



SNM CLUB CHECKLIST

Note 1: Please refer to SNM Club Policy #5 when completing this checklist

Note 2: Club Affiliation process for 2026 will be completed through REMS.

Name of Club: _____

Club Abbreviation: _____

Club Address: _____

Email: _____ Phone: _____

Website: _____

Name and Address of Facilities practicing out of:

NEW CLUB CHECKLIST

**SNM will not be accepting any new Club applications for the 2026-27 season.*

The following documents must be submitted:

Required Documents	Submitted Yes/No	Date Submitted
Weekly practice schedule		
Business Overview		
List of Club Coaches with contact information		

List of Club Staff with contact information		
List of Board of Directors with contact information (Minimum 3: President, Treasurer, Secretary)		
List of Volunteer Coordinators with contact information		
Approved Financial Plan		
List of targeted swimming group programs and alignment with LTAD		
Registered Non-profit Organization and Organization number Link: https://companiesoffice.gov.mb.ca/non_profit_organizations.html		
Adoption of Sport Manitoba's Safe Sport Policy manual: Policies include – Code of Conduct and Ethics Policy, Discipline and Complaints Policy, Appeal Policy, Respect in Sport Policy, and Coaching Screening Policy		
Current Bylaws		
Conflict of Interest Policy		
Financial Statement		
Privacy Policy		
Team Travel Policy		
Code of Conduct for Athletes, Coaches and Official's		
Code of Conduct for Board Members		
Coach Compliance for all current coaches		

Acceptance Process: Applications will be reviewed by SNM office staff and presented to the SNM Sport Committee. The SNM Sport Committee may request a meeting with the potential new Club if further information is required. The SNM Sport Committee will present the new Club application to the SNM Board of Directors for final consideration. Whether the Club application is approved or is unsuccessful, the Club will be notified of the results no later than the end of August. The approved Club will then be required to pay the Affiliation Fee for the upcoming season. This fee must be paid in full before swimmer registration can begin.

Once registration opens, swimmers are eligible to register for the season in the Registration and Events Management System (REMS).

No swimmer may enter the pool without registering in REMS. Failure to comply will result in a \$500 fine from SNM and could lead to your club being suspended for the full season.

RETURNING CLUB CHECKLIST

All returning swim clubs must complete the annual Affiliation Application. A returning swim club will not be automatically accepted. All required documents must be submitted to SNM. Swim Clubs must be in good standing with SNM including accounts up to date and not in arrears.

The following documents and criteria must be submitted annually:

Required Documents	Submitted Yes/No	Date Submitted
Weekly practice schedule		
Business Overview		
List of Club Coaches with contact information		
List of Club Staff with contact information		
List of Board of Directors with contact information (Minimum 3: President, Treasurer, Secretary)		
List of Volunteer Coordinators with contact information		
Approved Financial Plan		
List of targeted swimming group programs and alignment with LTAD		
Registered Non-profit Organization and Organization number https://companiesoffice.gov.mb.ca/non_profit_organizations.html		
Adoption of Sport Manitoba's Safe Sport Policy manual: Policies include – Code of Conduct and Ethics Policy, Discipline and Complaints Policy, Appeal Policy, Respect in Sport Policy, and Coaching Screening Policy		
Current Bylaws		
Conflict of Interest Policy		
Financial Statement		
Privacy Policy		
Team Travel Policy		

Code of Conduct for Athletes, Coaches and Official's		
Code of Conduct for Board Members		
Coach Compliance for all current coaches		

Acceptance Process: Applications will be reviewed by SNM office staff and presented to the SNM Board of Directors. Whether the application is approved or is unsuccessful, the Club will be notified no later than the end of August. The Club will then be required to pay the Affiliation Fee for the upcoming season. This fee must be paid in full before swimmer registration can begin.

- a.) Once registration opens, clubs are able to register swimmers, coaches, and officials in the Registration and Events Management System (REMS).
- b.) Registrants will not be considered Active until all Acceptance forms are read and signed each year in REMS.
- c.) No swimmer may enter the pool without registering in REMS. Failure to comply will result in a \$500 fine from SNM and could lead to your club being suspended for the full season.

MISC TEMPLATES TO BUILD AND STRENGTHEN YOUR CLUB -

- Template: [Bylaws](#)
- Template: [Confidentiality Policy](#)
- Template: [Conflict of Interest Form](#)
- Template: [Conflict of Interest Policy](#)
- Template: [Director's Agreement](#)
- Template: [Finance Policy](#)
- Template: [Privacy Policy](#)
- Template: [Employee Agreement](#)
- Template: [Human Resources Policy](#)
- Template: [Privacy Policy](#)
- Template: [Screening Policy](#)
- Template: [Volunteer Agreement](#)
- Template: [Fundraising Policy](#)
- Template: [Selection Policy \(Individual\)](#)
- Template: [Selection Policy \(Team\)](#)
- Template: [Social Media Guidelines](#)
- Template: [Social Media Policy](#)
- Template: [Team Manager & Chaperone Policy](#)
- Template: [Team Names & Logos Policy](#)
- Template: [Travel Policy](#)
- Template: [Whistleblower Policy](#)
- Template: [Human Resources Policy](#)
- Template: [Screening Policy](#)
- Template: [Volunteer Agreement](#)