



Policy title	New Club Application Policy	
Approval authority	Board of Directors	
Adopted	July 2014	
Current version approved	22 May 2019	
Related documents	OAS By-laws OAS Club Operations Policy OAS Coach Registration & Certification Policy OAS Membership Policy CAS Screening Policy	Pages: 4

Definitions

The following terms have these meanings in this Policy:

- “Board” refers to the OAS 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; and
- “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.

Purpose

The purpose of this policy is to describe the application and approval process for candidate Members wishing to apply for membership within OAS.

Application

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

Responsibilities

1. Membership in OAS 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 artistic swimming in Ontario.
2. Application for new membership in OAS may be made by entities including:
 - a. Private aquatic or artistic swimming clubs;
 - b. Artistic swimming clubs associated with municipalities, schools, colleges and universities; and
 - c. Recreational organizations, youth organizations such as YWCA, YMCA, Armed Forces of Canada, and organizations that provide sport for the disabled.
3. **Application for new membership in OAS is required for any recognized OAS Member that has made a fundamental change, including a merger of two or more Members or introduction of a new focus, mandate or competitive stream.**
4. Application for new membership in OAS may be made at any time in the competitive season, although it is recommended that applications be submitted by no later than July 31 for consideration for the next competitive season.
5. Applications should be sent to the OAS Executive Director who will work with the candidate Member to ensure that all required documentation has been provided and the application is complete. OAS requires all candidate Members to demonstrate the benefit their organization brings to the artistic swimming community within Ontario.



Application Process

6. Each new Member application will include:
 - a. Application form (available on the OAS website);
 - b. Application fee (\$250; this fee is non-refundable);
 - c. Member name and call letters;
 - d. Proof of incorporation (OAS recommends that new Members are incorporated but recognizes that this will not be necessary or appropriate for all candidate Members);
 - e. A complete list of directors and officers as prescribed in the OAS Club Operations Policy.
 - f. By-laws that govern financial and legal affairs and other Member activities as prescribed in the OAS Club Operations Policy. These by-laws will be governed by and will not conflict with the OAS By-laws.
 - g. Policies as prescribed in the OAS Club Operations Policy.
 - h. A complete list of all coaches affiliated with the candidate Member. Coaches must meet the registration and certification and requirements for coaching artistic swimming in Canada, as described in the OAS Coach Registration and Certification Policy.
 - i. Statement of benefits to the artistic swimming community in Ontario (e.g., focus or mandate, projected athlete numbers, pool contracts and a business plan).
7. The OAS Board will review new Member applications with a particular focus on the following:
 - a. Governance
 - Does the candidate Member demonstrate sound business fundamentals?
 - Does the candidate Member have governance structures in place and demonstrate that it has the organizational capacity to provide high quality programs and services?
 - Does the candidate Member meet all of the requirements of the OAS Club Operations Policy to the Board's satisfaction?
 - Does the candidate Member have valid police record checks in place for all Participants who are in designated positions, as described in the CAS Screening Policy?



b. Name and Call Letters

- Does the candidate Member meet all of the requirements of the OAS Club Operations Policy as relates to the naming convention and call letters?
- Does the proposed name or call letters infringe on the recognition of existing clubs within Ontario?
- Can the proposed name or call letters be considered offensive or objectionable?

c. Participation

- Is the candidate Member program offering sufficiently differentiated from other program offerings within the immediate area, region or province?
- Will the candidate Member contribute to the introduction of net new artistic swimmers to OAS?
- Will the candidate Member contribute to participation by under-represented populations in Ontario?
- Will the candidate Member increase programming and support for para-athlete participation?
- Will the candidate Member increase competitive opportunities for athletes within the immediate area, region or province?
- Will the candidate Member contribute to the retention of existing OAS athletes?

d. Excellence

- Does the candidate Member demonstrate that it will use athlete development models that are based on sound science and principles of long-term athlete development?
- Will the candidate Member program offering contribute to the identification and development of exceptional athletes within Ontario?

8. The OAS Board will consider a motion to support or deny the candidate Member application according to procedures set out in the OAS By-laws. The Executive Director will notify the candidate Member in writing within 48 hours of the outcome of the vote. A new Member whose application is approved will be placed on a two (2) year



probation. The Member 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 the OAS By-laws and policies.