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| Policy Title:   | <b>Club Operations Policy</b>   |
| Adopted:  | January, 2009   |
| Current Board Approved Version:   | December 1, 2019  |

**Purpose**



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

**Application of this Policy**

2. This policy applies to all Alberta Artistic Swimming Clubs and any Club application for membership within Alberta Artistic Swimming.

**Governance**

3. All Alberta Artistic Swimming Clubs will abide by the By-Laws, policies, procedures and rules and regulations of Alberta Artistic Swimming and Canada Artistic Swimming (“CAS”) as a condition of membership.
4. All Alberta Artistic Swimming Clubs, whether incorporated or not, will have By-Laws which govern the structure and operation of the Club and including the following:
  - 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 shall adopt and shall abide and be bound by the following CAS policies and agree not to adopt any policy in conflict as part of their operations
  - a) Code of Conduct;
  - b) Coach Certification and Registration Policy;
  - c) Concussion Policy & Management Documents; and
  - d) Screening Policy.
6. At a minimum, all clubs shall have the following policies with respect to their operations which policies shall not conflict with the CAS and Alberta Artistic Swimming Club policies:
  - a) Discipline and Complaints Policy;
  - b) Privacy Policy;
  - c) Confidentiality Policy;
  - d) Conflict of Interest Policy; and
  - e) Screening Policy Addendum to the Alberta Artistic Swimming Screening Policy.

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**Membership & Affiliation**

7. All Alberta Artistic Swimming Clubs will:
- a) Comply with all registration and affiliation requirements of Alberta Artistic Swimming as outlined in the affiliation package annually;
  - b) Submit all fees and dues as required with applicable requirements in order to be considered a member of Alberta Artistic Swimming;

**Coaches**

- 8. Alberta Artistic Swimming Clubs will only utilize coaches that meet the guidelines and requirements of the Coach Certification Policy.
- 9. While coaching or instructing any artistic swimming program, coaches shall not be employed or contracted to also be performing lifeguard duties at the same time.
- 10. Coaches shall not drive athletes except in the following circumstances:
  - a) Where there is a familial relationship between the coach and the athlete, and/or;
  - b) A meets or camps located outside the Province of Alberta (collectively, the “Event”) provided the Event has been sanctioned by AAS.

**Deck Privileges**

- 11. In order to ensure the safety of our members, parents and anyone considered to be a spectator shall be in designated viewing areas at all times during training sessions. Other than where the designated viewing area is located on the pool deck, all parents and spectators shall not be allowed on deck.
- 12. Children shall not accompany coaches on deck during their scheduled coaching time.
- 13. The Association’s position on deck privileges will be clearly communicated to its members.

**Music Systems**

- 14. Where possible, all electrical sound system equipment shall be kept 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**

- 15. All Club activities of all member clubs must be sanctioned as per the Alberta Artistic Swimming sanctioning policy.