time.
10. The Club's position on deck privileges will be clearly communicated to its' members.

**Music Systems**

11. It is strongly recommend by Synchro Alberta that all electrical sound system equipment be a minimum of 1 meter from the gutter of the swimming pool and wheels, if applicable, must be in a locked position or be secured to prevent movement.

**Sanctioning**

12. All Club activities of all member clubs must be sanctioned as per the Synchro Alberta sanctioning policy and guidelines.

