

The logo for BC Artistic Swimming features the letters 'BC' in a bold, dark blue font, with a small red maple leaf icon to its right. Below 'BC' is the word 'ARTISTIC' in a bold, dark blue font, with a stylized graphic of a swimmer's arms and legs in motion integrated into the letter 'I'. Below 'ARTISTIC' is the word 'SWIMMING' in a bold, light blue font.

**BC**   
**ARTISTIC**  
**SWIMMING**

The text '2022 Year End Club Meeting' is displayed in a large, bold, dark blue font, centered horizontally across the middle of the image. The background is a photograph of three artistic swimmers in a pool, wearing colorful, patterned swimsuits and performing a synchronized routine.

**2022 Year End Club Meeting**

# LAND ACKNOWLEDGEMENT



Welcome to everyone who has joined today from across British Columbia. I acknowledge that this meeting is originating from the traditional, ancestral and unceded territory of the Coast Salish, Katzie, Tsawwassen, Kwikwetlem, Tseil-Waututh, Sto:lo, Qayqyat, and Musqueam First Nations.

I am honoured and privileged to work, raise my family, and play on this land.

# Online Meeting Norms



- Mute Yourself to Prevent External Noise
- Chat Box for Questions during Presentation
- Avoid sidebar discussions
- Question Period at End

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Open Mind

Participate Mindfully

Listen Generously

Express Your Need



# Roll Call

BC Aquasonics

Caprice Artistic Swimming

Kamloops Sunrays

Kelowna Dolphins

Maple Ridge Artistic Swimming

Nanaimo Diamonds

Nelson Reflections

Pacific Wave Synchro

Prince George Waterlilies

Ravensong Waterdancers

UBC Artistic Swimming

UVIC Artistic Swimming

Vernon Silhouettes

Victoria Synchro

Vancouver Masters Synchro

Van Isle Masters

West Coast Masters



**BC**

# Club Operations Policy

# Background



# Background

**CANADA**   
**ARTISTIC**  
**SWIMMING**

**MEMBER  
OPERATIONS  
POLICY**



**BC**   
**ARTISTIC**  
**SWIMMING**

**CLUB  
OPERATIONS  
POLICY**



**viaSPORT**  
BRITISH COLUMBIA

**QUALITY  
SPORT  
FRAMEWORK**

# Club Operations Policy

## Purpose

*Describes the minimum requirements for BCAS members to maintain their status as a member in good standing.*

*Annual verification ensures safe and effective operations.*

# Club Operations Policy

## Exemption Clause

- Subject to approval of BCAS Board of Directors

## Phased Implementation

- Reasonable timelines
- Recognize various fiscal year-ends / general meeting cycles

# Club Operations Policy

## Compliance

- Membership granted or denied based on Policy
- Membership ongoing provided:
  - Re-apply annually as prescribed by BCAS
  - Demonstrate annual compliance with these requirements

# COP Implementation

# Club Operations Policy

## Phase 1

- Incorporation as NFP
- Board – min. 3 elected directors
- Director Contact Info
- Adopted Bylaws with min requirements
- Provide BCAS copy of Bylaws
- Club Attestation
- Adoption of Policies
  - Appeals
  - Coach Certification
  - Concussion
  - Discipline & Complaints
  - Privacy
  - Screening

**December 31, 2021**

**3/15 Clubs**

# Club Operations Policy

## Phase 2

- Finance Policy with minimum standards
- Appointed public accountant, as stipulated
- Prepared Financial Statements
- Financial Statements, audit report or engagement report to BCAS
- Website Updates
  - Name of Board members
  - Bylaws
  - AGM Minutes
  - Board-approved policies

**October 1, 2022**

PHOTO TEAM

# BCAS Commitments

## Phase 1

Education & Training on related BCAS policies ❌

Development of COP Readiness Audit ✔️

Development of COP Readiness Audit and Gap Analysis Report ✔️

Development of COP Compliance Template / Reporting Mechanism ❌

# BCAS Commitments

## Phase 2

Development of a Finance Policy Template ❌

Financial Management Training ❌

# COP Discussion

## Compliance Reporting Template

Incorporated into Annual Club Application Form

## Education & Training

Timing?

Priority Issues? Which policies?

## Club Presidents' Meetings

Mutually Beneficial Problem Solving

BCAS facilitate

Club President led

Appeals Policy

Coach Certification Policy

Concussion Policy

Conduct Policy

Discipline & Complaints Policy

Privacy Policy

Volunteer & Screening Policy

