



RNBA Inc. NEW CLUB MEMBERSHIP POLICY

RNBA Board Approved May 31, 2022

Ratified February 26 2023

To be reviewed 2027

Purpose

1. As the provincial governing body for rowing, part of Rowing New Brunswick Aviron Inc.'s (RNBA) mandate is to provide more opportunities for participation in competitive rowing. To further this goal, RNBA is open to affiliating with new clubs and developing rowing throughout the province of New Brunswick.
2. This Policy will assist the Board of Directors, as well as potential new club members, with making decisions in the best interests of rowing in New Brunswick.

New Club Membership Considerations

3. RNBA has an obligation to act in the best interest of rowing in New Brunswick. In evaluating applications for membership, RNBA will consider affiliating with new clubs that display the following:
 - a) A commitment to support Rowing Canada Aviron's (RCA) Athlete Development Policy b)
Demonstrated expertise, experience, and training of the club's board members and coaches
 - c) A committed athlete base, which is substantial in relation to the size of the club's local community
 - d) Evidence of developing and supporting athletes at all levels of rowing
 - e) A commitment to supporting rowing in communities where there is a demonstrated need for an RNBA-affiliated rowing club
 - f) A commitment to supporting and providing rowing opportunities to under-represented and under-served populations
 - g) A commitment to hosting rowing regattas, developing qualified officials, and fully participating in the activities of the rowing community in the region
 - h) Evidence of cooperation with the operation of existing clubs and RNBA, especially regarding the allocation of facility time, athlete transfers, officials and coaches, or other issues

i) A commitment to Safe Sport at least at the level mandated by Safe Sport NB j) Evidence of long-term financial viability and stability as well as reasonable financial projections.

4. Club membership will only be granted to the principal operators stated on the club's initial application. Membership cannot be transferred to any other party without written approval of RNBA's Board of Directors. RNBA strongly urges all new clubs to be incorporated as it will affect your membership status and RNBA.
5. RNBA will only affiliate with new clubs that complete the appropriate application and submit the required information as described in the **Administration Documentation** section of this Policy.

Administrative Documentation

6. Applications for club membership must contain the following documentation:

a) General club information including:

- i. Club name and requested abbreviation
- ii. A mission statement, purpose, and goals of the club
- iii. Name and addresses of the offices and facilities used by the club
- iv. A list of the equipment available to, and used by, the club at the time of application as well as any related certifications of equipment safety
- v. Identification of the type of club membership (under the applicable sections of RNBA's *Constitution and Bylaws*) for which the club is applying

b) An outline of weekly training schedules supported, in writing, by the manager at the facility being used (if any)

c) The names, addresses, and phone numbers of the athletes registering or registered with the club

d) The names, addresses, phone numbers and positions in the club for each of the Board of Directors of the club

e) The names, addresses, phone numbers, work experience, and NCCP training of the coaches (coaches must meet the minimum certification standards established by Rowing Canada Aviron) and described in RNBA's *Screening Policy*)

f) The club's adopted Safe Sport Policy and any other documentation (Constitution, Bylaws, etc.) under which the club operates

g) An operating budget for the year of application that includes estimated revenue and expenditures as well as a projected operating budget for the following fiscal year

h) Proof of societal or incorporated status

- i) A copy of the Letter of Notification that was sent to all existing clubs in the community. The Letter of Notification must be sent to all local clubs that the new club is working with the facility to access training time, and must describe the new club's intention to apply for membership with RNBA
 - j) A declaration signed by all members of the club's Board of Directors indicating that they have read and reviewed all RNBA and RCA governance (Constitution, Bylaws, policies, etc.) and that they agree to abide by and be bound by them
7. During the RNBA board meeting at which the new membership application is being considered, representatives of the new club (and/or representatives of clubs potentially affected by the new club's membership with RNBA) may make oral submissions to the RNBA Board related to the application for membership. Presentations are limited to 15 minutes per club.
8. Club representatives who wish to make an oral submission to the RNBA Board related to the application for membership must notify the Board, at least fifteen (15) days in advance of the board meeting, of their intention to make a presentation.

Timelines

9. The following timelines shall apply:
- a) The club membership application must be received sixty (60) days prior to the scheduled meeting of the RNBA Board of Directors at which the application is to be considered
 - b) The applicant will be advised of the RNBA Board's decision, in writing, within fifteen (15) days of the board meeting at which the application was considered
 - c) Should the RNBA Board consider the application to be incomplete, it shall return the application to the applicant for re-submission at a subsequent board meeting
 - d) Should the application be approved, the new club may immediately begin operation as a Member of RNBA (pursuant to the club's compliance with the applicable sections of RNBA's *Constitution and Bylaws and New Club Membership Policy* which involve the admission of members and membership dues)
 - e) RNBA's Executive Director shall conduct a review of the new club's operations at the end of each of the club's first two years of membership
 - f) If a new club, in its first two years of operation, ceases to adhere to its original application for membership or, for any reason, ceases to be a Member in Good Standing, the RNBA Board of Directors shall notify the club that its membership privileges are suspended and that it is no longer a Member in Good Standing
 - g) Unsuccessful applicants may only re-apply for membership at minimum one year (365 days) dating from the date of receipt of the denied written application for membership.

10. In the case of a new club applying from a community where there are currently no programs affiliated with RNBA, RNBA reserves the right to adjust the timelines and approval of the application so long as the application meets the minimum standards for membership as described in this Policy.

Acceptance of Membership Application

11. Members shall be accepted into membership in RNBA on approval of their application by the Board of Directors at the appropriate Board of Directors meeting if the Board is satisfied that the applicant's membership will contribute to RNBA's purpose and objectives and subject to its *Constitution* and *Bylaws*. A decision to bring on a new club will be informed by the best interest of competitive rowing in the local community and rowing generally in New Brunswick.
12. The Board retains the sole discretion to accept or reject an applicant for membership. RNBA reserves the right to evaluate any and all applications using the above criteria and any additional considerations not listed herein.

Probationary Period

13. An approved applicant shall become a member forthwith but shall be subject to a probationary period of one year (365 days) dating from the date of receipt of the written application for membership, during which period the applicant shall:
 - a) Pay Membership Dues and remit Participation Fees to RNBA
 - b) Have the right to be notified of, be present, and be heard at any meeting of the membership; however a probationary member may not vote at any meeting of the membership
 - c) Participate in at least two regattas or otherwise satisfy the Board of Directors that it is conducting an appropriate rowing program
 - d) Satisfy any other condition required of the applicant by RNBA

Appeals

14. Decisions of the Board of Directors must be appealed in correspondence with the *Appeals Policy* outlined in RNBA's *Safe Sport Policy Manual*. Applicant clubs may appeal the final decision of RNBA regarding their membership application pursuant to section 4(e) of that policy.

Right of Waiver

15. RNBA reserves the right, in its sole discretion, to waive or modify any or all the above criteria or steps of procedure, if it deems that waiving or making modifications to this Policy is in the best interests of rowing in the province of New Brunswick.