



Policy title	Club Operations Policy	
Approval authority	Board of Directors	
Adopted	Effective Date 1 January 2020	
Current version approved	22 May 2019	
Related documents	OAS By-laws OAS Coach Registration and Certification Policy OAS Membership Policy OAS New Member Application Policy CAS Screening Policy	Pages: 5

## Definitions

The following terms have these meanings in this Policy:

- “Board” refers to a Board of Directors;
- “CAS” refers to Canada Artistic Swimming;
- “Coach” means any person who instructs figures or routines on a regular basis and includes Instructor, which is a specific level of coach who teaches AquaGO! Or other recreational programming;
- “Club” means an artistic swimming club registered with OAS;
- “Director” means a member of the Board of Directors;
- “Including” means including but not limited to;
- “Member” means any Competitive, Recreational, Scholastic, University artistic swimming club or AquaGO! Or Trillium awards program provider registered with OAS;
- “Participants” means all persons engaged in any paid or volunteer capacity with OAS or its Members;
- “Policy” means a written directive ratified by the Board that defines objectives, principles, procedures and methods to govern decisions and actions of a Member with respect to its programs and services;

- “Registrant” refers to any club or individual that has fulfilled the requirements of registration as required by OAS and has paid any associated registration fees to OAS. OAS uses the Registrant categories and definitions established by CAS. A complete list of Registrant categories can be found in the CAS Registration Policy;
- “Suspension” means immediate temporary cessation of Membership in OAS (subject to possible reinstatement or termination) in accordance with the provisions of any OAS By- Law or policy; and
  - “Termination” means the immediate permanent cessation of Membership in accordance the provisions of any OAS By-law or policy.

## Purpose

The purpose of this policy is to describe the minimum requirements for OAS Members to apply for membership or maintain their status as a member in good standing. By providing an annual verification that they continue to meet these requirements, Members provide assurance that their club operates in a safe and effective manner.

## Application

This Policy applies to OAS Members and OAS candidate members that have made an application for membership within OAS.

## Naming Convention

- a. Each Member will seek approval from OAS for any legal name change including a change to call letters.
- b. Each Member’s call letters must be different from CAS, OAS and other PTSO call letters.
- c. Each Member club will include “Artistic Swimming” and “Club” somewhere in their legal name.
- d. Call letters will be assigned by OAS on a first come, first serve basis and may not be duplicated within Ontario.
- e. OAS reserves the right to decline requests for approval of Member names and call letters if OAS, in its judgement, considers they do not reflect the brand appropriately.

## Board of Directors

- a. Each Member club will have a Board that numbers not fewer than three (3) directors who are elected by its members.

- b. The Member is expected to update OAS regarding any changes in its Board composition and to ensure all contact information is accurate.

## Governance

- a. Each Member will abide by the By-Laws and policies of OAS.
- b. Each Member club will have governance structures in place and demonstrate that it has the organizational capacity to provide high quality programs and services.
- c. Each Member club, whether incorporated or not, will adopt by-laws that govern the financial and legal affairs and other activities of the club. These by-laws will be guided by the OAS By-laws and will not at any time conflict with the OAS By-laws.
- d. Each Member club's by-laws, at a minimum, will include the following:
  - i. Club name;
  - ii. Membership including requirements of admission, membership duration and fees, and conditions of withdrawal or expulsion;
  - iii. Meetings of members including annual meetings and notice, quorum and voting rights;
  - iv. Board structure including board composition, the appointment and removal of directors and officers and their duties, powers and remuneration;
  - v. Conflict of interest;
  - vi. Finance and management including insurance, fiscal year, signing authority and financial review engagement reports or audits;
  - vii. The manner of making, amending and rescinding by-laws; and
  - viii. Dissolution.

## Policies

- a. Each Member club will adopt the following CAS policies as part of their operations:
  - i. CAS Screening Policy.
- b. Each Member club will, at a minimum, adopt the following OAS policies as part of their operations:
  - i. Coach Registration and Certification Policy
  - ii. Concussion Policy
  - iii. Conduct Policy; and
  - iv. Privacy Policy.

- c. OAS encourages Members to adopt other OAS policies, as appropriate. OAS at its discretion may provide a template for policies, including minimum requirements, as an appendix to this Policy.

## Websites

- a. Each Member club will post the following material on their website where it is available to all members and the public:
  - i. Names of board members;
  - ii. By-laws;
  - iii. Insurance certificate;
  - iv. Minutes of their most recent Annual Meeting; and
  - v. All board-approved policies.

## Compliance

- a. Decisions to grant or deny membership are made by OAS in accordance with this Policy.
- b. OAS candidate members that have made an application for membership within OAS must meet all of the requirements set out in this Policy and the OAS New Member Application Policy. Each new application for memberships will include:
  - i. A copy of the candidate member's by-laws and policies; and
  - ii. A complete list of directors and officers.
- c. Once granted, membership recognition is ongoing provided that the recognized Member satisfies the following requirements:
  - i. Each Member will re-apply annually in the manner and time prescribed by the OAS Board;
  - ii. Each Member will verify annually that they continue to meet the requirements set out in this Policy.
- d. Where a recognized Member makes a fundamental change, including a merger of two or more Members or introduction of a new focus, mandate or competitive stream, that Member must reapply for membership within OAS in accordance with the New Member Application Policy;

- e. If a Member cannot demonstrate that it meets all of the requirements of this Policy to OAS's satisfaction, OAS may take one or more of the following actions, at its discretion:
  - i. Attach such conditions to the membership as OAS considers appropriate, and the Member shall abide by such conditions. Before attaching conditions, OAS will give the Member:
    - Written notice of the deficiencies; and
    - An opportunity to correct the deficiencies, to OAS's satisfaction, by a date to be determined by OAS.
  - ii. Provisionally and immediately, suspend the membership if OAS, in its judgement, considers the deficiencies give rise to serious safety or organizational capacity concerns. In such situations, OAS will give the Member:
    - Written notice of the provisional suspension and the reasons for this decision; and
    - An opportunity to correct the deficiencies, to OAS's satisfaction, by a date to be determined by OAS.
  - iii. Revoke the membership. Before revoking membership, OAS will give the Member:
    - Written notice of OAS's intent to revoke the membership and the reasons for this decision; and an opportunity to correct the deficiencies, to OAS's satisfaction, by a date to be determined by OAS;
    - If the Member fails to correct the deficiencies, to OAS's satisfaction within the allotted time, OAS may revoke the membership.

## Coaches

Each Member will only use coaches that meet the registration and certification and requirements for coaching artistic swimming in Canada, as described in the OAS Coach Registration and Certification Policy.

## Screening

Each Member will require that valid police record checks, and other background checks as appropriate, are submitted for all Participants who are in designated positions, as described in the CAS Screening Policy.