



3.4 TEAM 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 teams or groups that operate within the province.

As per Section 2.2(e) of the bylaws, MSABC defines teams as Class C Members. “Class C Members must be recognized by the Society as a masters swim team pursuant to the Society’s policies in accordance with Swim BC’s Recreational Program policy.”

Essentially, MSABC-affiliated teams are groups of swimmers that wish to train, compete, and/or otherwise associate under a common team name for which the definition and requirements for affiliation as a swim club under MSABC’s Club Affiliation Policy (MSABC Policy 3.3) wouldn’t be appropriate or possible. For example, an adult swim group that operates wholly through a local community centre’s administrative infrastructure, and therefore would have no requirement nor gain any benefit to incorporation as a registered society under the BC Societies Act, can apply for affiliation with MSABC as a team, allowing its members to associate under the team’s banner for the purposes of training and competition.

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

Policy

1. General Expectations of an MSABC-Affiliated Team

- a) A team 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 team 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 team; 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, teams, and/or other community groups;
- vi) a plan for long-term financial viability of the team;
- vii) a plan for a governance and operational framework that is appropriate for the team.

2. Administrative Requirements to Affiliate as a Team with MSABC

- a) An adult swim group wishing to affiliate as a team with MSABC must submit a written application to MSABC containing the information stated below using the MSABC Team Affiliation Application Form, which is available for download from the MSABC website, or can be electronically forwarded or snail mailed to prospective team applications upon request to the MSABC Board of Directors:
 - i) General team information:
 - (1) Proposed team name and abbreviation/code;
 - (2) Mission statement, if applicable;
 - (3) Name and address of pool(s) utilized by the prospective team;
 - (4) Declaration of co-operation and/or minimal interference to other existing clubs, teams, or other community groups currently operating out of the same pool(s) as the new proposed team;
 - (5) Proposed annual operating budget, if applicable;
 - (6) Description of governance and operational structure, as appropriate for the team.
 - ii) MSABC Board of Directors will then review and approve, reject, or request changes or additional information for all applications received for team affiliation within 30 days of receipt of application.
- b) Once an application for team affiliation has been approved by the MSABC Board of Directors, a formal registration of the team with Swim BC (and by extension Swimming Canada) is required, which must be completed according to the policies and procedures, and subject to team registration fees, as required and defined under Swim BC's 'Official Recreation Program' structure.
- c) To remain as an MSABC-affiliated team in good standing, all relevant team registration fees levied by any of MSABC, Swim BC, or Swimming Canada must always be paid in full. Failure to maintain fully paid status for any team registration fees will result in the loss of the team'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 team may begin operations immediately.

4. Other Submissions

- a) Representatives of a proposed new team, and other existing teams 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 Team Affiliation Status

MSABC reserves the right, at the sole discretion of its Board of Directors, to revoke a team's affiliation status for reasons such as, but not limited to, failure to adhere to the general expectations of an MSABC-affiliated team 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 team's affiliation status is deemed necessary by the MSABC Board of Directors, the team will be notified in writing of said action, after which the team 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 team 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 – 28-Oct-2025