



## New Club Application Policy

**Last reviewed July 2014**

Club membership in Synchro Swim Ontario (SSO) is open to any corporate body or group of persons organized for the purpose of developing, promoting and supporting the pursuit of excellence at all levels of synchronized swimming in Ontario.

Application for new club membership in SSO may be made by entities including:

- Private aquatic or synchronized swimming clubs;
- Synchronized swimming clubs associated with municipalities, schools, colleges and universities; and
- Recreational organizations, youth organizations such as YWCA, YMCA, Armed Forces of Canada, and organizations that provide sport for the disabled.

Application for new club membership in SSO may be made at any time in the competitive season, although it is recommended that applications be submitted by no later than July 31<sup>st</sup> for consideration for the next competitive season.

Applications should be sent to SSO's Executive Director who will work with the prospective club to ensure that all required documentation has been provided and the application is complete. SSO requires all prospective clubs to demonstrate the benefit their new club brings to the synchronized swimming community within Ontario.

New club applications should include:

1. **Application form** (available on the SSO website);
2. **Application fee** (\$250; this fee is non-refundable);
3. **Club name and call letters**;
4. **Proof of incorporation** (SSO recommends that new clubs are incorporated but recognizes that this will not be necessary or appropriate for all prospective clubs);
5. **Club By-laws consistent with those of SSO** (recommended);
6. **Club policies consistent with those of SSO** (recommended);
7. **Coach information** (SSO requires that information be provided on at least one (1) certified coach (minimum Comp Intro), with proof of criminal record check
8. **Statement of benefits to the synchronized swimming community in Ontario** (this might include considerations such as club focus or mandate, projected athlete numbers, pool contracts, and a business plan).

SSO's Board of Directors will review new club applications with a particular focus the following:

- Name and call letters:
  - Does the new club name and/or call letters infringe on the recognition of existing clubs within Ontario?
  - Can the new club name and/or call letters be considered offensive or objectionable?
  
- Participation in sport
  - Is the new club program offering sufficiently differentiated from other program offerings within the immediate area, region or province?
  - Will the new club contribute to the introduction of net new swimmers to SSO?
  - Will the new club increase competitive opportunities for athletes within the immediate area, region or province?
  - Will the new club contribute to the retention of existing SSO swimmers?
  
- Pursuit of excellence:
  - Does the new club program offering contribute to the identification and development of exceptional athletes within Ontario?
  
- Sound business practices:
  - Can the prospective club demonstrate sound business fundamentals?

The Board of Directors will consider a motion to support or deny the new club application according to procedures set out in the Synchrono Swim Ontario By-laws. The Executive Director will notify the prospective club in writing within 48 hours of the outcome of the vote.

A new club whose application is approved will be placed on a two-year probation. The club must meet any other condition of membership determined by the Board, and may be asked to provide additional documentation such as financial statements or proof of compliance with SSO's governing documents. The club will be subject to membership requirements set out in the Synchrono Swim Ontario By-laws once this two-year probation period has expired.