

MEMBER REGISTRATION AND TRANSFER POLICY

1 BACKGROUND

Synchro BC desires to foster an environment for its members that promotes equal opportunities and prohibits discriminatory practices. The purpose of this policy is to clarify rules regarding athlete registration and member club transfers within British Columbia. This policy will also allow the proper transfer of CASSA numbers for members from one club to the next. Synchro Swim BC encourages the prompt reporting of all members not in good standing.

2 DEFINITION(S)

2.1 WHAT IS “IN GOOD STANDING”

- 2.1.1 A member or member club is in good standing but not limited to when:
- a) Complied with their governing bylaws, policies and rules
 - b) Completed and submitted all required documents to their governing body
 - c) All accounts are up to date
 - d) Previously subject to disciplinary action and all terms have been satisfied
 - e) Not presently suspended or expelled

2.2 WHAT IS “NOT IN GOOD STANDING?”

- 2.2.1 A member or member club is NOT in good standing but not limited to when:
- a) Non-compliance with their governing bylaws, policies and rules
 - b) Required documents are outstanding
 - c) Accounts are considered to be delinquent by the bylaws and rules of their governing body
 - d) Subject to a disciplinary action or investigation
 - e) Currently suspended or expelled
 - f) Reported by another province or Synchro Canada as “Not in Good Standing”
- 2.2.2 A member or member club currently in a disciplinary or appeals process or working towards resolving an issue with a confirmed outside source or mediator will be considered in good standing until such time as the process is complete and a ruling about their status has been made.
- 2.2.3 Member clubs must report to Synchro BC by September 1st that a member has outstanding accounts and/or is not in good standing. All registration needs to be completed by October 15th of each year.

2.3 COMPETITION

- 2.3.1 Pursuant to the CASSA Rule Book, to compete is defined as participating in an event in which there is ranking with others.

3 REGISTRATION

3.1 MEMBER CLUB REGISTRATION

3.1.1 Member Club registration is complete when:

- a) Member is in good standing
- b) Member has completed registration requirements with their governing body
- c) Registration has been completed in Synchro Canada's E-Sport Registration
- d) Applicable registration fees have been paid

3.1.2 Governance Documents Submission (Optional)

In the past, new club board of directors have asked for past documentation that were lost or misplaced by ex-club executives. Synchro BC offers Member Clubs a place of safe keeping in case succession plans fail or are not in place. Should Member Clubs wish to submit copies of their governance documents to Synchro BC, all documentation will be kept completely confidential. Documentation that Member Club may wish to consider submitting to Synchro BC may include, but are not limited to:

- *BC Corporate Registry Renewals*
- *Club Bylaws*
- *Operations Manual and/or copies of Policies and Procedures*
- *Most recent financial statements and/or copies of audited statements*
- *Code of Conduct*

3.2 INDIVIDUAL MEMBER REGISTRATION

3.2.1 Member registration is complete when:

- a) Member is in good standing
- b) Member has completed registration requirements with their governing body
- c) Applicable registration fees have been paid

3.2.2 Synchro Canada's membership year is September 1st to August 31st. As of August 31st each year, the online E-Sport Registration database will show all members as non-active.

3.2.3 Athlete, Coach, Club Executive and Volunteer Registration

3.2.3.1 Member Club Submission Requirements & Deadlines

- a) Member Clubs must complete the registration of its members (i.e. athletes, coaches, executives, volunteers, etc.) through the E-Sport Registration Program (see section 3.2.5) no later than **11:59 PM on October 15** annually.
- b) Notwithstanding 3.2.3.1 a), the registration deadline must be at least one day prior to the Annual General Meeting and is subject to change to align with this requirement.
- c) After the registration deadline, Synchro BC will review each Member Club's registration database and issue an invoice to each Member Club for the registration fees owing.
- d) Member Clubs may add new registrants to the E-Sport Registration Program at any time during the season. Synchro BC will review each Member Club's registration database on

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- December 15, March 15 and June 1** and issue an invoice to Member Clubs for any outstanding registration fees owing.
- e) Registration fees are due **30 days after the date of the invoice**. Late payments may be subject to fines.
 - f) Member Clubs must submit a completed **Club Contact List** by **October 15** annually. The Club Contact List ensures that club executives and coaches are included on Synchro BC's email distribution lists.

3.2.4 E-Sport Registration

- a) Member Clubs must register their members (i.e. athletes, coaches, executives, volunteers, etc.) using the Synchro Canada E-Sport Registration Program found on Synchro Canada's Website at: <http://www.issmembership.com/syncan/>
- b) Synchro BC will **NOT** accept registration in any other formats.
- c) Club Registrars needing guidance on using the E-Sport Registration Program can find documentation on our website under: http://www.synchro.bc.ca/Member_Services/Registration/. Please email (info@synchro.bc.ca) or call (604-333-3640) if there are any additional questions or concerns or issues.
- d) Each club is responsible for their own username and password. If there are any problems logging in, please contact Synchro BC by email (info@synchro.bc.ca) or phone (604-333-3640).
- e) **Member Club may NOT register any registrant in the capacity or role of official or provincial board members. Registration in these categories are the responsibility of Synchro BC.**

3.2.5 Officials Registration

3.2.5.1 Officials, including judges and referees, must register directly with Synchro BC using the approved Officials Membership Form.

3.2.5.2 Synchro BC distributes the Officials Membership Package, by email, to all officials who were registered during the prior season in September of each year. The Official Membership Package is also available on the Synchro BC website.

3.2.5.3 The registration deadline for all Officials is October 15 annually.

3.2.5.4 Officials Registration Categories

- a) Provincial Official – an official (judge or referee) participating at the regional and/or provincial level only. Judges officiating at any Synchro BC sanctioned event must be a Synchro BC member in good standing.

- b) National Official – an official (judge or referee) participating at the regional and/or provincial level as well as national and/or international level. Judges attending National Championships must be members in good standing with Synchro BC and Synchro Canada.

3.2.5.5 Officials Membership Fees

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- a) Membership Fees are listed in Section 3.4 of this document.
 - b) Officials who judge or referee at least two competitions in the previous season are eligible to have their Synchro BC membership fees waived. Synchro Canada fees cannot be waived.

3.2.6 Synchro BC Board of Directors Registration

3.2.6.1 Synchro BC is responsible for the registration of the provincial board members through the E-Sport Registration Program.

3.2.7 Members with Multiple Roles

Members acting in more than one role/capacity in the club or with Synchro BC (i.e. official, coaches, athletes, administrative members, club, and provincial board members) are required to register in all “roles” under their one registration (except provincial Board of Directors and Officials). They will pay only the highest registration fee.

PLEASE NOTE: Registrants with more than one role should not be added as a new member (i.e. DO NOT select “Add a Member” more than once for each registrant). Simply select “**Add to another Role**” to the left of the member’s name and select the additional registration role. This allows you to add more than one role per member and ensures that members have only one CASSA number.

3.3 GENERAL MEMBERSHIP

3.3.1 General Members are members who are not affiliated with a club, are not an official, or a member of the provincial Board of Directors.

3.3.2 General Members must complete the [General Membership Registration Form](#) that can be downloaded from our website.

3.3.3 Completed forms must be submitted to the Synchro BC office by the registration deadline.

3.4 MEMBERSHIP FEES

3.4.1 Pursuant to Synchro BC’s Finance Policy, the Synchro BC Board of Directors will set membership fees each year and publish the fee level at least 3 months before the start of the membership registration. Fees should be posted on the Synchro BC website with specific notification of any change sent to clubs and posted in the newsletter.

3.4.2 Club registration fees include general membership for all club executives.

3.4.3 Club Executives & Volunteers must be registered with Synchro BC to ensure they have the SBC liability insurance during any Synchro BC sanctioned activities and be allowed on deck. Per the Membership Fees listed in 3.4.4, this is at no cost to the club.

3.4.4 Synchro BC's membership fees are:

MEMBER CLUB FEES	
Competitive Club (25 or fewer competitive athletes)	\$235.00
Competitive Club (26 or more competitive athletes)	\$285.00
Recreational Club	\$90.00

INDIVIDUAL MEMBER FEES		
Athletes		
ST	Short Term Recreational	\$2.00
AQ	Aquasquirts	\$10.00
HS	BC High School Members	\$0.00
R AWD	Recreational Athletes with a Disability	\$30.00
REC	Recreational Athletes	\$30.00
RM	Recreational Masters	\$30.00
LCOMP	Limited Competitive	\$16.00
PS	Provincial Stream (9-10, 11-12, 13-15, 16-18)	\$100.00
NS	National Stream (11-12, 13-15, 16-18)	\$130.00
C AWD	Competitive Athletes with a Disability	\$100.00
CM	Competitive Masters	\$100.00
UM	University Members	\$15.00

Coaches	
Recreational Coaches	\$25.00
Competitive Coaches	\$50.00

Officials	
Provincial Official	\$25.00
National Official	\$45.00
Synchro Canada only (<i>when BC fee is waived</i>)	\$20.00

Associate Registrant	
Club Executive (<i>incl. in Club Registration Fee</i>)	\$0.00
Club Volunteer (<i>e.g. parents and/or Board Members</i>)	\$0.00
General Members	\$10.00
Alumni	\$0.00

3.5 FINES

3.4.1 Synchro BC will charge fines as follows:

- \$5.00 per athlete for any late, incomplete, or incorrect competitive athlete registrations.
- \$50.00 for late, incomplete, or incorrect club registrations.

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- 3.4.2 The Competitive Athlete and Club Membership registration deadline is **11:59 PM October 15** annually.
 - 3.4.3 Synchro Canada rules state: "Late, incomplete or incorrect registrations will result in a \$25.00 penalty fee per competitive athlete up to a maximum of \$500.00 per club." Any Synchro Canada fines incurred will be charged to the club(s) involved.

4 MEMBER TRANSFERS

- 4.1 Members transferring from one member club to another member club within British Columbia must submit a signed and complete the [Member Transfer Form](#). A member club executive from the releasing member club must sign and complete the Member Transfer Form.
- 4.2 Synchro BC will not approve incomplete forms or transfers for members or member clubs not in good standing
- 4.3 Synchro Canada is responsible for inter-provincial transfers. Please refer to Synchro Canada's Transfer Policy for more information.

5 CONFIDENTIALITY

- 5.1 Synchro BC, will act consistently with Synchro BC's policies on privacy and confidentiality.

6 APPLICATION/JURISDICTION

- 6.1 This policy applies to all Synchro BC members and member clubs

7 REPRESENTATION BY A RESPONSIBLE ADULT

- 7.1 If the member is a minor, the "Member Transfer Form" must be signed by their legal guardian.

8 RETALIATION

- 8.1 No person may engage in retaliation, intimidation or any other form of punishment against people who raise good faith concerns about members not in good standing. Retaliation will be grounds for discipline.

9 RESOURCES

- 9.1 Resources provided upon request

Access to this Policy will be provided to all members. By using these policies, all parties agree that they will not commence any action, legal or otherwise, against Synchro BC.