



3.3 New Club Affiliation Policy

Purpose of Policy

MSABC encourages the development and access to recreational and competitive swimming opportunities for adult swimmers in British Columbia and invites applications for affiliation to MSABC from any adult (18+ years of age) swim clubs or groups that operate within the province.

As per Section 2.2(e) of the bylaws, MSABC defines clubs as Class B Members. “Class B Members must be recognized by the Society as a masters swim club in accordance with Swim BC’s Club Affiliation Policy.”

This policy describes the principles, conditions, and procedures by which a club entity may organize and affiliate with MSABC.

Policy

1. General Expectations of an MSABC-Affiliated Club

- a) A club seeking MSABC affiliation is expected to demonstrate the following:
 - i) a commitment to the development of adult swimmers, of all ability levels, who are in the ‘Active for Life’ phase described in the Swimming Canada’s Long-term Athlete Development Strategy;
 - ii) a commitment to the values of MSABC:
 - (1) Fun, Friendship & Fitness For Life (MSABC);
 - iii) a commitment to remain a club in good standing with MSABC, Swim BC, and Swimming Canada;
 - iv) a willingness to support the Masters swimming community in British Columbia in a manner that is appropriate for the club; for example, by hosting swim meets, developing a base of qualified officials, or in some other way contributing to the Masters swimming community in British Columbia;
 - v) a willingness to co-operate and offer minimal interference with the operation of existing clubs, clubs, and/or other community groups;
 - vi) a plan for long-term financial viability of the club;
 - vii) a plan for a governance and operational framework that is appropriate for the club.

2. Administrative Requirements to Affiliate as a club with MSABC

- a) An adult swim group wishing to affiliate as a club with MSABC must submit a written application to MSABC containing the information stated below using the MSABC club Affiliation Application Form,



which is available for download from the MSABC website, or can be electronically forwarded or snail mailed to prospective club applications upon request to the MSABC Board of Directors:

- i) General club information:
 - (1) Proposed club name and abbreviation/code;
 - (2) Mission statement, if applicable;
 - (3) Name and address of pool(s) utilized by the prospective club;
 - (4) Declaration of co-operation and/or minimal interference to other existing clubs, clubs, or other community groups currently operating out of the same pool(s) as the new proposed club;
 - (5) Proposed annual operating budget, if applicable;
 - (6) Proof of societal or incorporated status under the BC Society Act.
- ii) MSABC Board of Directors will then review and approve, reject, or request changes or additional information for all applications received for club affiliation within 30 days of receipt of application.
- b) Once an application for club affiliation has been approved by the MSABC Board of Directors, a formal registration of the club with Swim BC (and by extension Swimming Canada) is required, which must be completed according to the policies and procedures, and subject to club registration fees, as required and defined under Swim BC's 'Swim Club' structure.
- c) To remain as an MSABC-affiliated club in good standing, all relevant club registration fees levied by any of MSABC, Swim BC, or Swimming Canada must always be paid in pull. Failure to maintain fully paid status for any club registration fees will result in the loss of the club's active and affiliated statuses.

3. Timelines

- a) Applications for affiliation with MSABC must be received no less than 30 days prior to the scheduled meeting of the MSABC Board of Directors at which the application is to be considered.
- b) The applicant will be advised of the decision of the MSABC Board of Directors, in writing, within 15 days of the board meeting at which the application was considered.
- c) Applications considered incomplete by the MSABC Board of Directors will be returned to the applicant for completion and re-submission.
- d) Once the MSABC Board of Directors approves an application for affiliation, the new club may begin operations immediately.



4. Other Submissions

- a) Representatives of a proposed new club, and other existing clubs or community groups that may be affected by the MSABC Board's decision to approve an application, may make written or in-person submissions to the Board in support of, or in opposition to, an application that is being considered.
- b) The MSABC Board reserves the right to limit the amount of time permitted for each group to deliver in-person submissions, as long as each represented club or community group is afforded equal time.
- c) Requests for time to make in-person submissions must be made to MSABC at least 14 days prior to the meeting at which an application is to be considered. Written submissions must be received by MSABC at least 7 days prior to the meeting at which an application is to be considered.

5. Revocation of club Affiliation Status

MSABC reserves the right, at the sole discretion of its Board of Directors, to revoke a club's affiliation status for reasons such as, but not limited to, failure to adhere to the general expectations of an MSABC-affiliated club set out in section 1 of this policy, failure to adhere to MSABC's Code of Conduct, and/or failure to remain a member in good standing with MSABC, Swim BC, and/or Swimming Canada. In the event revocation of a club's affiliation status is deemed necessary by the MSABC Board of Directors, the club will be notified in writing of said action, after which the club will have 30 days to respond and rectify the issue of concern that summoned the revocation notice. Failure to do so within that 30-day timeline will result in immediate revocation of club affiliation status.

6. Right of Waiver

The MSABC Board of Directors reserves the right, in its sole discretion, to waive, expand, or modify any of the above criteria or timelines, if it deems it appropriate and in the best interest of Masters swimming within the province of British Columbia. Applicants will be notified, in writing, of any such changes, and will be provided with a revised list of criteria and timeline for compliance.

7. Review of this policy

This policy shall be reviewed by MSABC Board of Directors as required.

Adopted and in effect – 11-SEP-2022

Last reviewed – 18-Oct-2025