

	Policy Title:	Competitive Stream Registration Policy
	Adopted:	Grandfathered
	Approved by:	Calgary Aquabelles Board of Directors
	Effective Date:	January 1, 2019
	Pages:	3

1) Definitions

- a) "AQB" - Calgary Aquabelles Artistic Swimming Club.
- b) "AQB Club Members" - Both voting members and athlete members as defined by the by-laws.
- c) "General Public" - Any swimmer and their family that are not members of the Calgary Aquabelles.
- d) "Intent to Register" form - A registration form used ONLY by current Members and general public interested in joining the 10&U provincial stream team. The form indicates their intent to register a swimmer for the next season.
- e) "Expression of Interest" form - A form used ONLY by the general public to indicate interest in joining the AQB Club next year. This is not a registration form and full registration is not considered complete until after the swimmer has officially been put on a team at the end of September and the family has filled in a formal Registration Package and paid the necessary fees.
- f) "Registrar" - The Calgary Aquabelles board member who is responsible for the Registration process for the club.
- g) "AQB Office" - The Calgary Aquabelles Office located in Repsol Sport Centre.
- h) "Head Coach" - The Head Coach of the Calgary Aquabelles Artistic Swimming Club responsible for the coaches, swimmers and all teams for the club.
- i) "Provincial Stream Coordinator" - Individual responsible for overseeing the Calgary Aquabelles Artistic Swimming provincial stream competitive program and reports to the head coach

2) Application

- a) This policy applies to all current Aquabelles members and the general public who wish to swim with the club the next year.

3) Purpose

- a) The purpose of this policy is to protect the club from accepting any new members who are not in good standing with Alberta Artistic Swimming, and who may be disruptive to the culture of the club. It also supports the club through its budgeting process and managing resources, both financial and human.

4) Registration Policy

- a) All current competitive and non-competitive AQB Members swimming in the current year are eligible to fill out an Intent to Register form prior to the deadline outlined by the club's registrar. The Intent to Register process is used to assist the club in setting up the budget for the next year.

It helps the club determine the number of returning swimmers so that the club may create a budget and secure coaches.

- b) If a swimmer is transitioning from the provincial stream into the national stream they should register for the national stream.
- c) In order for the Intent to Register to be considered complete, both the form and the non-refundable deposit must be received by the deadline. If a member chooses not to submit an Intent to Register and deposit by the deadline, they are no longer members of the club and must follow the Expression of Interest process.
- d) Growing the base is a goal for the Aquabelles and the club wants to make it easy for brand new swimmers to the sport of artistic swimming to join. For those individuals that are brand new to artistic swimming, no Expression of Interest is required, the families may proceed directly to the formal registration process.

Registration Procedure

1. All current competitive and non-competitive AQB Club Members swimming in the current year are eligible to fill out an Intent to Register form prior to the deadline outlined by the Club's Registrar.
2. If your swimmer is transitioning from the Provincial Stream into the National Stream and you are not sure if your swimmer will be accepted into the program, register for the National Stream.
3. In order for the Intent to Register to be considered complete, the form must be accompanied by a non-refundable deposit of \$200 for the Provincial Stream and \$500 for the National Stream. The funds and the Intent to Register form must be received by the Aquabelles office by the deadline to be considered complete.
4. After the deadline has passed, any AQB Club member not completing the "Intent to Register" and submitting the \$200 Provincial Stream or \$500 National Stream cheque will need to follow the "Expression of Interest" process of a new swimmer to the Club.
5. Once the "Intent to Register" deadline has passed, any interested families from outside the Club can fill out an "Expression of Interest" form and submit it to the Registrar or AQB Office.
6. For general public Provincial Stream 10&U registrants, no Expression of Interest is required, the families may proceed directly to the formal registration process or the Intent to Register process if the registration process is not ready yet but must submit a non-refundable deposit of \$200.
7. The Registrar will contact any prior club(s) noted on the Expression of Interest form. New candidates must be in good standing with their previous club(s) and also as defined by Canada Artistic Swimming and Alberta Artistic Swimming.
8. The Registrar shall put the family and swimmer's name forward to the Calgary Aquabelles Board to see if there is any reason the applicant should not be admitted to the Club as per bylaw 2, item 7. The Head Coach and Provincial Stream Coordinator will be cc'd on the relevant swimmers to keep them aware of the outside interest in the Club.
9. If the applicant has met the bylaw criteria, their name will be passed to the Head Coach for National Stream applicants and the Head Coach and Provincial Stream Coordinator for Provincial Stream applicants to confirm that the AQB Club has enough coaching and pool space to support the addition, as well as determining if the individual is a good fit for the Club.

10. Once approved by the coaches, the Registrar will contact the family and encourage their daughter to attend Shape Camp in August as well as the training in September until team trials. The family will be responsible for the Shape Camp cost (if they attend) and the September monthly fee. If after team selections, there is a fit on a team for the swimmer, the Registrar will contact the family and ask them to formally register with the AQB Club. All registrations must then be completed in person with the Registrar (including all cheques and forms signed) before the beginning of October.
11. If the AQB Club does not accept the applicant for any reason, the family shall be notified by email.